



SHE Orientation Course for ReStore Volunteers

Course Outline

1. SHE Policy for Habitat for Humanity
2. Worker Responsibilities
3. General Safe Work Practices
4. Personal Protective Equipment (PPE)
5. Emergency Response
6. Equipment and Materials Hazards
7. Review
8. SHE Quiz

1. SAFETY, HEALTH, AND ENVIRONMENT POLICY OF HABITAT FOR HUMANITY VICTORIA

Our SHE policy is:

1. Posted at every ReStore.
2. Included in the ReStore SHE Handbook Please take the time to read and understand it.

*Our top SHE priority when working at
the ReStore is to
prevent all accidents and SHE
incidents.*

2. WORKER RESPONSIBILITIES

As a Habitat volunteer, it is your responsibility to:

- Participate in all required SHE training: The ReStore SHE Orientation Course.
- Wear appropriate personal protective equipment and work clothes, as instructed.
- Report to work in a fit condition: no alcohol or drugs.
- Report unsafe acts or conditions to your supervisor.
- Follow first aid & medical treatment procedures and emergency response plans.

3. GENERAL SAFE WORK PRACTICES

- Practice good housekeeping always.
- Work at a safe speed.
- Learn the right way to do your job.
- Make sure all guards and other protective devices are in place.
- Never work while you are ill or fatigued.
- Horseplay or playing around is not permitted.

Unsafe Conditions:

- Inadequate guarding and protection from fall hazards, electricity or moving machinery.
- Poor housekeeping.
- Defective tools, equipment, and materials.
- Improper use, handling, and storage of chemicals.
- Inadequate warning system or emergency response plans.
- Inadequate illumination or ventilation.

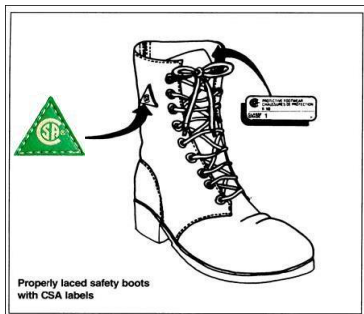
If you see an unsafe condition or activity:

- Stop the unsafe activity immediately if safe to do so.
- Report it to your supervisor or the ReStore Manager.
- Talk with the person(s) involved, discuss and agree on how to do the job safely.

4. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Safety Shoes

- Must always be worn while working at the ReStore.
- Must be CSA-certified, labeled with the green triangle patch.
- Must be checked regularly for damage.



We supply CSA approved safety boots for your use.

You will not be allowed to work at the ReStore without safety shoes.

Safety Glasses

- Must be worn whenever eye hazards are present.
- Should have side shields.
- Should be CSA approved industrial quality.



Eye Hazards:

- Wood chips
- Steel particles when hammering
- Dust
- Dripping adhesives
- Material falling during overhead work
- Protruding materials in your path

OTHER PERSONAL PROTECTIVE EQUIPMENT

Ear Plugs or Earmuffs:

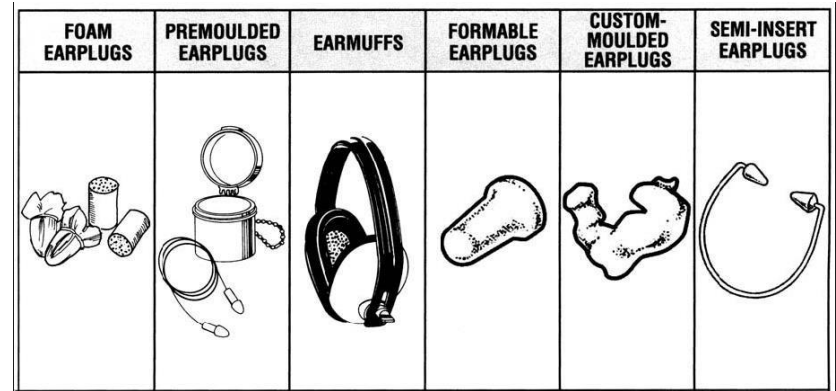
When using power saws, drills or other loud equipment.

Gloves:

When loading or unloading materials or working with cement or other corrosive materials.

Dust Masks:

When sawdust, concrete dust, drywall dust, fiberglass insulation or paint vapors are present.



5. EMERGENCY RESPONSE

EMERGENCY RESPONSE PLAN Includes:

- Emergency evacuations
- First aid kits and attendants
- Fire extinguishers
- Chemical spill response procedures

EMERGENCY EVACUATIONS:

- Know how to evacuate your worksite in case of an emergency.
- Be aware of all possible obstructions to access/egress routes.
- Maintain clear access/egress paths to each work area.
- In case of an emergency evacuation, go to the muster point on the corner of Orono and Van Isle Way.

5.1 MEDICAL EMERGENCIES AND FIRST AID

- First aid stations are located at the cash desk and inside the lunchroom.
- Get first aid for any injury, even the small one.

Cuts and Splinters:

- Always get first aid, even if it doesn't look serious.

Eyewash Station:

- Is located on the wall in the merchandising area.
- Learn to use it before working with chemicals or other eye hazards.

Foreign Objects in Eyes:

- Go for medical help immediately.
- Do not try to remove

5.2 FIRE SAFETY

Prevention:

- Keep combustible material away from ignition sources.
- No open fires allowed.
- Store flammable liquids in approved containers.

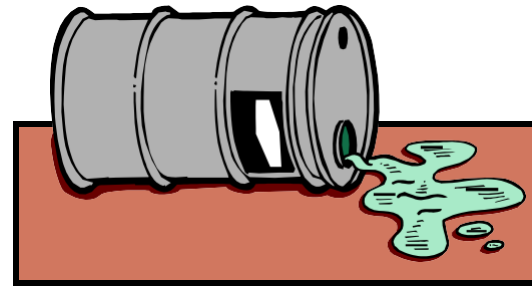
In Case of Fire:

- DO NOT try to put out the fire.
- Tell a staff person immediately.
- Vacate the area of the fire.
- Gather at the muster point on the corner of Orono and Van Isle Way.



5.3 CHEMICAL SPILL RESPONSE

- All chemical spills must be considered hazardous.
- All chemical spills require area evacuation.
- Only trained and qualified persons will attempt a rescue or a clean-up response.
- Do not come in contact with the spilled material, refer to the MSDS sheet.
- Always report any spill to the Site Supervisor.
- Never clean up a spill alone.



6. EQUIPMENT & MATERIAL HAZARDS

- Ladders
- Forklifts & Pump Trucks
- Working Safely at Heights
- Material Handling
- Hand & Power Tools
- Electricity
- Chemicals
- Shelves and Racking

LADDERS

Hazards:

- Broken or damaged parts
- Electrocution
- Fall

Step Ladders:

- Never climb past the second rung from the top.
- Make sure spreaders are locked in place.
- Barricade nearby doorways.

Straight Ladders:

- Must rest against a firm surface.
- Use the 1:4 rule. 1 foot out for every 4 feet up.
- Tie off the ladder.
- Must extend 3' beyond the top landing.
- Safety feet must be intact.

Safe Practices:

- Check ladder for defects and if damaged, don't use it.
- Watch for overhead power lines.
- When using a power tool, never hold onto a grounded object.
- Set ladder on a firm level surface.
- Use ladders only for short-duration work.
- Maintain 3-point contact.
- Tie off to a fixed support above 10 ft.
- Use caution near windows or stairwells.
- Boots shouldn't be wet or slippery.

FORKLIFTS & PUMP TRUCKS

Hazards:



- Struck by moving forklift.
- Struck by falling objects.
- Crushed by descending load.
- Forklift driving off of dock.

Safe Practices:

- Forklifts are to be operated only by competent, specially trained staff.
- Never operate a forklift on the sales floor during public hours.
- Never walk under or near a raised load on a forklift.
- When a load is in a raised position, the controls must be attended by an operator.
- Never approach a running forklift unless you're sure the driver is aware of your presence. Watch out for blind spots.
- A forklift must never be used to support, raise or lower a person.

WORKING SAFELY AT HEIGHTS

- Falls are a very big hazard at the ReStore.
- Falls often cause severe injuries or death.

Fall Protection MUST Be Used When Working:

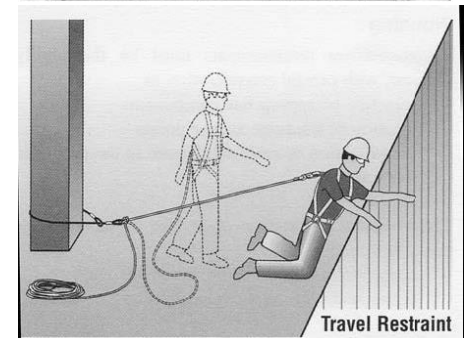
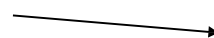
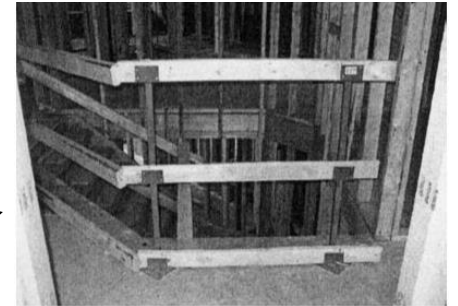
- 10 feet or more above ground or floor level.
- Above operating machinery, hazardous substances or objects.
- While on an elevated work platform other than an acceptable scaffold with guardrails.

Fall Protection means either:

Properly Constructed Guardrails

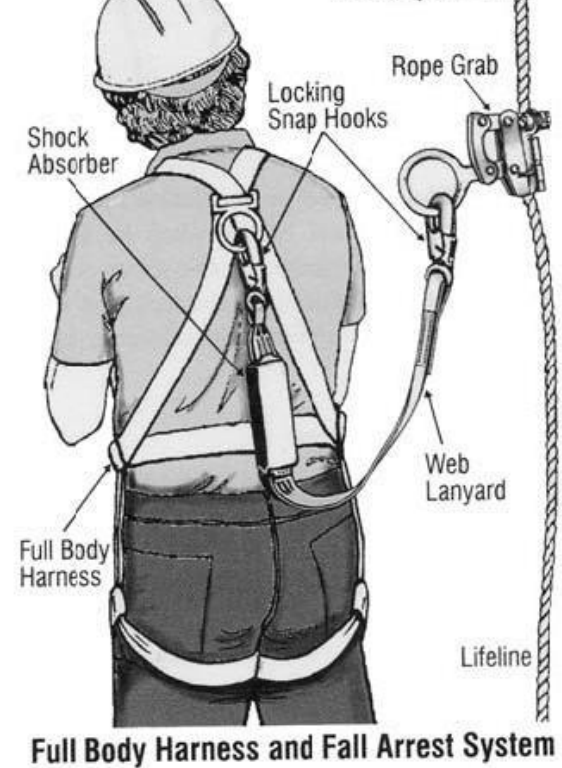
or

A Personal Fall Protection System



Fall Protection Includes:

- Full body harness
- Lanyard with shock absorber
- Fixed support or lifeline



When working with a Personal Travel Protection System:

- You must be trained in the particular system being used on site.
- You must know how to inspect the equipment.
- There must be a written record of your training.

SAFE MATERIAL HANDLING

Plan and prepare for your material handling and moving work:

- Wear gloves and safety glasses.
- Read MSDS sheets for hazardous materials.
- Be sure loads are balanced and secured.
- Always stack things neatly and firmly on shelves & racking, keep aisles clear.
- If something heavy starts to fall, LET IT FALL! Don't try to catch it.
- Get help when lifting heavy objects.
- Never work underneath a suspended load.

Lifting:

- Bend your knees – not your waist.
- Avoid twisting.
- Stretch your muscles beforehand.



HAND & POWER TOOLS

Hazards:

- Electric Shock
- Cuts, punctures and other wounds
- Severed or crushed fingers
- Shards or debris in the eyes

Safe Practices:

- Disconnect power when moving or repairing tools.
- Use tools only for their intended purpose.
- Never bypass broken switches on tools by plugging and unplugging the cord.
- Wear eye protection.
- Do not operate a power tool if you have not been trained to use it.
- Do not use the electrical cord to lift or lower the tool.

Defective Tools are Dangerous:

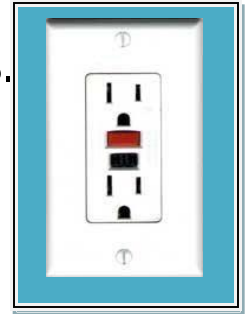
- Double check tools before you use them.
- Report defective tools.
- Never use a defective tool.

Common Tool Defects to Watch for:

- Loose, split or cracked handles on hammers.
- Mushroomed heads on chisels, drills, or steel wedges.
- Files without handles.
- Frayed electrical cords.
- Broken, displaced, or inoperative guards.

ELECTRICITY

- In wet conditions use only GFCI outlets.
- Use only properly grounded or double insulated tools.
- Check double insulated tools for cracks.
- Disconnect from power source before moving or repairing electrical items.
- Check cords for damage.
- Don't fasten cords with staples or wire.
- Metal ladders must never used when working with electrical current.



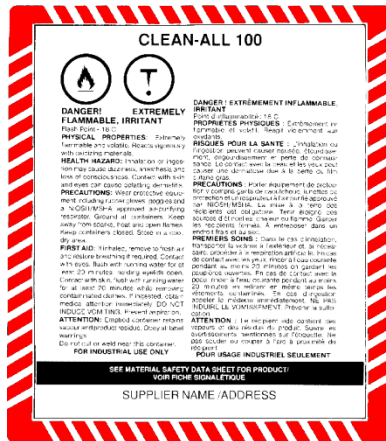
CHEMICALS



WHMIS (Worker Hazardous Material Information System) is a Canada-wide system to protect health and safety.

The WHMIS System Consists of:

- WHMIS Labels
- Material Safety Data Sheets (MSDS)
- Worker Education



WHMIS LABELS

- Are attached to any hazardous materials.
- Give the name of the material.
- Warn of dangers.
- Refer to the MSDS.
- Give precautionary and first aid measures.
- Show hazard symbols.



Class A	Class B	Class C	Class D1	Class D2	Class D3	Class E	Class F
compressed gas	flammable	oxidizer	acute toxic	chronic toxic	radioactive	corrosive	dangerously reactive

Superior Propane Inc.		MATERIAL SAFETY DATA SHEET	
SECTION 1 – PRODUCT INFORMATION			
Product Name: Propane	Supplier: Superior Propane Inc.		
Trade Name: LPG (Liquefied Petroleum Gas), LP-Gas	1111 - 40th Avenue N.E.		
Chemical Formula: C ₃ H ₈	Calgary AB T2E 9V2		
WHMIS CLASSIFICATION:	Business: (403) 739-7500		
Class A - Compressed Gas	Local Market		
Class B, Division 1 - Flammable Gas	Emergency Number		
Application and Use: Propane is commonly used as a fuel for heating, cooking, automobiles, space heaters, crop drying and welding and cutting operations. Propane is used in industry as a refrigerant, solvent and as a chemical feedstock.			
SECTION 2 – HAZARDOUS INGREDIENTS			
COMPONENTS	CAS NO.	% Volume (w/v)	LD50
Propane	74-28-6	90% - 99%	Not Applicable
Propylene	115-27-1	0% - 5%	Not Applicable
Ethane	74-84-0	0% - 5%	Not Applicable
Butane and heavier hydrocarbons	108-27-8	0% - 2.5%	Not Applicable
Occupational Exposure Limit: Based upon animal test data, the acute toxicity of this product is expected to be Inhalation: 4-hour LC50 = 280,000 ppm (Flt). Note: Composition is typical for HD-5 Propane per The Canadian General Standard Board CGSB 3.14 National Standard of Canada. Exact composition will vary from shipment to shipment.			
SECTION 3 – CHEMICAL AND PHYSICAL DATA			
Form: Liquid and vapour white stored under pressure.	Solubility in water: Slight, 6.1% by volume @ 17.8°C		
Boiling Point: -42°C @ 1 atm.	Specific Gravity: 0.51 (water = 1)		
Freezing Point: -188°C	Appearance/Odor: Colourless liquid and vapour white stored under pressure. Colourless and odourless gas in liquid state at any concentration.		
Evaporation Rate: Rapid (Gas at normal ambient conditions).	Commercial propane has an odourant added, ethyl mercaptan, which has an odour similar to cooking cabbage.*		
Vapour Pressure: 1435 kPa (maximum) @ 37.8°C			
Vapour Density: 1.52 (Air = 1)	Odour Threshold: 4500 ppm		
Coefficient of Vapor/Oil Distribution: Not available			
pH: Not available.			
*With proper handling, transportation and storage, adding a chemical odourant such as eth-merc has proven to be a very effective warning device, but all occupants have certain limitations. The effectiveness of this odourant may be diminished by a person's sense of smell, by competing odours and by oxidation which may cause a potentially dangerous situation.			
SECTION 4 – FIRE OR EXPLOSION HAZARD			
Flash Point: -103.4°C	Fire Extinguishing Precautions: Use water spray to cool exposed liquid tanks. Do not walk past the source of the escaping gas that is leaking the fire can be turned off. Fire can be extinguished with carbon dioxide and/or dry chemical (BC). Container must be cooled with water to prevent flame impingement and the weakening of metal. If sufficient water is not available to protect the container shut from weakening, the tank will be required to be evacuated. If gas has not ignited, liquid or vapour may be displaced by water spray or flooding.		
Method: Closed Cap.	Special Fire Fighting Equipment: Protective clothing, hose monitors, log nozzles, self-contained breathing apparatus.		
Flammable Limits: Lower 2.4%, Upper 9.5%			
Auto Ignition Temperature: 432°C			
Products Evolved Due To Heat Or Combustion: Carbon monoxide can be produced when primary air and secondary air are deficient with combustion in tanks pipes.			
Fire and Explosive Hazards: Explosive air-vapour mixture may form if allowed to leak to atmosphere.			
Sensitivity to Impact: No.			
Sensitivity to Static Discharge: Yes.			
SECTION 6 – REACTIVITY DATA			
Stability: Stable.	Hazardous Decomposition Products: Divalent primary and secondary air can produce carbon monoxide.		
Conditions To Avoid: Keep separate from oxidizing agents. Gas explodes spontaneously when mixed with chlorine dioxide.	Hazardous Polymerization: Will not occur.		
Incompatibility: Remove sources of ignition and observe distance requirements for storage tanks from combustible material, drains and openings to building.			

MATERIAL DATA SAFETY SHEETS (MSDS)

- MSDS sheets are kept in a black binder on a shelf in the merchandising room.
- Contain detailed information for handling emergencies or clean-ups, and safe use of product.

SHELVES AND RACKING



Hazards:

- Objects falling from shelves
- Falls
- Shelves falling or collapsing

Safe Practices:

- Never climb up or down shelving or racking units.
- Never walk out onto shelves or racks when loading or unloading merchandise, or at any other time.
- Use fall protection at all times when working above 10 feet.
- When storing items on upper shelves, always make sure they are stacked firmly and evenly so they cannot fall off.
- Attach chains or cables to top shelving when there is a possibility of objects falling off,

7. REVIEW

- Report any condition that looks unsafe to your supervisor immediately.
- Wear steel toed boots at all times while working in the ReStore.
- Wear safety glasses or other eye protection when necessary.
- Make sure you know how to evacuate your worksite.
- Check ladders for defects, don't use if damaged.
- When working at or above 3 meters (10') always use some sort of fall protection.
- When lifting materials, bend your knees – not your waist.
- Double check all tools before you use them, don't use if damaged.
- Check cords for cracks, cuts or damaged plugs, tag out of service if damaged.
- Before handling chemicals, read the WHMIS label to find out about hazards.
- When working around moving equipment, be aware of the blind spots.

8. SHE QUIZ

Safety, Health, and Environment

Name: _____

Date: _____

1. Our top SHE priority when working at a ReStore is to:
 - a. Prevent all accident and SHE incidents.
 - b. Wear our safety equipment properly.
 - c. Keep our area clean.

2. When you identify an unsafe situation, you should:
 - a. Correct it immediately, if safe.
 - b. Warn others in the area.
 - c. Report it to the Supervisor.
 - d. All of the above.

3. One of the basic safety rules is:
 - a. Learn the right way to do a job.
 - b. If a tool is defective, tell the Supervisor when you finish using it.

4. As a volunteer, one of your top safety priorities is to:
 - a. Report unsafe acts of conditions to your supervisor.
 - b. Report all injuries, 'near miss' incidents, and other SHE incidents (no matter how slight) to your supervisor immediately.
 - c. All of the above.

5. The MINIMUM Person Protective Equipment (PPE) required at all times at the ReStore is:
 - a. Long pants, shirt and closed-toed shoes.
 - b. Steel toed green patch safety boots.
 - c. Shorts and a t-shirt.

6. In case of an Emergency Evacuation, you should:
 - a. Get in your car and go home.
 - b. Put away any tools you are using before evacuating.
 - c. Go to the Muster Point outside immediately.

7. Before lifting heavy loads, it is a good idea to:
 - a. Pull a load if you can't push it.
 - b. Test weight of object, plan and clear your path, ask for help if needed.
 - c. Bend over while lifting.

8. Before handling any hazardous chemicals, you need to:
 - a. Put on your face mask.
 - b. Check the label and read the MSDS.
 - c. Tell your supervisor.

9. When asked to perform a task you feel is unsafe you should:
 - a. Tell the person no.
 - b. Let the person asking know you do not feel comfortable performing the task.

10. As a Habitat volunteer, it is your responsibility to:
 - a. Report unsafe acts or conditions to the Supervisor.
 - b. Wear appropriate PPE and work clothes as instructed.
 - c. Follow First Aid & medical treatment procedures.
 - d. All of the above.