

CCWD Volunteer Safety Guidelines

Please Read & Sign

CCWD Volunteer Safety Guidelines

The CCWD has a long history of benefiting from **Volunteers** within the community. These volunteer efforts are greatly appreciated. The welfare and safety of Volunteers and equipment operators is of paramount importance to the Canebrake County Water District (CCWD). CCWD is committed to providing safety guidelines to all CCWD Volunteers. Safety guidelines and related training will be provided to Volunteers before they begin their work assignments.

Every Volunteer will receive proper safety training before participating in any project. Training will be relevant to the project at hand. Participants will be made aware that lead responsibility for overseeing work assignments belong to the Project leader (Water Manager, or Project Lead). Questions from Volunteers concerning the project should be directed to the Project Leader.

The goal of this guide is to prevent any injuries, whether minor or serious. Please ensure you have read and understand all of the following. Thank you for your Volunteer service to the CCWD and **be safe on your project!**

Water Manager

Current Water Manager: Dean Kuns

Project Lead: (as assigned by the Water Manager for specific projects)

The Work Environment

To ensure the safety and well-being of all Volunteers, please abide the following guidance. In this section “Water Manager” will be used to mean the Water Manager themselves or a Project Lead specially appointed by the Water Manager for a project.

- Volunteers must **follow instructions of the Water Manager** at all times.
- Repairs and maintenance should not be undertaken without the **presence or direct instruction of the Water Manager**.
- Volunteers must **comply with all Water Manager’s instructions** and may be asked to leave the work site, at the Water Manager’s discretion, if they fail to comply.
- If at any time a Volunteer is unclear about their assigned work task, **ask the Water Manager for clarification**.
- If at any time a Volunteer believes an unsafe condition exists, immediately **inform the Water Manager**.
- **Be aware of your surroundings** at all times. Work sites are inherently hazardous. Hazards may include: holes, ditches, trip hazards, stinging or venomous animals, cacti and thorned plants, strong sunshine and heavy winds ... you get the idea.

- **Know your limits**, both physically and mentally. Are you fit enough to handle the project at hand? If you are feeling unwell, or getting tired or distracted, please **take a break** somewhere safe.
- Be aware **tools have inherent safety hazards**. Whether manual (shovels, pickaxes, etc.) or power (saws, grinders, etc.) tools, ensure you understand how to operate the tool safely to protect yourself and those around you.
- Make sure you are **sufficiently hydrated**. Drink water or other hydrating fluids frequently – don't wait until the signs of dehydration are setting in. The signs of dehydration include: light-headedness, headache, fatigue, dry mouth, dark urine.
- If you are working with heavy objects, use good lifting form. (1) Bend at the knees, not at the waist and keep your back straight. (2) Use both hands and hold the object close to your body.(3) Lift with your legs (4) Use slow and steady movements to prevent strain and injury, and (5) ask for help if you need it.

Working Around Heavy Equipment

At times, Volunteers may be requested to assist a **heavy equipment operator** (dump truck, track steer, mini-excavator, etc.) with manual tasks. In such instances, please follow these additional recommendations:

- Ensure the heavy equipment Operator can **see you at all times**.
- Maintain a **minimum 10 feet** of distance between you and heavy equipment in-operation at all times.
- Make sure you have an **escape route**. Make sure you are clear of where the equipment or any attachments (e.g bucket, arm) can move.
- Operators of CCWD heavy equipment must be proposed and accepted by the Water Board. If you have not been specifically accepted, please **do not attempt to operate** CCWD heavy equipment. At the time of writing, the following people have been accepted as heavy equipment operators:
 - Ron Akey
 - Daryl Holmes, Jr.
 - Christopher MacDonald
 - Tom Stucke
 - Steve Fillmore

Personal Protective Equipment

In the following table we present both required and recommended Personal Protective Equipment (PPE). Generally, the CCWD will not be able to provide PPE, so we consider it the responsibility of the volunteer to bring their own. If you are volunteering, please be certain you show up prepared.

<p>Eye Protection: Minimum: Eyeglasses or sunglasses. Ideal: Eyeglasses or sunglasses with side-shields, or wrap-around safety glasses</p>	<p>Required</p>
<p>Sturdy, Closed-toe Shoes: Minimum: closed-toe shoes with tread (sneakers, hiking shoes) Ideal: boots, sturdy leather shoes, “safety” (steel toe) shoes</p>	<p>Required</p>
<p>Long pants: Minimum: full length pants, shorts in high temperatures Ideal: heavy-weight pants (e.g. Carhartt, Dickies, etc.)</p>	<p><i>Recommended</i></p>
<p>Hearing Protection: Minimum: in-ear foam earplugs, moldable silicone earplugs, or keep distance from any loud sound sources Ideal: over-ear hearing protection (“muffs”)</p>	<p><i>Recommended</i></p>
<p>Hand Protection: Minimum: cotton, latex, or nitrile gloves Ideal: durable construction gloves, leather gloves</p>	<p><i>Recommended</i></p>
<p>Sun Protection: Minimum: any head cover, such as bandana or cap Ideal: full-brim hat, long-sleeved shirt, long pants, and sunblock Exceptional: temporary sun shelter (e.g. canopy, umbrella)</p>	<p><i>Recommended</i></p>

Appendix: Notional List of Safety Equipment

For consideration by the Water Board:

- Tools (job appropriate: shovels, rakes, hoes, wrenches, portable electrical equipment, and other)
- Fire extinguisher
- First Aid Kit (including snake bite kit)
- Eye Protection
- Hearing protection
- Rubber gloves on the truck
- Safety Gloves
- Two Way Radios
- Safety Signs
- Safety Barricades
- Safety Cones
- Vests, including traffic vests
- Head Protection
- Respirator on the truck
- Drinkable water, plus cooler (Hydrated beverages)

