



CONSTRUCTION VOLUNTEER FAQ

DAYS AND HOURS OF WORK: We work on our build sites most Mondays through Saturdays from 8:30 AM to 4:00 PM with a ½ hour for lunch. With prior approval, ½ day mornings are occasionally available.

WEATHER: Unless the weather is extremely bad, our supervisors are onsite and ready to receive volunteers as scheduled. Individual volunteers please view the online calendar before heading out. For Team Build Days the coordinator will be notified 24 hours prior to coming out.

MEALS: Unless otherwise advised, please bring a bag lunch. All food related trash must be removed from the build sites at the end of the day.

RESTROOMS: There is a porta-john at each work site.

PARKING: Morris Habitat will inform you of any special parking arrangements. Car pooling is encouraged. Volunteers will be responsible for their own parking violations.

WHAT TO WEAR

Morris Habitat will provide hard hats and safety goggles. We have some work gloves but please bring yours if you have them.

1. Dress appropriately for the weather in clothing you can get dirty.
2. Work for the day could be indoors or outside. Please be prepared for either.
3. For your safety please wear thick pants: **No yoga or stretch pants.** Long pants are required to prevent cuts/scrapes.
4. Shirts are required at all times on a Morris Habitat for Humanity construction site.
5. Wear work boots or thick soled shoes. Anyone wearing sandals or inappropriate footwear will not be allowed on the worksite.
 - o Inappropriate footwear includes: Keds, Vans, Tom shoes and open-toed sandals.
6. Wear goggles or safety glasses when working where chips may fly. These are provided.
7. Wear and bring sunscreen.

WORKERS AND VISITORS: Construction volunteers must be at least 16 years of age to be present on an active build site. Youth volunteers ages 16 or 17 years old must be accompanied by an adult chaperone. Chaperones must be 21 years of age or older. The Site Supervisor will request verification of anyone appearing to be under 16. All visitors must sign in upon arrival. **Community Service and Sweat Equity workers must have their time sheet signed when leaving for the day.**

SMOKING: There is **NO** smoking in or around the homes we build. A smoking area is designated at each site.

CLEAN UP: A clean site is a safe site! Sweep. Use trash baskets/bags. Don't litter –pick up debris. At the end of the day, volunteers will be asked to pack up equipment/tools and clean up the site. Volunteers are asked to take all food related trash with them when leaving the site. We cannot use our dumpsters for food refuse.

INSURANCE: All participants must sign a Release Waiver prior to beginning construction work. Morris Habitat for Humanity Inc. carries some insurance protection for its volunteers if injuries or accidents occur on the job. All injuries and accidents must be reported to the Site Supervisor immediately and an Accident Report must be completed.

SITE SUPERVISION: A Site Supervisor is in charge of the work and volunteers each workday. Assistants may be designated to help the Supervisor and instruct newer volunteers as they contribute to the work being done that day. Many participating groups (churches, companies, etc.) may be organized under "team leaders" who are in charge of their teams.

TOOLS: Morris Habitat will supply necessary tools. Many volunteers bring their own tools. It is the owner's responsibility to retrieve them at the end of each workday and they should be label with your name. Habitat tools should be returned to the locked boxes bins or

shed at the end of the day for safekeeping. Power tools are to be used only by volunteers 18 years old or older and who have experience with their operation.

SAFETY

1. Volunteers over the age of 75 should not work from heights; work alone; carry heavy loads; or do other tasks requiring a lot of upper body strength.
2. Hard hats must be worn at all times on Morris Habitat Construction Sites. These will be provided.
3. Dust masks are available and should be worn during dusty demolition or dry wall sanding or insulation work.
4. Goggles must be worn when operating power tools or when required by supervisor.
5. Floor openings are to be covered.
6. Guardrails and barricades must be used to close off open windows and doors.
7. When using ladders at heights, a “footman” should always brace the bottom.
8. Face ladders when climbing or descending. Report broken ladders.
9. Pull or bend down projecting nails.
10. Do not attempt to lift or move heavy objects with out help. Lift properly – with your legs – not your back.
11. Look around you when carrying large items such as boards, plywood or dry wall.
12. Don’t place SPEED above SAFETY!
13. Constantly think of the safety of the volunteer you’re working with. Protect both of you from accidents!
14. First Aid kits are located on the work site.
15. **Safety Video:** Each volunteer must view this 18 minute safety course at www.hfhvolunteerinsurance.com prior to build day. Scroll down to “Online Safety Training Courses” and click begin now. Read the entire instructions before clicking on “Take Training Course Now” and enter code W8NAEBTG, click submit, and then select “Volunteering on a Habitat for Humanity Job Site.” The course covers everything from safety issues to what to wear. At the end of the presentation, simply exit the program.

THREE WORDS TO REMEMBER

THINK – before you begin working

ASK – questions if unsure

CONCENTRATE – eliminate distractions

~Thank you for supporting our mission to provide safe, decent, affordable housing~