



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

Construction Support Manager

317.460.2687



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.)

<p>Jessica Walters Construction Support Manager 317.460.2687</p>
