



# BUILD-SITE SAFETY GUIDELINES

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Greater Indy Habitat for Humanity is dedicated to providing a safe and pleasant environment for volunteers, staff and Habitat homeowners in training.

Habitat volunteers do everything from raising walls to planting flowers. We could not serve our mission without you!

Habitat's goal is for every volunteer to have a safe and productive build experience; therefore, it is imperative to commit full attention to each project and task assigned. Every volunteer 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).***  
Come prepared to be safe, have fun, contribute to the home and leave tired!

## VOLUNTEER GUIDELINES

- **Schedule**
  - ◆ **Volunteer Shift:** 8:00 a.m. to 2:30 p.m.
  - ◆ **Arrival/Check-In:** 7:45 a.m.
  - ◆ **Morning Welcome & Safety:** 8:00 a.m.  
-All volunteers must attend the Safety Briefing.
  - ◆ **Lunch:** Lunch is provided.
- **Training**
  - ◆ Habitat staff is trained for site-specific hazards, first-aid and proper use of equipment.
  - ◆ Job specific training for participants is provided on-site by a Habitat representative.
- **Age Requirement**
  - ◆ Volunteers must be 16 years-old.
- **Parking**
  - ◆ Each site is unique so volunteers should refer to the Event Reminder email for specific parking details.
- **Personal Protective Equipment**
  - ◆ Habitat provides all necessary materials for safety on-site.
- **Weather**
  - ◆ Habitat builds in rain or sunshine.
  - ◆ In the case of persisting poor conditions, the Habitat superintendent will determine if cancellation is necessary.
- **Clothing**
  - ◆ Closed-toe shoes are required.
  - ◆ Dress appropriately for the weather.

**With questions or concerns, please contact:**

<p style="text-align: center;"><b>Jessica Walters</b> Experience and Engagement Manager 317.460.2687</p>
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## **GENERAL SAFETY GUIDELINES**

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

## **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 & SCAFFOLDING**

- Volunteers 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.
- Scaffolding 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 six feet.
- Scaffolding is used during second story construction.
- Volunteers are to follow Habitat's Safe Practices while using extension ladders.
- Instruction will be provided on how to use Habitat's 3 Point Contact System.
- Toe Boards will be used during single story roof construction. (Ex. trusses, roofing and decking.)

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