



GRASSROOTS TRUST

CONSTRUCTION SAFETY & TEAM INFO

Safety at our construction site is very important for all of us. We hope that this information will ensure that you will be safe and enjoy working on the site along with other volunteers, homeowner families and the local professionals.

Dress with safety in mind

Clothes should fit comfortably but should not be loose. An **overall** is a good option, with jeans or shorts and other comfortable clothes underneath. You need to bring appropriate clothing and equipment with you, rather than expect it to be provided. Wear **work boots (steel toe-capped)** that protect you from falling objects, have a non-slip sole, and that resist nail penetration. Please leave jewellery (necklaces, bracelets, rings, etc.) at home. **Hard hats** are required. **Safety glasses** are required when operation power tools. Grassroots also advises that safety glasses be used when nailing. Use **ear protection** and **dust masks** when working with drywall or using power saws for a prolonged period of time. **Building gloves** and **knee protectors** should be worn when the work requires them.

Before working...

The site manager will always give a safety briefing and give details of what work is to be done in the next session. The team leader from Grassroots should also look around the site and add to the safety briefing information to help reduce any risks. Following the safety briefing (on a daily basis) **everyone from Grassroots must sign** in the **team safety logbook** that they heard the safety briefing. The site area should be **clearly marked/understood** and **safety signs** (eg: Hard hat area, etc) should be in the appropriate places. The names of each person should be written clearly in both the team language and the local language on their hard hats. At least **one translator for every 6 team members** should be on site before work commences.

Survey!

Before you start working in any area please survey the space around you. Look around your feet and overhead for obstacles and organise the workspace within your reach. Be especially careful when carrying long objects so that you do not hit other people. Watch for excavations, openings, edges of slabs, and slippery conditions. Speak up if something looks unsafe. An observer can spot danger quicker than a worker can. It is particularly important that you follow these procedures throughout the entire project. The land available to build these homes on is average size for local standards. The working area may be tight.

Lifting and carrying

When lifting, stand close to the load, bend knees, grasp firmly, and then lift by straightening legs. Keep your body vertical. Don't lift beyond your strength. Get help with heavy or long loads. Many hands make light work.

Power tools

When operating power tools know the **correct procedures**. This will insure your safety. Before operating, inspect the cord, outlets, and blade. If the blade (or bit) needs to be replaced disconnect it from the power source. Avoid "binding" the blade of any saw. When a blade binds it kicks the saw back towards the operator. Support the stock properly and never reach under material while it's being cut. Ask someone for help when cutting large pieces of material. Wear eye and ear protection.

Only those with Power Tool insurance can operate power tools on the Grassroots site.

Maintain Good "Housekeeping"

A clean job site is essential to work safety. Please re-stack unused building material or serviceable scraps. Put all trash and debris in a trash container or a designated trash area. If nails are protruding from scrap lumber bend them down or extract them. Keep track of your tools. If you see something – pick it up.

Roofs, Ladders and Scaffolding

Don't work at a height beyond which you are uncomfortable. (Grassroots volunteers are only insured up to 5ms above ground and 1m below ground.) Don't leave loose objects on the roof, ladders or scaffolding. Keep your tools in your tool belt when they are not in use. When working on a roof, secure all building materials (felt, cement tiles, plywood, nails etc.) to prevent items from sliding off. Sweep sawdust and debris off the roof frequently. Let workers below know when you are sweeping or throwing material off the roof.

Exercise caution when using ladders. Do not use the top two steps. Use a partner to steady the ladder. **Only one person on a ladder at one time.** Watch for temporary overhead power lines. When working on the roof move slowly and carefully. Use a ladder that will reach the work. Move the ladder with your work. Avoid overreaching. Place stepladders on solid, level footings. Scaffolding should be placed only on solid, level footing. Don't stack loose material (scrap lumber, bricks, concrete blocks etc.) under scaffolding legs to level. Use leg-levelling devices provided with the scaffolding. Make sure that walk boards are fastened securely and are adequate for the number of workers on the scaffolding.

Taking tools with you

It is very helpful for teams to take the tools with them that they will need to do the work. Sometimes tools can be provided locally, but so many extra people on site can leave people waiting for a tool to be available. Please communicate with Grassroots about the tools needed for this job and then see if you can source them in the UK and transport them in the team luggage. (NB: All building materials will be sourced locally)

Finances

Grassroots is trying to raise the money to complete this building project. We will tell you what it costs for you to be there (accommodation, food, team administration, etc) and ask you to raise this amount and also pay for the equipment you need to bring (hard hat, building boots, gloves, safety glasses, knee protectors, etc.). We will not charge you more than this to cover the costs of the project... but would love it if you were able to contribute or raise more money towards this.

FIRST AID

Know where the **drinking water** and **first aid kit** is located. Inform you Team Leader, Work Supervisor and Volunteer Co-ordinator in the event of an injury and make sure it is logged in the team **accident book**. Each team should have enough people trained in first aid to have someone qualified around whenever on site. Before starting on site, the team should be informed of the **local emergency numbers** (to call an ambulance), have a copy of the Grassroots Insurance documentation with them and details of **directions to the nearest hospital** with an accident department.

THIS SHORT SUMMARY CANNOT COVER ALL SAFETY ISSUES. THE WORK / CREW LEADERS WILL GIVE FURTHER CONSTRUCTION SAFETY TIPS AS THEY APPLY TO PARTICULAR TASKS. REVIEW THESE NOTES BEFORE COMING TO THE SITE. IF YOU ARE UNSURE ABOUT SOMETHING – **ASK!** EXERCISE CAUTION AND COMMON SENSE.

EXPECTATIONS

What are your expectations? What do you expect from this building trip? Knowing your expectations is one of the most important ways you can prepare for your time overseas.

Maybe you don't think you have any expectations. If so, you may be in for a shock, because a hidden expectation, which clashes with reality, is always surprising. The best way to avoid disappointment is to evaluate your expectations before you go. Are you realistic? Grassroots would, however, like to suggest that you add a few expectations, if you haven't done so already.

Expect some frustrations

Team members have experienced some frustration in the areas of building, accommodation, food, language and logistics. Expect to be frustrated. No matter what your situation, you will always be encountering the unexpected.

Do not Expect the same standards as in the UK

For those with UK building experience there can be some concern about methods being used – both in the construction and in the safety procedures. Please be ready for this and make sure your attitude is not one of criticism. This upsets local people and takes away from the blessing we are trying to impart. Instead talk things through with the team leader and if a good opportunity arises to share your wisdom and experience do this in a happy, patient and friendly manner. People are happy to learn as long as they are treated with respect.

Do not Expect to finish the project while you are there

Some teams have the privilege to be able to finish the job they started. But please do not put pressure on the local team so that you can have this joy. You don't know what other pressures they are under and good relationships, safety on site and health of the people involved are higher priorities.

Do not Expect accommodation facilities to be as consistent as the UK

Water may be hot or cold and may only be available at specific times in the day/week. The toilets may work or not work. The heating or the electricity may be working or not working. The food may be ready and available or may not. The beds may be soft and flat or short and lumpy. You may have time to go to the shops, and you may not. Please be ready for all these eventualities and unsurprised or upset if they happen even at the most inconvenient moments.

Expect to need to be flexible

You might be tired of hearing about the flexibility, but that continues to be one of the key words to remember as you go overseas. Adapt. Fit into the situation. Allow God to use you any way he wants. Yield yourself to him. Tell him, "What I want is to obey you completely, whatever the situation". You may expect to work with one specific family all week but actually switch around to different work sites. You may be frustrated by language barriers/lack of language proficiency. You may not be in as good a physical condition as you thought you were. You may wonder if your presence is a help or a hindrance.

SECURITY AND SAFETY GUIDELINES

The following safety and security guidelines should be followed by volunteers to ensure as much as possible, that their stay is free from any incidents:

- Do not walk alone after dark anywhere. Streets are poorly lit and you are vulnerable to criminals as well as potholes and uncovered manholes.
- Avoid being out late at night, even in pairs. Likewise, avoid being out alone in the early morning hours.
- Always carry a copy of your passport. If you asked for identification by individuals claiming to be police, DO NOT give them your wallet/passport. Show a photocopy of your passport and visa.
- Do not carry large quantities of money with you. Do not flash your money when purchasing things. No money in back pockets. ☞ Look both ways many times before crossing streets. Pedestrians do not always have the right of way!
- DO NOT open your hotel room or apartment door unless you are positive you know the caller. Always ask who is there.
- DO NOT open the door if the caller(s) say they are police and even if they are in police uniforms.
- The **Grassroots team leader** should always walk around and check any new accommodation, transport or site to identify any risks, and then clearly inform the team of what they are and what to do to alleviate them. (eg: check accommodation for fire exits & assembly points and make sure all the team are aware). This should then be added to the team safety logbook and all the team sign to confirm they received this information.

STAYING HEALTHY!

- If it is hot, protect yourself against the sun. Even when it is cloudy you can be sunburned. Drink lots of water even if you are not thirsty, especially when you are working or walking. Drink bottled water where you can. Rest when you need to do so.
- The most common ailment of travellers to foreign lands is upset stomach and diarrhoea. This is because the ambient bacteria differ from one land to a next and your system is not adjusted. It is

essential that you wash your hands before eating. Use, if it's possible, soap and clean water followed by wet wipes or anti-bacterial spray/foam. You can get water-free hand wash that kills all bacteria. Travel/handbag size bottles can be brought.

- It is advisable to bring with you any medications you may need. If you bring any prescription medicines make sure you also bring paperwork that proves you have a right to have them with you.
- Do not eat raw or improperly cooked food. A general rule is never eat food from roadside stands. Restaurant food is usually safe.

If you are feeling unwell, notify your team leader immediately!

KIT LIST

Please note above everything in bold type that you need to either take with you as an individual or team. Other things that might be important are:

- Steel toe-capped building boots
- Safety Glasses
- Hard Hat
- Knee protectors
- Building/decorating gloves
- Tools
- First Aid Kit
- Insurance Documents
- Ear protectors
- Dust mask
- Overall and working clothes
- Handwash and anti-bacterial hand spray
- Any medicines you need and associated paperwork
- Anti-allergy tablets, headache tablets, etc.
- Photocopy of passport and visa page
- Universal plug
- Torch
- Clothes washing soap (hand-wash for use in hotel sink)
- Mosquito repellent and anti-mosquito plug ins
- Water disinfecting tablets

As a team we need to take:

- Tools (having asked which tools are needed)
- Accident book (one per team - an exercise book is sufficient)
- Team safety log book (one per team - an exercise book is sufficient)
- Site identification tape
- Safety Signs