

## **BTC Safety Manual**

BTC is committed to keeping you safe. During your trip, you will be working on an active construction site in a rural community. Our construction sites are rustic in nature due to our line of work and conditions of the building locations, so please exercise extreme caution during your build trip. We are committed to preventing accidents. Following these guidelines will help us ensure we have a safe and successful work week.

### **Work Surroundings**

- Be aware of what is behind you, under you and above you. There will be many moving parts during the construction process and we are in a community where everyday life will be going on around us.
- Keep your eyes open for nails on the ground, low hanging branches, scaffolding, wood forms at head height, etc.
- Keep your eyes open for objects that are obstructions or a hazard on the worksite. If you identify a possible safety hazard, inform your IVCs immediately.
- Working in the rain: although downpours are not common, construction work will cease in the case of heavy rain or in the presence of lightning.

### **Proper Tool and Material Handling**

- We will be working full construction days, it is important to pace yourself when it comes to shoveling, wheelbarrowing, carrying buckets, etc. There is always a fellow volunteer who can tag in and help.
- If you are uncertain about how to do a task or how to operate a tool, do not hesitate to ask an IVC
- Use your legs to lift objects or shovel to protect your back and other injuries. Inform your IVC or fellow volunteer if you need a break from the task you are performing.



## **Scaffolding**

- Scaffolding will be in use to add layers of block above shoulder height. Always use extreme caution when climbing up, working on, and climbing down from the scaffolding.
- Do not jump down from the scaffolding, use the designated steps to get up and down safely.
- Do not exceed the maximum number of people on the scaffolding, 2 volunteers per wall at any time
- Do not hesitate to call your IVC if you need help climbing up or down from the scaffolding

## **Protective Wear**

- Wear closed-toed shoes, such as sturdy sneakers or work boots at all times on the worksite
- Wear gloves to protect your hands from blisters and scratches
- It is recommended to wear a hat to protect your head and face from the sun
- It is recommended to wear long sleeves and pants. Wear clothing that is not valuable as it is possible clothes will get paint or dirt on them.
- Wear safety glasses when necessary, such as cutting cinder block

## **General Health**

- Take plenty of water breaks. Hard work causes perspiration, you will need to replace these lost fluids. On hot summer days, it is especially important to drink plenty of water to prevent heat exhaustion. If you are thirsty, you are already dehydrated!
- Take turns and substitute in for volunteers who have been working for an extended period of time.
- During the workday, rest periodically. Make a reasonable assessment of your physical abilities and take breaks accordingly.
- There will always be a first aid kit on site with basics: band-aids, gauze, alcohol, Tylenol, ibuprofen, etc. Please ask your IVC if you require support for an injury.

## **Prohibited Presence on the Worksite**

- To prevent injury, there are certain times that it is prohibited for volunteers be on the worksite in or near the house.
- IVCs will indicate when the group can bring materials/tools close to the house but are not to enter underfoot of the masons working.

## **BTC Worksite Safety Orientation**

*\*To be implemented the first morning of the build week when the group arrives at the worksite*

- I. Always bring your water bottle and gloves to the worksite with you. When working on the site, it is recommended to use your gloves in all tasks
- II. Locate the water station. Remember to take frequent water breaks, and to pace yourselves in the construction.
- III. Identify the first aid kit. If you injure yourself or you are not feeling well, alert your IVC for treatment and recommendations
- IV. When shoveling, wheelbarrowing, carrying buckets or any other strenuous activity, use caution and pace yourself. Lift with your legs rather than your back (IVC demonstrates)
- V. Use extreme caution when climbing up, working on, and climbing down from scaffolding. If you need help climbing up or down, please alert an IVC.
- VI. There is a maximum of 2 volunteers per wall allowed on the scaffolding at any given time
- VII. Work as a team and sub in for your co-volunteers to give them a break. Rotate jobs to give everyone an opportunity to participate in all aspects of the build
- VIII. Report any worksite condition that looks unsafe to the IVCs
- IX. Staff and volunteers will not be allowed within the house as the masons work on the roof and final touches
- X. There may be times when we will have a lighter workload, and not everyone will have a task to complete. Take that time to chat with the masons and neighbors, play with the children, ask questions, and be curious of your environment!
- XI. Attend the daily site coordination meeting. The IVCs will review specific tasks for that day and provide additional safety guidance as needed.
- XII. **ALWAY PAY ATTENTION TO YOUR SURROUNDINGS**

# BTC Emergency Procedure

BTC will have a vehicle on hand at or near the worksite at all times in the case of a medical emergency.

In the case that a volunteer is injured, IVCs will observe and assess the volunteer's condition and level of injury, and then proceed with the following level of care:

## **Low-Level Injury**

*(Blisters, cuts, minor dehydration, upset stomach, sunburn, etc.)*

- Treat volunteers with first aid kit on the worksite.
- If the injury requires something that the first aid kit does not have, the IVC and volunteer will visit the local health post.
- Rest and rehydration salts are recommended in almost all cases. If a volunteer needs to rest, we will coordinate that they stay at the dorm site.

## **Mid-Level Injury**

*(Severe dehydration, a broken bone, excessive vomiting, excessive diarrhea, etc)*

- Bring volunteer to the closest hospital immediately for professional treatment. From the community of Derrumbadero, the nearest hospital is 15 minutes away. From the community of La Guama, the nearest hospital is 40 minutes away.
- In the case that a volunteer needs to be taken to the hospital, an adult from the group must accompany them, unless that would leave youth without a chaperone.
- Depending on the severity of the injury, the emergency contacts listed on the volunteer's application will be notified. BTC staff will meet the IVC and volunteer at the hospital. BTC New York headquarters will be informed following treatment.

## **High-Level Injury**

*(Heart attack, stroke,.....)*

- Bring volunteer to fire station 15 minutes away for immediate treatment by the EMT team. Take the ambulance to the hospital in San Juan or Santo Domingo.
- The volunteer will be accompanied by BTC staff at all times. BTC senior staff will meet the team at the hospital.
- BTC New York headquarters and emergency contacts listed on the volunteer's application will be notified as soon as possible. BTC New York staff will assist with personal coordination in the states.