



Habitat for Humanity®
Habitat pour l'humanité®
Canada

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:

- Posted at every ReStore
- 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 at all times
- 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

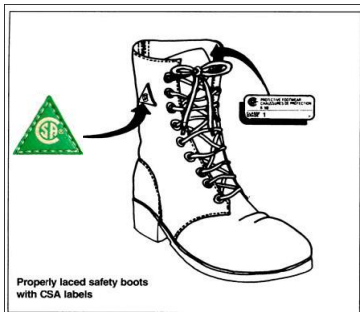
If you see an unsafe condition or activity:

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

4. PERSONAL PROTECTIVE EQUIPMENT (PPE)

SAFETY SHOES

- Must be worn at all times while working at the ReStore
- Must be CSA-certified, labeled with the green triangle patch
- Are 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 Ear Muffs

When using power saws, drills or other loud equipment

Gloves

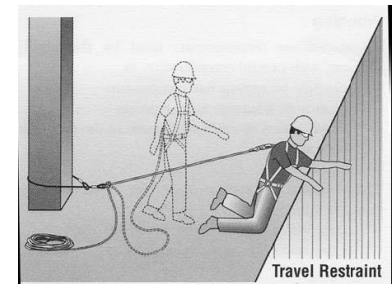
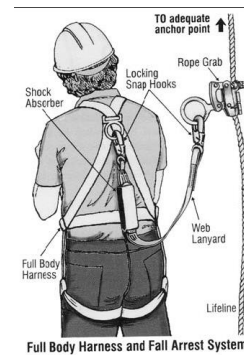
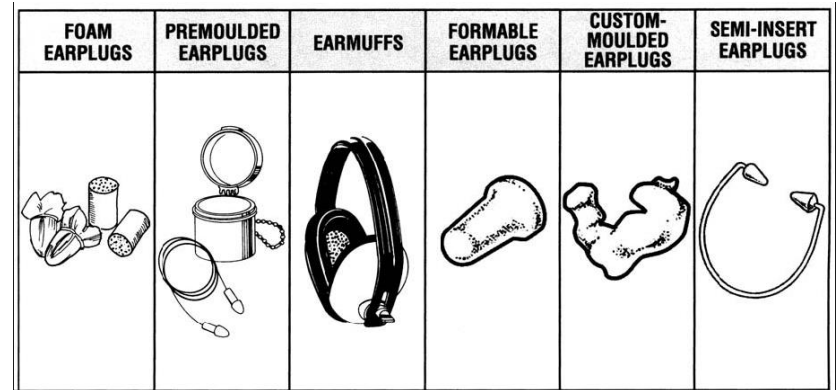
When loading or unloading materials, or working with cement or other corrosive materials

Dust Masks

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

Personal Fall Protection

When working at a height of more than 10 feet without safety rails. This PPE requires **special training** and a **written record** of the training.



5. EMERGENCY RESPONSE

EMERGENCY RESPONSE PLAN includes:

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

5.1 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

5.2 MEDICAL EMERGENCIES AND FIRST AID

- First aid stations are located at the cash desk and inside the lunch room
- 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

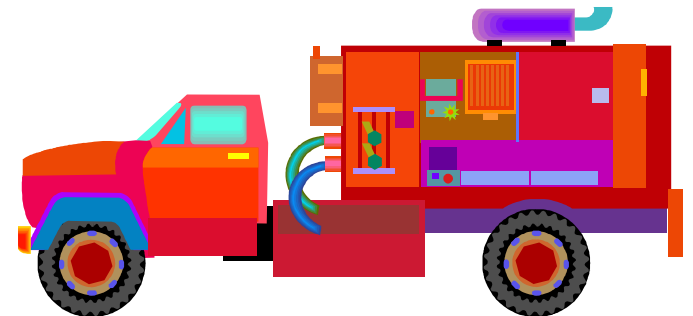
5.3 FIRE SAFETY

Prevention

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

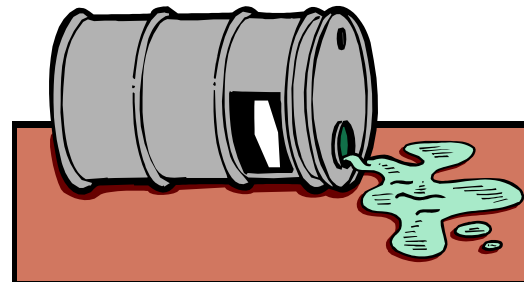
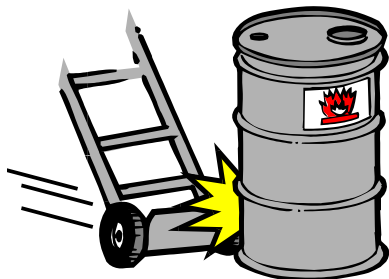
In Case of Fire

- 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



5.4 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

6.1 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

6.2 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

6.3 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:

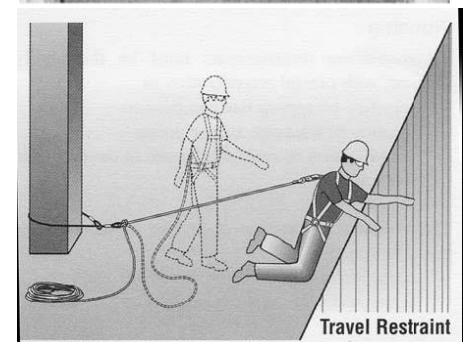
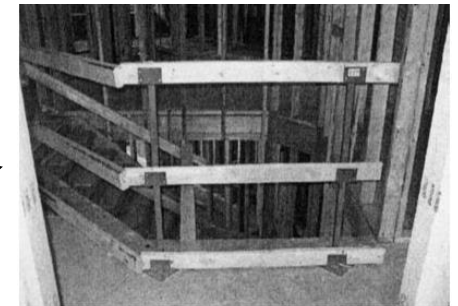
- 10 feet or more above ground or floor level
- Above operating machinery, hazardous substances or objects
- While on an elevated work platform other than an acceptable scaffold with guardrails

Fall Protection means either:

Properly Constructed Guardrails

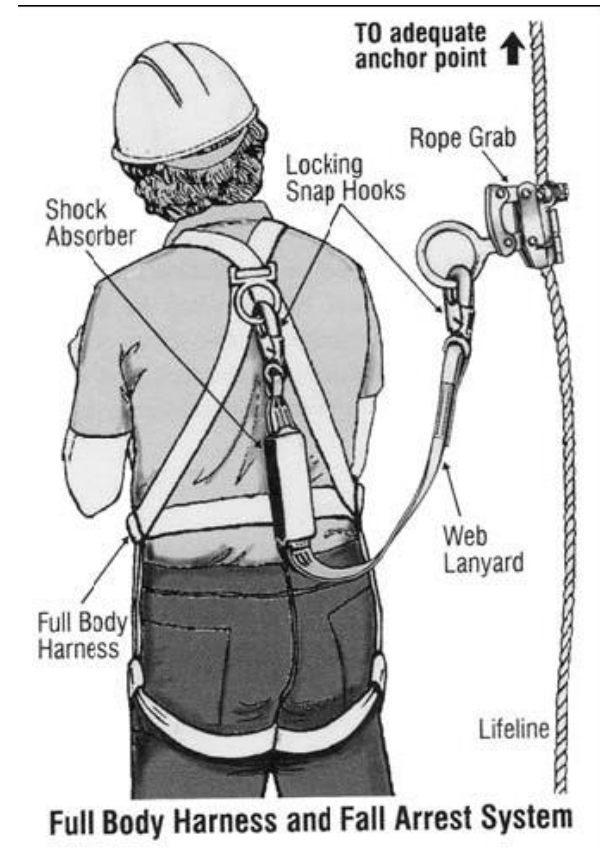
or

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

6.4 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

6.5 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

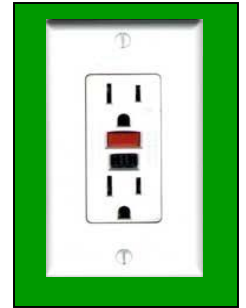
- Double check tools before you use them
- Report defective tools
- Never use a defective tool

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

6.6 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



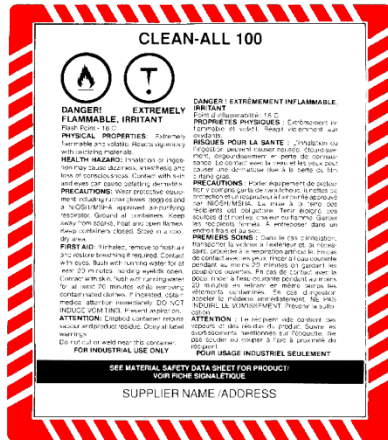
6.7 CHEMICALS



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

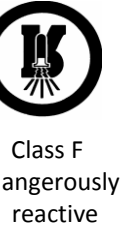
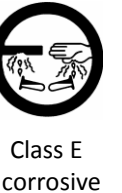
The WHMIS system consists of:

- 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



Superior PROPANE		MATERIAL SAFETY DATA SHEET	
SECTION 1 – PRODUCT INFORMATION			
Product Name: Propane	Supplier: Superior Propane Inc.	1111 - 49th Avenue N.E.	
Trade Name: LP-Gas (Liquefied Petroleum Gas), LP-Gas	Chemical Formula: C ₃ H ₈	Calgary, AB T2E 9V2	
WHMIS CLASSIFICATION	Business: (403) 730-7800		
Class A - Compressed Gas	Local Market		
Class B, Division 1 - Flammable Gas	Emergency Number:	(Not Available)	
Application and Use: Propane is commonly used as a fuel for heating, cooking, automobiles, forklift trucks, 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	115-07-1	0% - 5%	Not Applicable
Ethane	74-84-0	0% - 5%	Not Applicable
Butane and heavier hydrocarbons	106-27-8	0% - 2.5%	Not Applicable
Occupational Exposure Limit: Based upon animal test data, the acute toxicity of the product is expected to be Inhalation: 4 hour LC50 = 280,000 ppm (Rat). 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 when stored under pressure.	Boiling Point: -42°C @ 1 atm.	Solubility in water: Slight, 0.1% by volume @ 17.2°C	
Freezing Point: -188°C	Evaporation Rate: Rapid (Gas at normal ambient conditions).	Specific Gravity: 0.51 (water = 1)	
Vapour Pressure: 1435 kPa (maximum) @ 37.2°C	Vapour Density: 1.52 (Air = 1)	Appearance/Odour: Colourless liquid and vapour when stored under pressure. Colourless and odourless gas in natural state at any concentration.	
Coefficient of Refractive Index: Not available.	pH: Not available.	Commercial propane has an odorant added, ethyl mercaptan, which has an odour similar to cooking cabbage.*	
*With proper handling, transportation and storage, adding a chemical odorant such as eth-merc has proven to be a very effective warning device, but all odorants have certain limitations. The effectiveness of the odorant 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	Method: Closed cup.	Fire Extinguishing Precautions: Use water spray to cool exposed surfaces of tanks. Do not extinguish the source of the escaping gas until the fire can be turned off. Fire can be extinguished with carbon dioxide and/or dry chemical (BC).	
Flammable Limits: Lower 2.4%, Upper 9.5%	Auto Ignition Temperature: 432°C	Container must always require capping with water to prevent flame impingement and the weakening of metal. If sufficient water is not available to protect the container shell from weakening, the area will be required to be evacuated. If gas has not ignited, liquid or vapour may be dispersed by water spray or flooding.	
Products Evolved Due to Heat Or Combustion: Carbon monoxide can be produced when primary air and secondary air are deficient within combustion in flaring gas.	Fire and Explosive Hazards: Explosive air-vapour mixtures may form if allowed to leak to atmosphere.	Special Fire Fighting Equipment: Protective clothing, hose monitors, log nozzles, self-contained breathing apparatus.	
Sensitivity to Impact: No.	Sensitivity to Static Discharge: Yes.		
SECTION 6 – REACTIVITY DATA			
Stability: Stable.	Conditions to Avoid: Keep separate from oxidizing agents. Gas explodes spontaneously when mixed with chlorine dioxide.	Hazardous Decomposition Products: Divalent primary and secondary air can produce carbon monoxide.	
Incompatibility: Remove sources of ignition and observe distance requirements for storage tanks from combustible material, drains and openings to building.		Hazardous Polymerization: Will not occur.	

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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

6.8 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

1. **Our top SHE priority when working at a ReStore is to:**

- a. Prevent all accidents 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 possible
- 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. Learning the right way to do a job
- b. Never touch protruding nails
- c. If a tool is defective, tell the Supervisor when you finish using it

4. **One of the worker responsibilities is to:**

- a. Report unsafe acts or condition 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 Personal Protective Equipment required at all times at a ReStore:**

- a. Long pants, shirt and closed toed shoes
- b. Steel toed green patch safety boots
- c. Green patch safety boots and a hard hat

6. **To operate a forklift at a ReStore you must:**

- a. Possess an up-to-date standard driver's license
- b. Be a competent lift operator with special training

7. **In the 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

8. **Before lifting heavy loads it is a good idea to:**

- a. Sit down and relax
- b. Stretch before lifting
- c. Notify everyone on the site that you are going to lift something

9. **When loading things onto high shelves you should:**

- a. Walk out onto shelves when using appropriate fall protection
- b. Never walk out onto shelves at any time

10. **If you must work at a height greater than 10 feet without proper guardrails or scaffolding you need:**

- a. Excellent boots with a good grip
- b. A fall protection system
- c. A fall protection system and appropriate training

11. **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

12. **When working around a fork lift you should:**

- a. Walk under a raised load only when instructed to do so by the operator
- b. Never walk under or near a raised load

13. **When working with a power tool in wet conditions it is a good idea to:**

- a. Wear rubber boots and a hat
- b. Use a ground fault circuit interrupter (GFCI) outlet
- c. Cover the tool with a plastic bag while you use it

14. **When using a step ladder you should:**

- a. Never climb past the second rung from the top
- b. Make sure the spreaders are locked in place
- c. All of the above

Date _____

Signature _____