



Site Safety Check List for Team Leaders

<p>Manage the risk ... <u>ALWAYS</u> think 'safety first'!</p> <p>If you have ANY concerns regarding site safety, please call 00 44 1753 313 610 during UK office hours or 00 44 7473 051918 at any other time</p>	
<p>WORKING AT HEIGHT</p>	<p>Risk – working 'off the ground' greatly increases the risk of serious injury from falls</p> <ul style="list-style-type: none"> • NO volunteers to work on roofs unless the correct scaffolding (see scaffolding below) is in place at roof level & adjacent to the work areas • NO volunteers to work on roofs unless supervised by an experienced builder • NO work at height in strong winds, rain or icy conditions
<p>SCAFFOLDING</p>	<p>Risk – falls from height or injury from falling objects</p> <ul style="list-style-type: none"> • ALWAYS inspect scaffolding daily before use • It must be safe, stable, with grab rails above waist height, kickboards & preferably be attached to the building itself • Never work beneath scaffolding that is in use
<p>WORKING AT DEPTH</p>	<p>Risk – working 'at depth' increases the risk of side wall collapse & serious injury</p> <ul style="list-style-type: none"> • NO volunteers to work in holes deeper than 1m • Any holes on site must be safely marked off with hazard tape and covered as soon as they are not in use
<p>MACHINERY</p>	<p>Risk – faulty machinery or unsupervised work with machinery can lead to serious injury</p> <ul style="list-style-type: none"> • ALWAYS inspect & assess any machinery before using it on site • If in any doubt about its safety do not use it • No volunteers to work with machinery unless it is safe, they are supervised by an experienced builder & are wearing the appropriate protective equipment • Always check that there are safety guards on the equipment • Always check that any electrical supplies are safe

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MANUAL WORK	<p>Risk – incorrect lifting techniques or repetitive tasks loss of concentration can lead to injury or</p> <ul style="list-style-type: none"> • ALWAYS brief volunteers on correct lifting techniques • Rotate jobs where roles are repetitive • Work in a 'chain' where it saves time & energy • On-going supervision
TOOLS	<p>Risk – faulty tools or their incorrect use can lead to injury</p> <ul style="list-style-type: none"> • ALWAYS inspect tools before use • Mend or replace any broken tools • ALWAYS give training & on-going supervision on tool use • Always use the correct tool for the job
CHEMICALS & FIBRE GLASS INSULATION	<p>Risk – injury from burns, inhalation or skin irritation</p> <ul style="list-style-type: none"> • ALWAYS read instructions for the use of any chemical • If you are unsure or can't read the instructions don't use them • Never mix chemicals • Always use the appropriate protection when handling chemicals or insulation materials i.e. gauntlet gloves, goggles, mask, protective suit etc • Always supervise the use of chemicals
SITE TIDINESS	<p>Risk – injury from 'slips & trips'</p> <ul style="list-style-type: none"> • ALWAYS keep a site tidy! • 'A tidy site is a safer site' • Where possible keep materials stacked tidily away from work areas
PERSONAL PROTECTIVE EQUIPMENT	<p>Risk – injury due to absence of, or improper use of Personal Protective Equipment IE: Hard Hats, Steel-Toe Capped Boots, Goggles, Dust Masks, Work Gloves</p> <ul style="list-style-type: none"> • ALWAYS brief volunteers on the correct use of their PPE • Always make sure volunteers have the correct PPE for the job they are doing • If they don't have the protection then they don't do the job!
ALCOHOL & DRUGS	<p>Risk – injury due to loss of control</p> <ul style="list-style-type: none"> • ALWAYS brief volunteers on the dangers of misuse • NO drugs, alcohol or hangovers on site at any time