GIHFH BUILD-SITE VOLUNTEER GUIDELINES

Greater Indy Habitat for Humanity is dedicated to providing a safe, fun and productive experience for volunteers. Our volunteers do everything from raising walls to planting flowers.

Safety is Greater Indy's #1 priority, therefore it is imperative for volunteers and staff to commit full attention to each project and task assigned. We could not serve our mission without you!

*No experience is necessary and all materials and training will be provided on each Build Site.*

**VOLUNTEER SCHEDULE**

**Shift:** 7:45am - 2:30pm  
*Build may wrap early due to weather and projects*

- 7:45am – Register with Habitat Staff  
- 8:00am – Introductions & Mandatory Safety Briefing  
- 11:30am – Lunch provided by Habitat  
- 2:00pm – Project wrap-up

**BUILD SITE VOLUNTEER DETAILS**

**Training:**
- Habitat staff is trained for site-specific hazards, first-aid and proper use of equipment.  
- Job specific training for volunteers is provided on-site by a Habitat representative.

**Age Requirement on Build Site:**
- Volunteers must be 16 years-old; 18 years old to use power tools and work above 6 feet.

**Parking:**
- Each Build Site is unique. Volunteers should refer to the Event Confirmation and Reminder Emails for specific parking and road closure details.

**Personal Protective Equipment:**
*Any additional questions or inquiries pertaining to safety on site, please refer to contact below.*
- Habitat provides all necessary materials for safety on-site.  
- Safety Glasses  
- Hard Hats  
- Ear Protection  
- Gloves

**Weather:**
- Habitat builds rain or shine. In the case of persisting conditions, the Lead Superintendent will call the day on site.

**Clothing:**
- Closed-toe shoes are required. Please dress appropriately for the weather. It is recommended to dress in layers and bring rain boots.

Jessica Walters  
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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 Lead Superintendent IMMEDIATELY.
- All accidents MUST be reported to the Lead 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 Lead Superintendent.
- Equipment and firm footing placement will be inspected by a Lead Superintendent.
- Set-up of scaffolding will be supervised by a Habitat staff member or Lead 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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