



UNION BUILT HOME Construction Volunteer Package

Before volunteering with us you must read this three page volunteer package, fill out page three and submit to us. Please keep pages one and two for your reference.

Volunteer Coordinator: Louise Fairley

Email: lfairley@hfh.org

Phone: 780-451-3416 ext 222 or Phone or Text: 780-996-4610

Fax: 780-451-3727.

Thank you for volunteering with Habitat for Humanity! This will be a great opportunity to help build your community using your skills - and contribute to the future home of a local family!

1. Your safety is our first concern

Mandatory Safety Orientation:

Meet at the job site at 9 am. We will provide a site specific safety orientation for assigned tasks for each day that you are scheduled. **Please be punctual; due to our safety program anyone who misses the morning safety orientation will *not* be able to work on site.**

2. Construction volunteers must be at least 16 years of age and have the following abilities:

- Willingness and ability to learn new skills and apply new skills to different situations
- Follow the instructions of our Site Supervisor independently
- Ability to climb stairs comfortably
- Adequate vision to do detailed work
- Conversational English
- Ability to lift and carry at least 15 pounds

3. Working on a Habitat build can be a strenuous and sometimes physically challenging volunteer position. To ensure your safety and that of others on the job site, we *require you to report to our site supervisor anything that will affect your ability to safely perform specific tasks.* Reporting limitations enables us to give appropriate and comfortable tasks for you to do.

Some examples of limitations to report to the site supervisor: fear of heights or using power tools, lifting limitations, feeling under the weather and requiring light duty tasks for the day.

4. Transportation and vehicle use

- Due to insurance concerns, Habitat for Humanity volunteers will not use their private vehicles for any Habitat business, i.e.: picking up food or supplies.
- Volunteers must provide their own transportation to and from the various Habitat build sites. Habitat for Humanity Edmonton will not reimburse volunteers for travel expenses or mileage.

5. Grounds for dismissal: The following are prohibited at all times on all Habitat property and all job sites:

- Possession or consumption of alcohol or illegal drugs
- Remaining at work when ability to perform the job safely is impaired.
- Horseplay, practical jokes
- Damaging, disabling or interfering with safety, fire-fighting or first aid equipment
- Smoking on a Habitat for Humanity worksite

6. What kind of work to expect when you are volunteering with us:

Volunteers perform a variety of construction tasks under the direct supervision of our site supervisor, crew leader and/ or trades person. Some tasks use more labour than technical skill. Please be assured that whatever we ask you to do is beneficial to the build.



VOLUNTEER DAY INFORMATION

Shift Time: 8:30 – 4:00 pm.

Mandatory Safety Orientation

Meet at the job site at 8:15 am. We will provide a SITE SPECIFIC safety orientation for all new volunteers before commencing work. We plan to begin at 8:30 am. **Be punctual; due to our safety program anyone who misses the morning safety orientation will not be able to work.**

***Reminder:** For safety reasons it is **your responsibility** to report any limitations that could affect your ability to volunteer to the Site Supervisor on the day of your shift.

Personal Protective Equipment

CSA standard (green triangle) footwear, safety glasses (or Over the Glass Safety Glasses for prescription glasses) and hard hats are required. We recommend that you bring your own gloves. You can borrow these items if you do not have them. We also provide all other protective equipment required by various tasks. **All volunteers must wear BLUE hardhats. (We use a color code system on the sites)**

Weather/How to Dress

We work in inclement weather. If necessary, we will have an alternate plan for volunteers to work indoors. ALWAYS dress for the weather.

- Wear appropriate clothing for a building site and the weather; this includes work gloves and clothes you don't mind getting dirty. T-shirts must have a 4" sleeve. Long pants must be worn.
- **Baggy clothes are hazardous. Wear close fitting clothing.** You will not be allowed on site in tank tops, sleeveless shirts, open toed shoes, shorts, or dresses. Hair coverings must be snug. Please see our website for tips on how to dress for cold weather. **www.hfh.org: click on: publications/volunteering/how to dress for cold weather**
- We recommend you don't wear contact lenses. If wearing them, let the site supervisor know.
- Bring work gloves and a tool pouch if you have one.

Important Contact Information

Site Supervisor: Clem | 780-913-7264

Construction Manager: Rod | 780-690-1898

Volunteer Manager: Angela | 780-819-6164

Washroom Facilities

Portable toilets or bathrooms are available for use at each site depending on the stage of the build.

Food and Beverages

- Lunch and cold drinks are provided at noon for all volunteers who have been scheduled through the office. *If you have special dietary needs, bring a lunch but feel free to join in for any part of the meal that suits you.*
- Water and coffee are available on site
- Please bring snacks as many volunteers are hungry long before lunch!

Volunteer Release (Waiver) Form and Oath of Confidentiality

This is a legal document. Please read carefully before signing.

I understand that working on a Habitat for Humanity construction site, at Habitat ReStore or another Habitat for Humanity project can be an inherently dangerous activity.

I am also aware and understand that while volunteering for Habitat for Humanity Edmonton I will be covered by the Workers Compensation Board in the event of worksite injury and will receive benefits as defined by the Workers Compensation Act.

I hereby release Habitat for Humanity Edmonton, and any other sponsor or organization involved in these projects, from any and all claims or liability for death, personal injury or property damage of any kind howsoever caused, including any claim or liability arising from the negligence of Habitat for Humanity, its agents, servants, or employees and of any person on site, arising out of, or in the course of, my participation in any event in which I choose to participate. This Release and Waiver extends to all claims, foreseen or unforeseen, known or unknown.

I, the undersigned, agree that I will not disclose or make known any partner family information or matter which comes to my knowledge through my volunteer service with Habitat for Humanity Edmonton. I further acknowledge and agree that I will maintain this oath of confidentiality after my volunteer service with Habitat for Humanity Edmonton has been completed.

I further grant full permission to Habitat and/or agents authorized by Habitat, to use any photograph, videotapes, motion pictures, recording or any other record of this event, for any purpose.

Please note: construction volunteers must be at least 16 years old. Volunteers under the age of 18 must sign as well as their parent/guardian.

I, _____ (full name) have read and understood this three page volunteer package and agree to abide by the rules and guidelines outlined by Habitat for Humanity. I verify that I have the required abilities noted and I agree to report limitations that could affect my ability to volunteer for Habitat for Humanity Edmonton. Furthermore, I have read this Release and certify my agreement by my signature below.

*Union Local #: _____

*Signature: _____

*Date: _____

Name: _____

Address: _____

City: _____ Postal Code: _____

Home Phone: _____

Cell Phone: _____

Email: _____

Parent or Guardian (if volunteer is under 18)

Name: _____

Signature: _____ Date: _____

Emergency Contact Information

Name: _____

Phone Number: _____

Please do NOT add me to the HfH mailing list

Availability (check all that apply) Tuesday Wednesday Thursday Friday Saturday

Are there particular dates that you are available? _____

Journeyman? _____ Apprenticeship (year) _____

3. If you hold a current first aid certificate: Are you willing to be recognized as a first aid provider on site? No Yes If yes, **please provide a copy** of your certificate when you submit this document.