



## WORK SAFETY GUIDLINES

**Safety is everyone's concern:** - Please pay careful attention to the daily Safety Talk and to the following guidelines. Failure to do so may put yourself or others in harm's way.

### **Habitat Calgary's Golden Rules:**

Do not take unnecessary risks.

Ask if you don't know how.

Get help if you need it.

**All incidents causing damage or injury and all near-misses MUST be reported to a Habitat staff member.**

- The report of the accident/near-miss will provide us all with an opportunity to learn from the incident and to make the necessary changes to prevent recurrence.

**If First Aid is needed, notify a Habitat staff member immediately, and obtain treatment as soon as possible.**

- All Habitat staff members are certified in First Aid.

**Appropriate Personal Protective Equipment (PPE) must be worn at all times.**

- The required PPE may include steel toe footwear, eye protection, hard hats, gloves, hearing protection and respirators/dust masks, dependent on the job you are performing. If you are unsure of which PPE you should be wearing, please ask a Habitat staff member or team leader.

**Only EQUIPMENT IN GOOD REPAIR should be used.**

- If a piece of equipment breaks while you are using it, or if you find a tool in disrepair, please remove it from the work environment, label it "DO NOT USE," and give it to a Habitat staff member.
- Saws missing guards are NOT to be used. Please do not tamper with the safety mechanisms on any tools/equipment.