



Group Construction Volunteer Package

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

Thank you for volunteering with Habitat for Humanity! This will be a great opportunity to help build your community, learn new skills and share existing ones, 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 8:15 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, which begins at 8:30 AM. **Be punctual; due to the importance of 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 provide these items for you if you do not have your own. We also provide all other protective equipment required by various tasks.

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. If the weather is cold, please bring a hat that can be worn under your hard hat, thermal socks and dress in layers.

- 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 4-6" sleeve and long pants must be worn, for safety reasons.
- Baggy clothes are hazardous. Wear close fitting clothing. **You will not be allowed on site in tank tops, sleeveless shirts, open toed shoes, shorts, capris, or dresses.** If, for cultural reasons, you cannot wear pants, we would invite you to contact us about volunteering in one of our Restores. Please understand that we cannot allow dresses on our build sites as we value your personal safety.
- Hair coverings must be snug and allow for a hard hat to go over top and fit snugly.
- We recommend you don't wear contact lenses. If you choose to wear them, let the site supervisor know.
- **It is strongly advised that you leave all jewellery at home.**
- **NOTE: Habitat for Humanity now requires that you BRING your own set of work gloves. They can be purchased for less than \$5 at a local hardware store.**

Important Contact Information

Site Supervisors

Prefab Shop: Devin 780-446-7993 or Rod 780-690-1898

Neufeld Landing: Kristian 780-984-6436 or John 780-405-1114

Washroom Facilities

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

Food and Beverages

- Lunch is provided at noon for all volunteers who have been scheduled through the office.
- *If you have special dietary needs please bring your own 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 your own water bottle if you wish to have water accessible at all times.
- Feel free to bring snacks, as morning and afternoon coffee breaks are provided.

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 a 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 agree and acknowledge that by signing this document, I intend for this Release and Waiver to apply to any and all instances of volunteer work that I (or my child) shall perform for Habitat for Humanity Edmonton, now and in the future.

I, _____ (full name) have read and understood this 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.

Personal Information (Please Print Legibly)

Name: _____ Group (if applicable): _____
Address: _____ City: _____ Postal Code: _____
Email: _____
Phone: Home: _____
Cell: _____
Shoe Size: _____ Men's Women's T-Shirt Size (Unisex): _____

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

Signature: _____ **Today's Date (mmm/dd/yyyy):** _____

Emergency Contact Information

Name: _____
Phone #: _____

Parent or Guardian (if Volunteer is under 18)

Name of Parent/Guardian: _____
Birthdate of Youth (m/d/y): _____
Signature: _____ Date: _____