

# Tool Safety

Mountain T.O.P.'s expectation is that all work sites are safe environments for those who are working there. Using tools properly is an important element to the home repair experience at Mountain T.O.P.! **It is important that participants know that they only have to use the tools they feel comfortable with.** We do not want anyone to think that they have to use a power saw or any other tool they do not feel comfortable in using. It is up to them.

During the work day, a Mountain T.O.P. staff member will NOT be on-site all day. They will be rotating from the different sites to guide the project progress and answer questions. We rely on the group—especially adults with a group of youth—to monitor the safety of their team members.

## General Safety Guidelines

- Use each tool only for the job and the way it was designed for.
- Keep fingers and hands away from cutting edges of tools.
- Secure or clamp down wood being worked with.
- Safety glasses should be worn at all times while using power tools.
- Be patient and never use force. Let the saw do the cutting.
- Don't work with tools when tired. Alertness is necessary.
- Don't wear loose clothing or jewelry, which can be caught in moving parts. Wear your nametag, but tuck it into your shirt.
- Never use electrical tools in damp or wet locations.
- Power tools must have adult supervision each time they are used. At no time are youth forced to use any tool they are uncomfortable with.
- If extension cords are used, be sure they are heavy duty.
- Unplug all electrical tools when finished and put them back in their case each time use is done. Don't leave any power tools unattended.
- Keep tools sharp, clean and oiled. Make sure the tools are in good condition before using them.
- Work areas should be large enough for people to remain safe during the use of power tools and should be tidy to avoid tripping over things.
- The workspace should have proper equipment to use with the power tools like saw horses or level cutting areas for power saws.

- Only make cuts from the outside of saw horses. When cutting between them the wood will pinch the blade and cause a kick-back. Be aware of this anytime someone holds a board while it is being cut.
- Use ladders only on stable and level surfaces unless they are secured to prevent movement.
- Keep the area around the top and bottom of ladders clear of debris.
- Maintain ladders free of oil, grease, and other slipping hazards.
- Don't tie ladders together to make a longer ladder.
- Face the ladder when going up or down.
- Don't carry objects or loads that could cause you to lose your balance and fall.
- Don't use the top of a stepladder as a step.
- Always use and lock the metal spreader or device that holds the front and back sections apart.
- Don't move, shift, or extend ladders while they are in use.
- Extend ladders at least 3' beyond the surface you are accessing so you have a handhold when getting on or off and set the ladder 1' away from a wall for every 4' that it extends (if ladder goes up 16', it should be 4' from base of wall.)

# What to Bring

## Must Haves:

- Cloth or disposable masks
- Work clothes & shoes for one week (see *Special Notes* for specifics)
- Casual clothes for one week
- Bedding for a twin bed: sheets and blanket, or sleeping bag
- Pillow
- Bath Towel
- Toiletries
- Shower Sandals
- Rain Gear
- Jacket or sweatshirt for possible cold days
- Sunscreen, Bug Repellent
- Flashlight
- Bible, if participating in spiritual life programming
- Journal, pen/pencil
- Watch (so you can be on time)
- Water bottle

## Optional:

- Spending money for canteen, camp store, and local shops (T-shirts and other items will be sold, local dairy bars, etc.)
- Musical instrument (if you play one)
- Plastic bags for wet, soiled or filthy clothing

## Special Notes:

- Required during the workday:
  - Long pants (NO leggings or yoga pants), closed-toe, hard-sole shoes or work boots and shirts with at least short sleeves
  - All clothes should be conservative when it comes to their content (i.e. no beer or possibly offensive designs) and how revealing they are.
- Bring enough clothes for the entire week. Laundry facilities are not available.
- Please leave valuables at home and/or locked in the vehicle for the week. This includes expensive jewelry, electronics, and large amounts of cash. Although we do the best we can, we cannot always ensure the security of the facilities.
- There are no separate sleeping accommodations for married couples.
- For groups who are opting to attend a local church service on Wednesday night, participants should make sure they have appropriate clothes for such attendance.