

All Casa Latina workers have received Occupational Safety and Health Administration (OSHA) training on health and safety in the work place and have their own personal protective equipment including work boots, rubberized cotton gloves, safety glasses, dust mask, and ear plugs. They also receive training on safe moving techniques and yardwork. Workers required to lift 50 to 100 lbs. have passed a strength and agility test.

However, training workers is not enough to ensure workplace safety. Employers must also understand and promote safety. Many employers see workplace safety as a nuisance—or simply don't understand their responsibilities—but workplace safety doesn't have to be a burden.

In an effort to promote work place safety for Casa Latina workers, under a grant from the Occupational Safety and Health Administration (OSHA), we have developed educational materials for employers looking for easy preventative measures that ensure the safety of their workers. Our guidelines help employers promote safe work procedures, and most of our tips and tricks (such providing water when the work is done on a hot day) are easy to implement with a little planning and forethought.



For industry specific workplace safety recommendations, please click on the type of work needed.

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**Disclaimer:**

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# YARDWORK

(Weeding, mowing, planting, pressure washing, gutter/roof cleaning, etc.)

**Casa Latina recommends taking the following steps to ensure safe, efficient, and high-quality work.**

- **Provide workers with necessary tools and equipment**

All Casa Latina workers come with their own personal protective equipment (WORK BOOTS, SAFETY GOGGLES, EAR PLUGS, N95 DUST MASK, and RUBBERIZED COTTON GLOVES). If additional tools and safety equipment are required for the job, they must be provided by the employer. This includes mowing and trimming equipment and safety equipment such as knee pads and safety harnesses (required for work on roofs).

- **Make sure all power tools are in good working condition**

Before your worker arrives, check all power tools and extension cords for wear-and-tear or damage (such as exposed wires or dull blades). Make sure all extension cords have a ground prong (the third pin). Do not use damaged power tools or extension cords.

- **Use eco-friendly alternatives to pesticides**

By eliminating pesticides, you provide a safe work environment and ensure the well-being of family, friends, and pets. Find information about pesticide alternatives [here](#).

## Additional protective equipment that may be required



Body harness—for roofs, gutters, scaffolding, and ladders more than 10ft tall



Respirator—for work near fumes and gases



Leather gloves—for work with sharp objects such as pruning shears or broken glass

**Casa Latina trains all our workers to follow OSHA standards for health and safety in the workplace. Some of the most important safety tips we promote are:**

- To properly use protective equipment
- To make sure all tools and equipment are in good working condition
- To use ergonomic position techniques
- To check the work area for hazards and to clean or move anything that can cause an accident
- To read all labels and follow proper guidelines

# DEMOLITION

**Casa Latina recommends taking the following steps to ensure safe, efficient, and high-quality work.**

- **Provide workers with necessary tools and equipment**

All Casa Latina workers come with their own personal protective equipment (WORK BOOTS, SAFETY GOGGLES, EAR PLUGS, N95 DUST MASK, and RUBBERIZED COTTON GLOVES). If additional tools and safety equipment are required for the job, they must be provided by the employer. This includes demolition equipment and safety equipment such as respirator and hearing protection (required for work with gas-powered machines).

- **Conduct a survey to detect hazardous materials**

Before the worker arrives, conduct a survey to detect hazardous materials. If any are present, find out how to have them safely removed and provide your worker with all of the required safety equipment and instructions for removal. If the area to be demolished was built before 1970, it is likely that asbestos are present. Conducting a survey protects both the worker and your family. The Puget Sound Clean Air Agency provides [information about asbestos](#).

- **Conduct a survey to locate utilities**

Before demolition, conduct a survey to locate all utilities. Mark, shut off, and/or cap all electric, gas, water, steam, sewer, and other service lines. If you are unsure how to do any of the above, call 811 or visit [www.washington811.com](http://www.washington811.com) to schedule a FREE survey with your utility company.

- **Make sure all power tools are in good working condition.**

Before your worker arrives, check all power tools and extension cords for wear-and-tear or damage (such as exposed wires or dull blades). Make sure all extension cords have a ground prong (the third pin). Do not use damaged power tools or extension cords.

## Additional protective equipment that may be required



Hard hat—to protect from falling objects and overhead objects



Leather gloves—for work with sharp objects or power tools



Respirator—for work near fumes and gases



Hearing protection—for work with loud machinery or power tools

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- To properly use protective equipment
- To make sure all tools and equipment are in good working condition
- To use ergonomic position techniques
- To check the work area for hazards and to clean or move anything that can cause an accident
- To properly ventilate the work area

# MOVING

**Casa Latina recommends taking the following steps to ensure safe, efficient, and high-quality work.**

- **Provide workers with necessary tools and equipment**

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- **Inform workers of fragile or delicate items**

Mark all boxes that contain fragile or delicate items. This will ensure workers handle them with special care.

- **Park moving trucks as close as possible to homes and/or offices**

Parking close to the destination (rather than across a busy street or several doors down) prevents accidents and helps the workers load and unload as quickly as possible.

## Additional protective equipment that may be required



Appliance dolly—for moving appliances, heavy furniture, and boxes



Anti-slip gloves—for easy lifting of furniture and boxes



Lifting straps—for lifting heavy items

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- To use ergonomic position techniques
- To check the work area for hazards and to clean or move anything that can cause an accident

# HAULING

(Dirt, rocks, bricks, construction materials, etc.)

**Casa Latina recommends taking the following steps to ensure safe, efficient, and high-quality work.**

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- **Make sure all equipment and tools are in good working condition.**

Before your worker arrives, check all power tools and extension cords for wear-and-tear or damage (such as exposed wires or dull blades). Make sure all extension cords have a ground prong (the third pin). Do not use damaged power tools or extension cords.

## Additional protective equipment that may be required



Hard hat—to protect from falling objects and overhead objects



Leather gloves—for work with sharp objects or power tools



Wheelbarrow—for hauling dirt, rocks, bricks, etc.

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- To make sure all tools and equipment are in good working condition
- To use ergonomic position techniques
- To check the work area for hazards and to clean or move anything that can cause an accident

# DIGGING

(Trenches, drains, holes, etc.)

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- **Conduct a survey to locate utilities**

Before demolition, conduct a survey to locate all utilities. Mark, shut off, and/or cap all electric, gas, water, steam, sewer, and other service lines. If you are unsure how to do any of the above, call 811 or visit [www.washington811.com](http://www.washington811.com) to schedule a FREE survey with your utility company.

- **Make sure all power tools are in good working condition**

Before your worker arrives, check all power tools and extension cords for wear-and-tear or damage (such as exposed wires or dull blades). Make sure all extension cords have a ground prong (the third pin). Do not use damaged power tools or extension cords.

## Additional protective equipment that may be required



Leather gloves—for heavy work and work with power tools



Wheelbarrow—for more efficient hauling of dirt or rocks

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- To use ergonomic position techniques
- To check the work area for hazards and to clean or move anything that can cause an accident

# CARPENTRY

(Framing, cabinetry, fences, decks, etc.)

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- **Make sure the work area has good ventilation**

Open windows or doors for ventilation. Fans and extractors should be provided if windows or doors do not open.

- **Make sure all power tools are in good working condition**

Before your worker arrives, check all power tools and extension cords for wear-and-tear or damage (such as exposed wires or dull blades). Make sure all extension cords have a ground prong (the third pin). Do not use damaged power tools or extension cords.

## Additional protective equipment that may be required



Respirator—for working near fumes and gases



Hearing protection—for work with loud machinery or power tools



Hard hat—to protect from falling objects and overhead objects

**Casa Latina trains all our workers to follow OSHA standards for health and safety in the workplace. Some of the most important safety tips promote are:**

- To properly use protective equipment
- To make sure all tools and equipment are in good working condition
- To use ergonomic position techniques
- To check the work area for hazards and to clean or move anything that can cause an accident
- To properly ventilate the work area

# SHEETROCK

(Hanging, taping, mudding, and sanding)

**Casa Latina recommends taking the following steps to ensure safe, efficient, and high-quality work.**

- **Provide workers with necessary tools and equipment**

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- **Make sure the work area has good ventilation**

Open windows or doors for ventilation. Fans and extractors should be provided if windows or doors do not open.

- **Make sure all power tools are in good working condition**

Before your worker arrives, check all power tools and extension cords for wear-and-tear or damage (such as exposed wires or dull blades). Make sure all extension cords have a ground prong (the third pin). Do not use damaged power tools or extension cords.

## Additional protective equipment that may be required



Leather gloves—for using knives and/or saws to cut the sheetrock



Hard hat—to protect from falling objects and overhead objects



Hearing protection—for work with loud machinery or power tools

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- To make sure all tools and equipment are in good working condition
- To use ergonomic position techniques
- To check the work area for hazards and to clean or move anything that can cause an accident
- To properly ventilate the work area

# MASONRY

(Brick and tile work)

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- **Make sure the work area has good ventilation**

Open windows or doors for ventilation. Fans and extractors should be provided if windows or doors do not open.

- **Make sure all power tools are in good working condition**

Before your worker arrives, check all power tools and extension cords for wear-and-tear or damage (such as exposed wires or dull blades). Make sure all extension cords have a ground prong (the third pin). Do not use damaged power tools or extension cords.

## Additional protective equipment that may be required



Knee pads—for working on one's knees



Leather gloves—for handling building materials



Hearing protection—for work with loud machinery or power tools

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- To properly use protective equipment
- To make sure all tools and equipment are in good working condition
- To use ergonomic position techniques
- To check the work area for hazards and to clean or move anything that can cause an accident
- To properly ventilate the work area

# GARDENING

(Pruning, trimming, planting, etc.)

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- **Make sure all power tools are in good working condition**

Before your worker arrives, check all power tools and extension cords for wear-and-tear or damage (such as exposed wires or dull blades). Make sure all extension cords have a ground prong (the third pin). Do not use damaged power tools or extension cords.

- **Use eco-friendly alternatives to pesticides**

By eliminating pesticides, you provide a safe work environment and ensure the well-being of family, friends, and pets. Find information about pesticide alternatives [here](#).

## Additional protective equipment that may be required



Hearing protection—for work with loud machinery or power tools



Leather gloves—for work pruning shears and trimming

**Casa Latina trains all our workers to follow OSHA standards for health and safety in the workplace. Some of the most important safety tips we promote are:**

- To properly use protective equipment
- To make sure all tools and equipment are in good working condition
- To use ergonomic position techniques
- To check the work area for hazards and to clean or move anything that can cause an accident
- To read all labels and follow proper guidelines

# LANDSCAPING

(Patios, walkways, etc.)

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- **Create a work plan**

Plan ahead. Think through every step of the job before starting, including preparation, implementation, and cleanup. Make note of how you'll get the material to the job site and whether or not you'll need to rent special tools and equipment.

- **Conduct a survey to locate utilities**

Before demolition, conduct a survey to locate all utilities. Mark, shut off, and/or cap all electric, gas, water, steam, sewer, and other service lines. If you are unsure how to do any of the above, call 811 or visit [www.washington811.com](http://www.washington811.com) to schedule a FREE survey with your utility company.

## Additional protective equipment that may be required



Leather gloves—for handling bricks and blocks



Hearing protection—for work with loud machinery or power tools



Knee pads—for working on one's knees

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- To properly use protective equipment
- To make sure all tools and equipment are in good working condition
- To use ergonomic position techniques
- To check the work area for hazards and to clean or move anything that can cause an accident
- To read all labels and follow proper guidelines

# PAINTING

**Casa Latina recommends taking the following steps to ensure safe, efficient, and high-quality work.**

- **Provide workers with necessary tools and equipment**

All Casa Latina workers come with their own personal protective equipment (WORK BOOTS, SAFETY GOGGLES, EAR PLUGS, N95 DUST MASK, and RUBBERIZED COTTON GLOVES). If additional tools and safety equipment are required for the job, they must be provided by the employer. This includes painting equipment and safety equipment such as ladders, brushes, and respirators.

- **Create a work plan**

Plan ahead. Think through every step of the job before starting, including preparation, implementation, and cleanup. Make note of the type of paint being used and whether it requires extra precautions. For example, when using lacquer based paints it's helpful to turn off all heaters.

- **Make sure the work area has good ventilation**

Open windows or doors for ventilation. Fans and extractors should be provided if windows or doors do not open.

## Additional protective equipment that may be required



Body harness—for roofs, gutters, scaffolding, and ladders more than 10ft tall



Respirator—for work using spray paint or when applying lacquer-based stains

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- To properly use protective equipment
- To make sure all tools and equipment are in good working condition
- To use ergonomic position techniques
- To check the work area for hazards and to clean or move anything that can cause an accident
- To read all labels and follow proper guidelines
- To properly ventilate the work area

# FLOORING

**Casa Latina recommends taking the following steps to ensure safe, efficient, and high-quality work.**

- **Provide workers with necessary tools and equipment**

All Casa Latina workers come with their own personal protective equipment (WORK BOOTS, SAFETY GOGGLES, EAR PLUGS, N95 DUST MASK, and RUBBERIZED COTTON GLOVES). If additional tools and safety equipment are required for the job, they must be provided by the employer. This includes flooring equipment and safety equipment such as ladders, brushes, and respirators.

- **Make sure the work area is well ventilated**

Open windows or doors for ventilation. Fans and extractors should be provided if windows or doors do not open.

- **Make sure all power tools are in good working condition**

Before your worker arrives, check all power tools and extension cords for wear-and-tear or damage (such as exposed wires or dull blades). Make sure all extension cords have a ground prong (the third pin). Do not use damaged power tools or extension cords.

## Additional protective equipment that may be required



Knee pads—for working on one's knees



Hearing protection—for work with loud machinery or power tools



Leather gloves, for work with sharp objects such as cutting blades

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- To properly use protective equipment
- To make sure all tools and equipment are in good working condition
- To use ergonomic position techniques
- To check the work area for hazards and to clean or move anything that can cause an accident
- To read all labels and follow proper guidelines
- To properly ventilate the work area

# ROOFING

**Casa Latina recommends taking the following steps to ensure safe, efficient, and high-quality work.**

- **Provide workers with necessary tools and equipment**

All Casa Latina workers come with their own personal protective equipment (WORK BOOTS, SAFETY GOGGLES, EAR PLUGS, N95 DUST MASK, and RUBBERIZED COTTON GLOVES). If additional tools and safety equipment are required for the job, they must be provided by the employer. This includes roofing equipment and safety equipment such as ladders and body harnesses. Working from heights is not dangerous if done using appropriate protective equipment. Casa Latina advises employers to provide workers with body harnesses whenever work is being done on roofs of 10ft or more.

- **Create a work plan**

Plan ahead. Think through every step of the job before starting, including preparation, implementation, and cleanup. Make note of how you'll get the material to the job site and whether or not you'll need to rent special tools and equipment.

- **Make sure all power tools are in good working condition**

Before your worker arrives, check all power tools and extension cords for wear-and-tear or damage (such as exposed wires or dull blades). Make sure all extension cords have a ground prong (the third pin). Do not use damaged power tools or extension cords.

## Protective equipment that may be required



Body harness—for roofs, gutters, scaffolding, and ladders more than 10ft tall



Hard hat—to protect from falling objects and overhead objects



Leather gloves—for work with wood and roofing materials

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- To make sure all tools and equipment are in good working condition
- To use ergonomic position techniques
- To check the work area for hazards and to clean or move anything that can cause an accident
- To read all labels and follow proper guidelines
- To properly ventilate the work area