



Saffyre Sanctuary, Inc. Volunteer Safety Manual

**A Volunteer Guide to Safety Policies & Procedures
to Support a Safety-Conscious Environment for Helping Others**

Legal disclaimer to users of this volunteer handbook:

The materials presented herein are for general reference only. Federal, state and/or local laws, or individual circumstances, may require the addition of policies, amendment of individual policies, and/or other forms or documentation to meet specific situations. This handbook is intended to be used only as a guide, and will not be modified without the advice of legal counsel. These materials are presented, therefore, with the understanding that Saffyre Sanctuary, Inc. is not engaged in rendering legal, accounting, or other professional service. If legal advice or other expert assistance is required, the services of a competent professional should be sought.

Appreciation for your Service

Regardless of your contribution to this organization, you are making a dramatic difference in the lives of others by volunteering your time. You are a vital resource for this organization of which could not survive without the assistance and determination of community members like yourself. While partaking in this experience, you should feel a sense of giving to others and thoroughly enjoy the impact you have made on someone else's life. Saffyre Sanctuary understands that the joy you feel can turn to remorse in the event that you are injured or harmed while assisting our organization. As a result, we are committed to taking the appropriate precautions to ensure your safety. Thank you for your time and effort with our organization.

Saffyre Sanctuary recognizes that our volunteers drive the organization. As the most critical resource, volunteers will be safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. All work conducted by Saffyre Sanctuary's volunteers will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than volunteer health and safety.

Commitment to Safety

Saffyre Sanctuary is firmly committed to the safety of our volunteers. We will do everything possible to prevent accidents and we are committed to providing a safe working environment for all volunteers.

We value our volunteers not only as volunteers but also as human beings critical to the success of their family, the local community, and Saffyre Sanctuary.

Volunteers are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and Company policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, Saffyre Sanctuary will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, Saffyre Sanctuary subscribes to these principles:

1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.
2. Safety and Health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Saffyre Sanctuary in higher regard with community members, and increases productivity. This is why Saffyre Sanctuary will comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for volunteers. Consequently, management of Saffyre Sanctuary is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Volunteers are responsible for following safe work practices and company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from volunteers where safety and health are concerned.
6. Management and supervisors of Saffyre Sanctuary will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor company safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all volunteers and persons affected or associated in any way by the scope of this organization. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.
8. Permission to volunteer at Saffyre Sanctuary, Inc. and any location where our businesses are conducted, remains at the sole discretion of Saffyre Sanctuary's Board and Management, or its designated supervisors. Failure at any time, to follow the rules and requirements contained herein, or exhibiting activities or behavior that is deemed inappropriate and unsafe in any way for equines and other animals, yourself, other volunteers, visitors, staff, and management, may result in you being asked to leave and removed from the premises, including and/or terminating your relationship with Saffyre Sanctuary, Inc. Permission to return to any Saffyre Sanctuary, Inc. location and/or continue volunteering and working on behalf of Saffyre Sanctuary, Inc. or its subsidiaries may be granted in writing, contingent upon specific requirements and criteria being met. This may include but is not limited to volunteer probation, reducing available duties a volunteer can perform, minimal equine contact, and/or restricting and prohibiting access to designated areas in order to safely serve and fulfill the mission and activities of Saffyre Sanctuary, Inc.

Everyone at Saffyre Sanctuary must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy.

Esta G. Bernstein

President & CEO

June 1, 2021

Audrey Jorgensen

Volunteer Supervisor

June 1, 2021

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Training Program



Volunteers will go through orientation and training to prepare themselves to work with community members. The training content and length will depend on the following criteria:

- The position and the duties required
- The experience and training the volunteer has prior to becoming a volunteer
- The volunteer's special needs
- The policies outlined by the Board of Directors

At minimum, in the volunteer training session, the volunteer will be briefed on the scope of duties expected within the organization and the behaviors that are considered acceptable and unacceptable by Saffyre Sanctuary. The volunteer will receive an official welcome and the opportunity to learn more about Saffyre Sanctuary's history, services and mission statement.

The volunteer will also learn the specific responsibilities of the position and any additional training for the use of equipment or tools. Finally, the volunteer will receive information on the policies of the organization and will be required to sign the Commitment to Safety Form provided in this manual and a separate Volunteer Release Form. These forms serve as an official waiver in the event that the volunteer is injured while serving as a representative of Saffyre Sanctuary.

Volunteer Safety Responsibilities

The primary responsibility of the volunteers of Saffyre Sanctuary is to perform their duties in a safe manner in order to prevent injury to themselves and others.

As a condition of your time spent with the organization, volunteers **MUST** become familiar with, observe, and obey Saffyre Sanctuary's rules and established policies for health, safety, and preventing injuries while at work. Additionally, volunteers **MUST** learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, a volunteer should review applicable and appropriate safety rules.

If a volunteer has any questions about how a task should be done safely, he or she is under instruction **NOT** to begin the task until he or she discusses the situation with a supervisor. Together, they will determine the safe way to do the job.

NO VOLUNTEER IS EVER REQUIRED to perform work that he or she believes is unsafe, or that he or she thinks is likely to cause injury or a health risk to themselves or others.

General Safety Rules

Conduct

Horseplay, 'practical jokes,' etc., are forbidden. Volunteers are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the volunteers or others at risk, or which threatens or intimidates others, is forbidden.

Drugs and Alcohol

Use and/or possession of illegal drugs or alcohol while volunteering or on volunteer time are forbidden. Reporting as a representative of the organization while under the influence of illegal drugs or alcohol is forbidden.

Housekeeping

Clean up several times throughout the day, disposing of trash and waste in approved containers, wiping up any drips/spills immediately, and putting equipment and tools away as you are finished with them.

The following areas must remain clear of obstructions:

- Aisles/exits
- Fire extinguishers and emergency equipment
- All electrical breakers, controls, and switches

Injury Reporting

All volunteer-related injuries must be reported to a supervisor immediately.

Safety Orientation Training

The organization is committed to providing safety and health-related orientation and training for all volunteers at all levels of the organization. The organization will maintain and support a program to educate and familiarize volunteers with safety and health procedures, rules, and safe work practices. The training subjects and materials have been developed using industry best practices criteria and site-specific data.

The training may include, but not be limited to the following:

1. Organization-specific accident and incident data.
2. Hazards associated with the work area.
3. Hazards associated with a specific job or task.
4. Operation of specific equipment.
5. Personal protective equipment.
6. Emergency procedures.
7. Volunteer accident reporting requirements.
8. Any OSHA required training not included or addressed above.

Off-Site Safety (If Applicable)

- a. Volunteers of Saffyre Sanctuary are required to follow all safety and security procedures during off-site visits.
- b. If your contact person does not advise you regarding safety hazards consider the following:
 - Emergency exit location(s);
 - Keep your eye on the path you are walking and avoid any tripping/slipping hazards. When on stairs, maintain three point contact (hand on rail and feet on stairs);
 - When visiting construction sites, eye protection, hearing protection, and hard hats are required. This equipment will be in the possession of the Saffyre Sanctuary volunteers and not provided by the site contact person.
 - Wear shoes that support your feet and are slip resistant.
 - Avoid clothing that is either constrictive or too loose; loose clothing can get caught in machinery or other equipment.

These rules are established to help you stay safe and injury free. Violation of the above rules, or conduct that does not meet minimum accepted work standards, may result in dismissal.

When working at different locations, volunteers are required to follow the above rules, as well as all location rules and procedures, and work in a manner that reflects positively on the organization.

Periodic Inspections

It is the policy of our Company that workplaces are subject to periodic safety and health inspections to ensure implementation and execution of our policies and procedures as relates to employees, volunteers, and community members.

All volunteers are responsible for cooperating during these inspections and managers and supervisors are responsible for initiating corrective actions to improve items discovered during the walk-through inspection.

Incident Reporting

Any work-related injury or suspected injury must be reported immediately to a supervisor. A form must be completed. Failure to promptly report an injury may result in dismissal.

An accident investigation will be conducted to determine the root cause of the accident. The injured volunteer will be asked to participate in the investigation.

Emergency Action Plan

General Emergency Guidelines

- Stay calm and think through your actions
- Know the emergency numbers:
 - Fire/Police/Ambulance 911
 - Internal Emergency Number (818) 842-4368
 - Operator "0"
- Know where the exits are located
- Do not hesitate to call or alert others if you believe that an emergency is occurring; you will not "get in trouble."
- First aid supplies and emergency equipment are located in the feed room for use by those who are authorized and properly trained

Evacuation

- Volunteers will be notified of a fire either by the fire alarm system or by an announcement.
- Upon becoming aware of a fire, volunteers should immediately evacuate the job site. Do not delay evacuation to get personal belongings or to wait for fellow volunteers.
- Supervisors should be the last persons to leave the area. Check the job site to be sure that all personnel have evacuated.
- Any volunteers having mobility, visual, hearing, or other condition, which may hinder them from becoming aware of an emergency or evacuating, should request special assistance through a supervisor.
- Upon exiting the building, all personnel should report for a headcount.
- If any volunteer is missing, an immediate report should be made to the incident commander, who will in turn report to the first available fire department officer.
- Volunteers should stay together in a group so that periodic updates on the situation can be issued.
- The order to re-occupy a job site or building will be issued by the incident commander.
- In the event of inclement weather, the incident commander will make arrangements for all personnel to move to shelter.

Medical Emergency

- Upon discovering a medical emergency, call 911.
- Notify the supervisor and report the nature of the medical emergency and location.
- Stay with the person involved being careful not to come in contact with any bodily fluids.
- Send two persons (greeters) to the entrance to await the fire department.
Often two fire department units will arrive, so the second greeter should wait at the entrance to receive the second unit while the first greeter escorts the fire dept. personnel to the scene.
- Volunteers in the immediate vicinity of the emergency, but not directly involved, should leave the area.
- Supervisors will make any necessary notifications to family members of the person suffering the medical emergency.

Severe Weather

- The supervisor will monitor a weather alert radio. If a severe weather report is issued, she/he will immediately notify the staff and volunteers.
Volunteers will be instructed where to go for safety. The supervisor will take the weather radio with her/him. When the severe weather warning is cancelled, she/he will send runners to advise that it is safe to return to work areas. A general announcement will also be made.

Fire Safety

- Alert other persons in the immediate hazard area.
- Activate a fire alarm or call the volunteer supervisor to make an emergency announcement.
- If you have been trained, you can decide to use a fire extinguisher following these instructions:
 - P=Pull the safety pin
 - A=Aim the nozzle at the base of the fire
 - S=Squeeze the operating lever
 - S=Sweep side to side covering the base of the fire

**When using a fire extinguisher, always stay between the fire and an exit; stay low and back away when the fire is extinguished.*

**Never feel that using a fire extinguisher is required. If the fire is too hot, too smoky or you are frightened, evacuate.*

- Have someone notify the incident commander of where the emergency is located. He/she will relay this information to the fire department.

Organization Violence

- Any volunteer who feels that she/he has been threatened should immediately report their concern to a supervisor.
- If any person is observed exhibiting threatening behavior or making threatening statements, the person discovering the situation should warn others in the area and immediately notify a supervisor and stay away from the person exhibiting threatening behavior.
- Depending upon the level of concern, the police department (911) should be called immediately.
- Never attempt to confront any person exhibiting threatening behavior.

If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are urged to confidentially discuss the issue with a supervisor so that a prevention plan can be developed.

Sexual Harassment Policy

The organization does not tolerate harassment of our volunteers, employees, community members or guests. Any form of harassment related to a volunteer's race, color, sex, religion, national origin, age, citizenship status, veteran status, or handicap, is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, sex, religion, or national origin; sexual advances; requests for sexual favors and other verbal, graphic, or physical conduct of a sexual nature. The intentions to sexually harass another individual expressed through language, expressions and proximity to another is as detrimental as the actual act. Further, as of 1998, the Supreme Court recognizes that Title VII of the Civil Rights Act of 1964 also applies to same-sex harassment.

Violation of this policy by a volunteer shall subject that volunteer to immediate discharge.

Examples of conduct prohibited by this policy include but are not limited to:

Physical Actions:

- Neck or shoulder massaging
- Hugging, kissing or patting another's body
- Touching oneself with sexual overtones while in the proximity of another

Verbal Actions:

- Whistling or making cat calls at another individual
- Discussing sexual topics that make others uncomfortable
- Making comments about another individual's body parts and/or clothing

Non-Verbal Actions:

- Making sexual gestures with one's hands, tongue or other body parts
- Looking an individual up and down
- Winking, licking lips or blowing kisses at another individual

If you believe that you are being subjected to harassment while at the organization, you should:

1. Tell the harasser that his or her actions are not welcome and they must stop, if you feel comfortable enough to do so.
2. Report the incident immediately to a supervisor or Board of Directors.
3. Report any additional incidents that may occur to one of the above resources.

All reported incidents will be investigated. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given the Board's obligation to investigate and act upon reports of such harassment. Retaliation of any kind against a volunteer who reports a suspected incident of sexual harassment is prohibited. A volunteer who violates this policy or retaliates against a volunteer in any way will be subject to disciplinary action up to and including immediate dismissal.

Hazard Communication

1. All Saffyre Sanctuary volunteers have a right to know what chemicals they work with, what the hazards are, and how to handle them safely.
2. Material Safety Data Sheets (MSDS) are documents provided by the supplier of a chemical. MSDS detail the chemical contents, associated hazards, and general safe handling guidelines.
3. General rules for handling chemicals in an office environment are:
 - Read all label warnings and instructions.
 - Follow instructions for quantity. More is not better.
 - Minimize contact with chemicals. Use double layer cloths or gloves to protect your skin and keep your face clear of the area to reduce inhalation.
 - Always wash your hands after handling chemicals.
 - If a chemical enters your eye(s) immediately hold open the injured eye(s) and rinse it/them with clean, cool water for 15 minutes. Then be sure to report the injury immediately.
 - Any questions or concerns regarding chemicals should be reported to the volunteer supervisor.
4. All chemical containers must be labeled to identify contents and hazards. Most labels use numbers to rank the hazard level in three important areas:
 - **FIRE** (red background color) - will the material burn?
 - **HEALTH** (blue background) - is the material dangerous to my body?
 - **REACTIVITY** (yellow background) - is the material dangerously unstable?

After each hazard (Fire, Health, and Reactivity), a number from 1-4 will be assigned. The number reflects the degree (or amount) of hazard:

- 0 Minimal
- 1 Slight
- 2 Moderate
- 3 Serious

Bloodborne Pathogens

1. Blood and other bodily fluids can carry pathogens, which are capable of causing diseases in others. This includes HIV, which leads to AIDS, and hepatitis.
2. Because we cannot tell by looking at a person if they are infected with a pathogenic disease, we must take precautions following an illness or injury when bodily fluids are released.
3. In the event of a person losing bodily fluids, stay away from the area and warn others to also do so. You can still stay close to the ill/injured person to support him/her, just be sure to stay out of contact any bodily fluids.
4. In the event that you find spilled bodily fluids, a syringe, or other medically contaminated materials, do not attempt clean up by yourself. Notify the volunteer supervisor immediately for instructions.

Personal Protective Equipment (PPE)

If you are in an area where specific PPE is required, you are expected to wear it. Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.

Fire Prevention

1. Smoking is only allowed in designated exterior smoking areas.
2. No candles or open flames are allowed within the organization facility.

Electrical Safety (If Applicable)

1. With the exception of independently fused multi-tap cords for computers, extension records are not allowed except for maintenance or construction work.
2. Keep electrical cords out of areas where they will be damaged by stepping on or kicking them.
3. Turn electrical appliances off with the switch, not by pulling out the plug.
4. Turn all appliances off before leaving for the day.
5. Any electrical problems should be reported immediately.
6. The following areas must remain clear and unobstructed at all times:
 - Exit doors,
 - Aisles,
 - Electrical panels, and
 - Fire extinguishers.

General Safety Precautions (If Applicable)

Lifting

1. Plan the move before lifting; ensure that you have an unobstructed pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees, not at the back.
8. Keep your back straight.
9. Get a firm grip on the object using your hands and fingers. Use handles when they are present.
10. Hold the object as close to your body as possible.
11. While keeping the weight of the load in your legs, stand to an erect position.
12. Perform lifting movements smoothly and gradually; do not jerk the load.
13. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
14. Set down objects in the same manner as you picked them up, except in reverse.
15. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
16. Never lift anything if your hands are greasy or wet.
17. Wear protective gloves when lifting objects that have sharp corners or jagged edges.

Ladders & Stepladders

1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.
2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads, or are otherwise visibly damaged.
3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
4. Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking with the ladder and post signs that will detour traffic away from your work.
5. Do not place a ladder at a blind corner or doorway without diverting foot traffic by blocking or roping off the area.
6. Allow only one person on the ladder at a time.
7. Face the ladder when climbing up or down it.
8. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down the ladder.
9. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder. Do not jump from ladders or step stools.
10. Do not stand on tables, chairs, boxes or other improvised climbing devices to reach high places. Use the ladder or stepstool.
11. Do not stand on the top two rungs of any ladder.
12. Do not stand on a ladder that wobbles, or that leans to the left or right of center.
13. When using a straight or extension ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
14. Secure the ladder in place by having another employee hold it if it cannot be tied to the structure.
15. Do not move a rolling ladder while someone is on it.
16. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
17. Do not carry items in your hands while climbing up or down a ladder.

General Safety Precautions (If Applicable)

Housekeeping

1. Do not place materials such as boxes or trash in walkways and passageways.
2. Sweep up shavings from around stalls, paddocks, aiseways, and equipment by using a broom and a dust pan.
3. Do not store or leave items on stairways.
4. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
5. Do not block the walking surfaces of elevated working platforms, such as scaffolds, with tools or materials that are not being used.
6. Straighten mats that do not lie flat on the ground.
7. Remove protruding nails or bend them down into the lumber by using a claw hammer.
8. Return tools to their storage places after using them.
9. Do not use gasoline for cleaning purposes.
10. Use caution signs or cones to barricade slippery areas such as freshly mopped floors.

Aggression Control Procedures

1. If you perceive no immediate physical threat:
 - a. Notify other volunteers or a supervisor and have a stand-by to render assistance.
 - b. State clearly who you are, what you can do to help and what your time limits are as a volunteer.
2. If you perceive the possibility of severe physical injury:
 - a. Assume a non threatening physical posture and voice tone.
 - b. State in clear concise terms what you want the individual to do.
 - c. State what you can do to help.
 - d. Speak with authority.
 - e. Make direct commands.
 - f. Set a time limit. At the end of set time, seek assistance from another volunteer or supervisor.
3. If you are assaulted:
 - a. Leave the area.
 - b. Report the assault to a supervisor.
 - c. Do not return alone. Bring assistance with you.
4. Breaking up an altercation:
 - a. Do not attempt to break it up alone.
 - b. Call for help from other volunteers or call security.
 - c. Stay out of the immediate area.
 - d. Wait for help from at least one other person. Do not intervene alone.

Job-Specific Safety Precautions (If Applicable)

Food Preparation Safety

1. Unplug electrical appliances, such as blenders, grinders, and coffee pots from their power source before cleaning them.
2. Wear your closed-toe, low heel, non-slip shoes that have rubber soles while you are at work.
3. Do not store cleaning products along with food products.
4. Store cleaning equipment such as brooms, mops, carts, and pails in the utility closet.
5. When handling knife blades and other sharp cutting tools, direct sharp points and edges away from you.
6. Cut in the direction away from your body when using knives.
7. Store knives in knife blocks or in sheaths after using the knives.
8. Use the knife that has been sharpened; do not use knives that have dull blades.
9. Do not use honing steels that do not have disc guards.
10. Do not attempt to catch a falling knife.
11. Use knives for the operation for which they are named.
12. When opening cartons, use the safety box cutters. Do not cut with the blade extended beyond the guard.
13. Do not use knives that have broken or loose handles.
14. Do not use knives as screwdrivers, pry bars, can openers or ice picks.
15. Do not leave knives in sinks full of water.
16. Do not pick up knives by their blades.
17. Carry knives with their tips pointed towards the floor.

Electrical Safety

1. When using an extension cord:
 - a. Look to see that the wattage labeled on the tool, appliance, or equipment does not exceed the wattage limit labeled on the cord;
 - b. Do not run the cord through doorways, holes in ceilings, walls or floors;
 - c. Never remove, bend or modify any metal prongs on the plug of the cord;
 - d. Do not use the cord under wet conditions;
 - e. Do not plug one extension cord into another;
 - f. Never drive over, drag, step on or place objects on a cord, or walk on it;
 - g. Always unplug the cord when you have finished using it;
 - h. Do not use the cord as a permanent power source.
2. Never connect a heating unit that has a wattage label reading in excess of 1500 watts into a utility 15-amp outlet.
3. Unplug the electrical cord before making any mechanical or electrical adjustments to any machine it is connected to.
4. Wear your safety glasses when you are working with a drill.
5. When working in an area that has signs posted "High Voltage Area", wear your insulated gloves. If the gloves have cracks or "pin pricks", do not use the gloves.

Hand Tool Safety

1. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
2. Tag worn, damaged or defective tools "Out of Service" and do not use them.
3. Do not use a tool if the handle surface has splinters, burrs, cracks or splits.
4. Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.
5. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
6. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, chisels or files in your pocket unless the tool or your pocket is sheathed.
7. Do not perform "make-shift" repairs to tools.
8. Do not throw tools from one location to another or from one employee to another.
9. Transport hand tools only in tool boxes or tool belts. Do not carry tools in your hand or clothing when climbing.

Job-Specific Safety Precautions (If Applicable)

Painter Safety

1. Store rags that have oil or paint on them in closed metal containers labeled "oily rags".
2. Press the pressure relief valve on painting canisters and painting guns prior to disconnecting them.
3. Do not eat, drink, smoke or apply cosmetics where spray painting is taking place.
4. Do not operate spark inducing tools such as grinders, drills or saws near containers labeled "Flammable " or in an explosive atmosphere such as paint spray booths or rooms.
5. Do not point a spray gun toward any part of your body or at anyone else.
6. Turn the control switch to the "on" position to operate the mechanical ventilation system before and during all spraying operations.
7. When mixing paint and thinner, wear your face shield.
8. Wear your face shield and safety gloves when using airless spray guns.
9. Wear your protective gowns, read and follow the MSDS sheet for the paint that you are using, as well as read and follow the label on the paint can, before mixing any paint.
10. Wear the respirator issued to you when applicable.

Volunteer Acknowledgement Form

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7. Our safety program applies to all volunteers and persons affected or associated in any way by the scope of this organization. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at Saffyre Sanctuary must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the work that provides our livelihood.

By signing this document, I confirm the receipt of Saffyre Sanctuary's volunteer safety handbook. I have read and understood all policies, programs, and actions as described, and agree to comply with these set policies.

Volunteer Signature

Date