

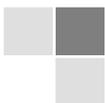


Living To L.A.S.T.

"Building a brotherhood through training for and responding to the physical needs of the overlooked."

SAFETY MANUAL

Revised 10-4-2019





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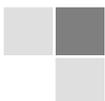
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I. Environment

I.1. Weather

Depending on the type of event, weather could play a major role in the safety of participants. Living To L.A.S.T. encourages participants to dress according to the weather and work involved to help with safety and comfort at a basic level. Living To L.A.S.T. will also take whatever measures it can to aid in making the area safer due to weather conditions that may arise.

I.2. Building

Living to L.A.S.T. as a part of our safety plan conducted before each workshop or project (see section 4.1 for more information), will take what measures it can to make the building safe for participants. This could include such things as blocking off unsafe areas, moving items to allow for a safer work area, or adding dust containment to allow for a safer work environment for others not involved in the same task.

I.3. Trip and fall

Due to the nature of the mission of Living To L.A.S.T., trip and fall hazards will be a common hazard and must be minimized and managed.

II. Participation and personnel

People are the reason we do what we do as an organization. Therefore, it is important to us to have clear boundaries and expectations with the men and young men that participate for everyone’s safety and wellbeing so that healthy relationships can continue to be cultivated.

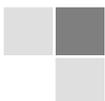
2.1 – Age limits and correlated abilities to participate

Ages 0-4 years old

- too young to participate at any event

Ages 5-9 years old

- must have a parent or guardian fill out both the release form and waiver form yearly
- parent or guardian must be present at event
- must complete and pass level one tool instruction if they want to participate in project
- can only participate in the parts of the project that are safe and conducive for them to work on with the presence of their parent or guardian
- Examples: demo, mudding drywall, screwing down decking, etc





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Ages 10-14 years old

- must have a parent or guardian fill out both the release form and waiver form yearly
- only able to complete and pass up to a level 2 tool instruction and thus only able to participate in a project in a corresponding capacity.
- must have direct supervision of at least one organization associated adult in a public area (two if in a private area)

Ages 15-17 years old

- must have parent or guardian fill out both the release form and waiver form yearly
- able to complete and pass all levels of tool instruction
- can only participate in the project in a corresponding capacity to the level of tool instruction passed.
- must have direct supervision of at least one organization associated adult in a public area (two if in a private area)

Ages 18 years old and up

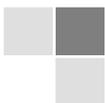
- must fill out both of the release forms and waiver forms yearly
- can only participate in the project in a corresponding capacity to the level of tool instruction passed.

Living to L.A.S.T. also retains the right to use discretion with each volunteer. In certain circumstances we will limit a volunteer's progression of working through the various tool levels (beyond the limitations mentioned above) for the safety and best interest of the individual and the group at large.

2.2 – Working with minors

Recognizing that we are a reflection of God's love to those in our care, we take our responsibility to the minors that participate at Living to L.A.S.T. very seriously. These guidelines are set forth to provide a safe environment for those young people. We view ourselves as partners with parents, seeking to provide quality care and instruction in our operations as an organization. All our guidelines are designed to protect and promote growth for each child and adult involved. To live wisely and without any hint of sexual misconduct we keep to the following standards:

- Any verbal or nonverbal sexual interaction with any minor is inappropriate.
- Discretion must be used in physical contact with any minor. Innocent behavior can be misinterpreted. A hug around the shoulders is not sexual abuse, but a full body-to-body hug, stroking, massaging, or affectionate kissing is inappropriate. Any overt displays of





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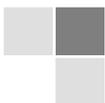
affection, like appropriate hugging, should be made in a public setting in front of others and not in private.

- Sexual gestures or overtures to a volunteer by a minor should be reported to the Living To L.A.S.T. Leadership so that discussion can be held with the minor’s parents.
- One-on-one counseling with a minor should occur in a visible or public place when at all possible.
- When a situation arises where you are alone with a minor, quickly move that situation to a public setting. Make the meeting as brief as necessary to accomplish its purpose.
- All suspicions of child or sexual abuse must be reported to a member of the organizations Leadership who will report it to the mandated reporter in the organization. That person will notify the appropriate agency.
- Any knowledge or suspicion of any Living to L.A.S.T staff, Instructors, or Minutemen Volunteers, having an inappropriate relationship with a minor must be reported promptly to a member of the Leadership.
- No wrestling or physical horseplay should occur between a volunteer and minor.
- Volunteers should obtain the consent of the minor's parent or guardian before going out with that minor, or spending time with the minor in an unsupervised situation. This also includes giving rides to or from any of our events.

2.3 – Unsafe or inappropriate behavior

With a variety of exceptions, Living To L.A.S.T. operates on a 3 strike rule. If an individual is acting unsafe or inappropriately and must be given a verbal warning twice by Living To L.A.S.T. staff, the third offense will mean implementing action to resolve the issue for the rest of the day. This could range from reassigning the individual to a different part of the event, to asking the individual to retake a tool instruction, to asking the individual to leave all together. Exceptions would be unsafe or inappropriate actions that are major enough to warrant immediate action.

All staff retain the right to give instruction to any volunteer at their discretion during the duration of the service project. If at any point a staff member deems a volunteer to be engaging in unsafe practices (with a tool, equipment, their body, the worksite, other volunteers,





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and/or work-related activities) the staff may require said volunteer to perform a test demonstrating their skills or their understanding of safe worksite practices.

2.4 – Living To L.A.S.T. staff

All staff (executive staff, instructors and minutemen) will be required to have a background check conducted as well as have completed a minimum of a 10 hr OSHA course. To keep this safety manual up to date and in accordance with the standard safety regulations and proper tool handling, it is required that all staff re-read the safety manual every year. If anything is found to be outdated, Living To L.A.S.T. will make all necessary additions or modifications. Written record of any updates made will be noted and all volunteers attending each project will also be notified of relevant updates.

III. Ensuring Tool Safety

Using tools is a vital part of participating in the projects and events that Living To L.A.S.T. puts on. It therefore is of utmost importance to us that we ensure that participates have had adequate instruction and know how to safely use all the various tools that may be present.

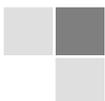
3.1 – Tool instruction and tests

Participates that are minors, despite previous experiences, must participate in the tool instructions of the tools they are interested to use. Participates that are 18 and older have the option to wave instruction if they have been given previous instruction outside of Living To L.A.S.T. No matter the age, all participants will have to pass the corresponding level with a brief multiple-choice test to prove they have knowledge of how to safely use the tools at each level.

3.2 - Break down of tool levels

Level 1 (tools grouped together for test)

- drill/drivers
- Sawzall
- hand tools
- utility blades
- hand saws
- step ladders 6’ and under
- jig saw





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Level 2 (tools grouped together for test)

- chop saw
- circular saw
- step ladders above 6’
- extension ladders
- hammer drills

Level 3 (tools tested individually)

- all types of nailers
- jointer/planner
- table saw
- ramset
- plumping torch
- working on a roof with safety gear
- grinders
- routers

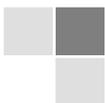
3.3 - Identification of tool/equipment skill levels

To distinguish participants who have been tested in their understanding of different tools and/or equipment, Living to L.A.S.T. will use a color coded system made clearly visible via bands on the safety glasses of the participant. The band colors denoted below represent the corresponding tool/equipment skill level:

RED	Level 1
RED and BLUE	Level 2
RED, BLUE, and GREEN	Level 3

3.4 - Seeing unsafe tools or observing unsafe usage of tools:

If as a participant, you observe a tool that is unsafe for some reason (broken, condition left in, tool found in an unsafe location), please speak up and tell a Living To L.A.S.T. staff member so that the issue can be resolved. If you observe a tool being used in an unsafe manner, or a person acting in an unsafe manner, please again speak up and alert a Living To L.A.S.T.





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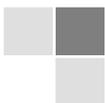
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staff person or team lead. Doing so could prevent harm done to that person or others around them.

3.5 - Tool Instruction

- Drill/ Driver
 - Firmly grasp the trigger handle and auxiliary handle (if provided) to maintain control.
 - Always hold or brace the tool securely. Brace against stationary things for maximum control.
 - In a binding situation, the tool will react in the opposite direction of the turning bit. When drilling into the workpiece (clockwise), the tool will try to spin counterclockwise.
 - **DON'T FORCE THE TOOL** – apply enough pressure to keep the bit cutting or chipping smoothly. If the motor slows down, relieve the pressure. Too much pressure can damage the bit and cause you to lose control of the tool.
 - If the bit binds in the workpiece, release the trigger immediately. Do not use a lock-on button when drilling in warped, pitched, knotty, or embedded materials (e.g., reinforcing bars in concrete) where binding may be more common. Do not try to free a jammed bit by starting and stopping the tool.
 - As you get close to breaking through the workpiece, reduce pressure and allow the bit to pass through the hole easily.
 - Always keep a firm footing when using power tools. Be sure you have balance and control before you start the job.
 - Remove material or debris from the area, especially if it could be ignited by hot chips or friction

- Sawzall
 - **Choose the Right Tool and Blade**
 - **USE SHARP BLADES.** Dull blades can produce excessive heat, make cutting difficult, resulting in forcing the saw, and possibly cause an accident.
 - Before cutting with a reciprocating saw, make sure the tool and its accessories are in proper working order.
 - When changing blades, be sure the spindle and blade clamp areas are clean. Metal chips and sawdust may prevent the blade from being held securely. •

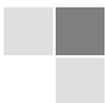




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- Blades can break. Use the blade and accessories recommended for the job being done. Check your operator's manual carefully about this.
- To minimize blade flexing and provide a smooth cut, use the shortest blade that will do the job but will extend beyond the workpiece throughout the stroke. Blades may shatter if they impact the work.
- Use clean saw blades. A buildup of pitch or sap on the surface of the saw blade increases blade thickness and blade friction.
- Check blades carefully before each use for proper alignment and possible defects. **NEVER USE BENT, BROKEN OR WARPED SAW BLADES.**
- Be sure the power switch works properly. Do not use a tool if the switch does not work properly.
- When using a variable speed saw, use higher speeds for soft materials and lower speeds for harder materials to avoid blade damage.
- **WHILE CUTTING...**
 - Position yourself to maintain full control of the saw. **When possible, avoid cutting above shoulder height.** Keep hands away from the blade and shoe.
 - Before starting, be sure the power cord and extension cord are out of the blade path and are long enough to freely complete the cut. A sudden jerk or pull on the cord can cause loss of control of the saw.
 - Clamp workpieces securely. Check frequently to be sure clamps remain secure. Never hold a workpiece in your hand or across your leg when sawing.
 - When making anything other than a through cut, allow the saw to come to a complete stop before removing the blade from the workpiece. This prevents blade breaking and possible loss of saw control.
 - When plunge cutting, maintain firm contact between the saw's shoe and the workpiece. Lower the blade into the workpiece using the shoe as a pivot. Once the shoe is flat against the workpiece, begin the desired cut.
 - Do not plunge cut into a metal workpiece. Instead, using a drill or chisel, make a pilot hole larger than the widest portion of the blade. Insert the blade, placing the shoe flat against the workpiece, and begin the desired cut.

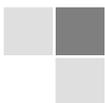




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- Ladders
 - Under 6 feet
 - Above 6 feet
 - Do not place ladders on any object to gain additional height
 - Do not move or shift ladder with personnel on ladder
 - Use 1:4 ratio (1 foot incline for every 4 feet of elevation)
 - Inspect all ladders before using them
 - If ladder is not safe, bring it to a staff member and remove from a place where it could be used mistakenly
- Utility Knife
 - To cut any surface, hold the utility knife with your dominant hand, and keep the other hand and your body away from the cutting line.
 - Always keep the blade retracted when not in use. When grabbing or passing on the utility knife, make sure the blade is inside the plastic/metal handle.
 - Check the conditions of the blade and handle. Dull, rusted blades can make you to use more force, increasing the
- Jig Saw
 - **USE SHARP BLADES.** Dull blades can produce excessive heat, make cutting difficult, resulting in forcing the saw, and possibly cause an accident.
 - Before cutting with a jigsaw, make sure the tool and its accessories are in proper working order.
 - Check blades carefully before each use for proper alignment and possible defects.
 - **NEVER USE A BENT, BROKEN OR WARPED SAW BLADE.**
 - Before plugging in the tool, be sure the "lock-on" switch is off.
 - Be alert to the possibility of the blade binding and kickback occurring.
 - Never remove the saw from a cut while the blade is moving. When making a partial cut, or if power is interrupted, release the trigger immediately and don't remove the saw from the workpiece until the blade has come to a complete stop.
 - Never reach under the saw or workpiece. The blade is exposed under the workpiece and the saw guard cannot protect your body here.
 - Overheating a saw blade can cause it to warp and result in kickback. Buildup of sap on the blade, insufficient blade set, dullness, and unguided cuts, can all cause an overheated blade and kickback.





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- When starting the cut, firmly position the saw plate/shoe on the workpiece before turning on the tool. Always keep firm contact between the plate/shoe and the workpiece. Small or thin material may flex or vibrate causing loss of control.
 - **BEFORE STARTING A CUT, TURN THE TOOL “ON” AND ALLOW THE BLADE TO REACH FULL SPEED.**
 - Keep your hands away from all cutting edges and moving parts. Never place your fingers in line with the blade.
 - When plunge (pocket) cutting, use a blade designed for that purpose.
- Level 2 Tool Instruction notes coming
 - Level 3 Tool Instruction notes coming

IV. Safety at workshops and service projects

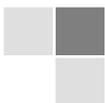
4.1 – Safety Plan

At each workshop or service project a safety plan will be prepared before the commencement of the event. There will be a safety brief conducted at the start of the event. The safety brief will include the following:

1. Share the safety plan to explain the specific hazards and pieces of safety information that are of direct importance to the task at hand. This will include what hazards have been completely removed and eliminated, what hazards have been properly barricaded, and what PPE is required to protect against the remaining hazards.
2. Share the person in charge of medical problems that may arise, tool inspection and tool training.
3. Share the location of the first aid kit, PPE, the address of the project in case of emergency, and where a copy of the Safety Plan will be posted if it needs to be referenced during the project.
4. Share and briefly discuss a “Toolbox Talk” from a reputable source

4.2. – Personal Protective Equipment (PPE)

All PPE necessary for the event will be provided for participants. All PPE that is reusable will be numbered and issued to participants with the understanding that it will be returned at the conclusion of the event.





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-Eye Protection – Goggles or spectacles intended to protect your eyes. Eye protection should meet the requirements of ANSI Z87.1 (USA)– these products will be marked with “Z87.1” or “Z94.3”. Note: a face shield is not “eye protection” unless used with goggles or spectacles.

-Face Shield – An impact-resistant shield that helps to protect your face from chips, sparks, small debris, or wire wheel bristles. Face shields should be used only in conjunction with spectacles or goggles

-Ear Protection – Devices such as ear muffs or ear plugs that reduce the intensity of the noise entering your ear. Ear protection will carry a NIOSH Noise Reduction Rating, or “NRR”, which indicates how much the noise level you experience is reduced (in decibels), when the device is properly used.

-Respiratory Protection – A device placed on your face used to filter the air you breathe. Available in a variety of styles (such as disposable dust masks, half-face respirators, and full-face respirators), respiratory protection devices are typically provided with a NIOSH approval rating (e.g., “N95”).

V. General safety protocol at service projects

5.1– Roof work

Living To L.A.S.T. will not work on roofs that are more than two stories high. All individual that will work on a roof during a project will be given and told to wear the appropriate safety gear as well as understand the dynamics of safely working on a roof.

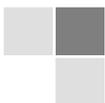
Additional useful information on working on a roof are as follows:

- Fall Protection on any roof over a 4:12 pitch (4” of vertical rise for 12” of horizons distance).
- Inspect ladders before every use
- Reference Section about fall protection

5.3- Fall Protection

Federal construction rules set a uniform threshold height of 6 feet and greater for worker exposures that demand fall-protection. This means employers must protect their workers from fall hazards whenever an affected worker is 6 feet or more above the ground or a lower level

5.3- License required work





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A correctly licensed individual will do or oversee all work, that according to code, requires a properly trained and licensed worker. This includes such things as working with or around gas and oil lines, other HVAC work, and various electrical and plumbing work.

5.4- Major structural work

Living To L.A.S.T. will first consult appropriate professionals regarding any major structural repairs or changes to a building. If the work is in the scope of what Living To L.A.S.T. can safely conduct, the work will be overseen and inspected by an appropriate professional.

