



2013

VOLUNTEER BUILD SITE SAFETY GUIDELINES

Habitat for Humanity of Greater Indianapolis is dedicated to providing a safe and pleasant environment for employees and volunteers, as well as future homeowners working to achieve sweat-equity requirements towards their future home.

When you join Habitat for a day on-site, you join in the mission of building foundations for generations. Habitat volunteers do everything, from raising walls to planting flowers. We couldn't do what we do without you!

Habitat's goal is for each and every participant to have a safe and productive build experience. The construction site is a potentially dangerous environment, therefore it is imperative to commit full attention to each project and task assigned. Every participant on a Habitat build has a responsibility to keep the site safe for themselves and others.

No experience is necessary and all materials will be provided on-site (tools, materials, training, etc).

Come prepared to be safe, have fun, and leave pleasantly tired!

VOLUNTEER GUIDELINES

- **VOLUNTEER SCHEDULE AND SIGN-IN**

VOLUNTEER SHIFT

8:00AM - 2:30PM

- PARKING IS AVAILABLE ON SURROUNDING STREETS — PLEASE DO NOT PARK DIRECTLY IN FRONT OF BUILD SITE
- PLEASE ARRIVE ON TIME TO ENSURE DAILY TASKS AND PROJECTS ARE COMPLETED
- **RELEASE WAIVER**
 - ALL PARTICIPANTS MUST REVIEW AND SIGN THE 2013 HABITAT VOLUNTEER RELEASE WAIVER
 - ADDITIONAL VOLUNTEER RELEASE WAIVER WILL BE ON-SITE FOR CONVENIENCE
- **AGE REQUIRMENT**
 - PARTICIPANTS MUST BE AT LEAST 16 YEARS-OLD
- **PERSONAL PROTECTIVE EQUIPMENT**
 - HABITAT PROVIDES ALL NECESSARY MATERIALS FOR SAFETY ON-SITE
- **WEATHER**
 - HABITAT BUILDS RAIN OR SHINE
 - BUILD SUPERINTENDENT WILL DETERMINE IF CANCELLATION IS NECESSARY ON-SITE
- **CLOTHING**
 - CLOSED TOE SHOES ARE REQUIRED ON-SITE
 - PLEASE DRESS APPROPRIATE FOR THE WEATHER
- **SAFETY BRIEFING**
 - ALL PARTICIPANTS MUST ATTEND SAFETY BRIEFING AT THE START OF EACH DAY

GENERAL SAFETY GUIDELINES

- A Habitat Site Superintendent or designated representatives will be on-site at **ALL TIMES**.
- First-aid kits are maintained and are available on each site.
- If unsafe situations arise, please notify Site Superintendent **IMMEDIATELY**.
- All accidents **MUST** be reported to the Site Superintendent.

TRAINING

- Job specific training for participants is provided on-site by a Site Representative.
- Habitat staff is trained for site specific hazards, first aid, and proper use of equipment.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Habitat staff or a designated representative will provide information about proper use of **PPE**.
- Habitat staff and build site participants must wear **PPE** on-site.
- Safety glasses are required when power tools are in use on-site.
- Hard hats are required when overhead work is being performed.
- Gloves are required when using knives or handling particular materials.

LADDERS AND SCAFFOLDING

- Participants will be trained in ladder and scaffolding usage by a Site Superintendent.
- Equipment and firm footing placement will be inspected by a Site Superintendent.
- Set-up of scaffolding will be supervised by a Habitat staff member or Site Superintendent.
- When possible, scaffolding will be tied off to the building and will be level, plumb, and strong.
- Complete guardrail and wallboard systems will be used to provide safe work surfaces.

FALL PROTECTION

- Participants are expected to follow Habitat's Fall Protection Plan when working above 6 feet.
- During second story construction and around holes, complete guardrail systems are required.
- Participants are to follow Habitat's Safe Practices while using extension ladders.
- Participants will be instructed on how to use Habitat's 3 Point Contact System.
- During single story roof construction, participants must use Fall Arrest Harnesses and Toe Boards while working overhead. (*ex. trusses, roofing, and decking*)

QUESTIONS AND/OR CONCERNS, PLEASE CONTACT:

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