



**Accident Procedure for Habitat Construction Site, ReStore & Habitat Office**

**Check the extent of injury. Call 9-1-1 if injury is serious.**

1. Notify a staff member of the injury. If the injured person goes to the hospital, urgent care or 911 is called: contact the Volunteer Services Department as soon as possible!

**Habitat Staff on Construction Sites:**

Steve Horst	602.725.6636	Todd Buckner	623.826.8281
Pat Veit	623.640.7811	Michael Navarro	602.725.8938
Kurt Vehr	602.739.0778	John Yocabel	623.219.6164
Eric Johnson	623.764.6823	Enrique Estrada	602.268.9022
Franklin Jacobs	602.750.9362	Marc Kautz	602.739.0542
Matthew Hansen	623-213-6365		

**Volunteer Services Department:**

Luz Johnson	602.232.1083	Jahayra Rios	602.232.1078
Gretchen Sandoval	602.495.2586	Ryan Spillers	602.232.1088

**Habitat ReStore Managers:**

James Willette (Tempe)	602.460.4656	Christopher Allen (Anthem)	480.773.8617
Richard Morrison (PHXEAST)	623.332.9201	Christina Martinez (PEO)	623.308.9823
Chris Carrillo (PHXWEST)	623-221.5849		

2. Never Admit Liability- do not make any commitments of paying medical bills or other expenses.
3. If the injury is not serious, administer first aid as appropriate. If the First Aid kit is opened for *any* reason, the incident form needs to be filled out.
4. First Aid Kits are located:
  - a. Habitat Construction Site – with the site host
  - b. ReStore – on each truck and in ReStore Ops. Manager’s Office
  - c. Habitat Office – in main lobby
5. Fill out an incident report and witness report.
6. Photograph the Scene of the accident.

**Attention: Staff**

7. All Incident Reports need to be given to the Volunteer Services Department as soon as possible.
8. A copy will be kept by the VSD. The original will be given to H.R.
9. If necessary, the Incident Report will be submitted to Chubb Insurance as First Notice of Injury, but not filing a claim. (Phone #800.252.4670, fax #800.300.2538). Then initial & date form to indicate that the form was faxed to Chubb.

Non-Emergency Information

Location	Who to Contact	Location of Habitat Incident Report Forms
<b>Habitat Build Site</b>	Volunteer Services Department Director of Construction, and Site Supervisor	Site Host Book
<b>ReStore</b>	Volunteer Services Department ReStore Operations Manager, and ReStore Manager	Volunteer Information book (near register)
<b>Habitat Office</b>	Volunteer Services Department And	Volunteer Manager

## Nearest Medical Resources

### Office, Phoenix ReStore, and Phoenix

**Banner-University Medical Center Phx** 602.839.2000  
1111 E. McDowell Rd, Phoenix, AZ 85006  
*12<sup>th</sup> Street & McDowell*

**Phoenix Memorial Hospital** 602.258.5111  
1201 S. 7<sup>th</sup> Ave, Phoenix, AZ 85007  
*7<sup>th</sup> Ave. & Buckeye*

### Mesa and Mesa ReStore

**Banner Deser Medical Center** 480-412-3000  
1201 S. Dobson Rd, Mesa, AZ 85202  
*Dobson & Southern*

### Glendale

**Banner Thunderbird Medical Center** 602-865-5555  
5555 W. Thunderbird Rd,  
Glendale, AZ 85306  
*59<sup>th</sup> Ave. & Thunderbird Rd*

### Chandler

**Chandler Regional Medical Center** 480.728.3000  
475 S. Dobson Rd, Chandler, AZ 85224  
*Dobson & Frye*

### Apache Junction

**NextCare – Urgent Care** 1-800-Nextcare, 480-985-0172  
2080 W. Southern Ave Ste. A-1,  
Apache Junction, AZ 85120  
*Southern & S. Ironwood Dr.*

### Surprise

**Banner Del E. Webb Medical Center** 623-524-4000  
14502 W. Meeker Blvd,  
Sun City West, AZ 85375  
*Grand & Meeker Rd*

### Peoria and Peoria ReStore

**Banner Boswell Medical Center** 623-832-4000  
10401 W Thunderbird Blvd,  
Sun City, AZ 85351  
*Thunderbird Blvd & 103<sup>rd</sup> Ave*

### Avondale

**West Valley Hospital (Goodyear)** 623-882-1500  
13677 W. McDowell Rd,  
*McDowell Rd. between Litchfield & Dysart*

**Posion Control** 602-253-3334  
**Nurse Line** 602-230-2273, Press 2

## LADDER SAFETY GUIDELINES

Due to the increasing number of ladder accidents and violations of our ladder safety protocols, we are including this section on ladder safety as a reminder to all of you to do things the correct way.

We stress ladder safety to our general volunteers, and overall they do a far better job of following the rules than our leaders do. We believe that this is because most of you are so comfortable on ladders (because you use them so much) that you become complacent and do things that you would know are not correct if you thought about it before doing them.

Please review the following protocols, look at the photos, and try to do a better job of remembering and correctly performing all of the procedures.

1. At the beginning of each day inspect all ladders for any structural defects that would make them unsafe. If any defects are found, mark the ladder(s) and set it aside for the Site Supervisor's disposition.
2. Use the right size ladder and place it on a solid footing
3. Never lean an A-frame ladder against anything, always use it fully opened.
4. Never stand on the top step or back side of a ladder.
5. Don't stretch/lean too far – always keep your belt buckle between the ladder uprights - take the time to move the ladder with your work!
6. Get someone to steady your ladder if needed.
7. Only one person on a ladder at a time.
8. The 4 to 1 rule: For every 4 feet of height, move extension ladders one foot away from the wall.



Never use a ladder that is too short, and always keep your belt buckle between the uprights.



Always keep both feet on the ladder.



Never use an unopened A-frame ladder.



Never use an unanchored extension ladder without having a second person holding it and bracing the bottom of it to prevent the bottom from kicking out.

