



## Work Safety Guidelines

**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.**

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*If you have questions or concerns, please speak with a Habitat Calgary staff member or call the Volunteer Coordinator at (403) 253-5993, extension 225. Modified Jan. 7, 2011*