



CONSTRUCTION VOLUNTEER FAQ

DAYS AND HOURS OF WORK: We work on our build sites most Tuesdays through Saturdays from 8:30 AM to 4:00 PM with a ½ hour for lunch. With prior approval, adjusted hours or ½ day mornings are occasionally available.

WEATHER: Unless the weather is extremely bad, our supervisors are onsite and ready to receive groups as scheduled. Please click on the link from our website to view the calendar before heading out.

MEALS: Unless otherwise advised, please bring a bag lunch. Lunch is sometimes provided by the group volunteering or a sponsoring faith based or civic group. Please note that under these circumstances, special diets cannot be accommodated. All food related trash must be removed from the build sites at the end of the day.

RESTROOMS: There is a porta-john at each work site.

PARKING: Morris Habitat will inform you of any special parking arrangements. Car pooling is encouraged. Volunteers will be responsible for their own parking violations.

WHAT TO WEAR

Morris Habitat will provide hard hats and safety goggles. We have some work gloves but please bring yours if you have them.

1. Dress appropriately for the weather in clothing you can get dirty.
2. Work for the day could be indoors or outside. Please be prepared for either
3. Long pants are suggested to prevent cuts/scrapes. Shorts should be at least thigh length.
4. Shirts are required at all times on a Morris Habitat for Humanity.
5. Wear work boots or thick soled shoes. Anyone wearing sandals or inappropriate footwear will not be allowed on the worksite.
6. Wear goggles or safety glasses when working where chips may fly. These are provided.
7. Wear sunscreen.
8. The scheduler will communicate any special clothing requirements as defined by the work being done

WORKERS AND VISITORS: Construction volunteers must be 16 years of age or older. Those 16-17 years must have adult supervision. The Site Supervisor will request verification of anyone appearing to be under 16. All visitors must sign in upon arrival. **Community Service and Sweat Equity workers must have their time sheet signed upon arrival and when leaving for the day.**

SMOKING: There is **NO** smoking in or around the homes we build. A smoking area is designated at each site.

CLEAN UP: A clean site is a safe site! Sweep. Use trash baskets/bags. Don't litter –pick up debris. At the end of the day, volunteers will be asked to pack up equipment/tools and clean up the site. Volunteers are asked to take all food related trash with them when leaving the site. We cannot use our dumpsters for food refuse.

INSURANCE: All participants must sign a Release Waiver prior to beginning construction work. Morris Habitat for Humanity Inc. carries some insurance protection for its volunteers if injuries or accidents occur on the job. All injuries and accidents must be reported to the Site Supervisor immediately and an Accident Report must be completed.

SITE SUPERVISION: A Site Supervisor is in charge of the work and volunteers each work day. Assistants may be designated to help the Supervisor and instruct newer volunteers as they contribute to the work being done that day. Many participating groups (churches, companies, etc.) may be organized under "team leaders" who are in charge of their teams.

TOOLS: Morris Habitat will supply necessary tools. Many volunteers bring their own tools. It is the owner's responsibility to retrieve them at the end of each work day and they should be label with your name. Habitat tools should be returned to the locked boxes bins or

shed at the end of the day for safekeeping. Power tools are to be used only by volunteers 18 years old or older and who have experience with their operation.

SAFETY

1. Volunteers over the age of 75 should not work from heights; work alone; carry heavy loads; or do other tasks requiring a lot of upper body strength.
2. Hard hats must be worn at all times on Morris Habitat Construction Sites. These will be provided.
3. Dust masks are available and should be worn during dusty demolition or dry-wall sanding or insulation work.
4. Goggles must be worn when operating power tools or when required by supervisor.
5. Floor openings are to be covered.
6. Guardrails and barricades must be used to close off open windows and doors.
7. When using ladders at heights, a “footman” should always brace the bottom.
8. Face ladders when climbing or descending. Report broken ladders.
9. Pull or bend down projecting nails.
10. Do not attempt to lift or move heavy objects with out help. Lift properly – with your legs – not your back.
11. Look around you when carrying large items such as boards, plywood or dry wall.
12. Don’t place SPEED above SAFETY!
13. Constantly think of the safety of the volunteer you’re working with. Protect both of you from accidents!
14. First Aid kits are located on the work site.

THREE WORDS TO REMEMBER

THINK – before you begin working

ASK – questions if unsure

CONCENTRATE – eliminate distractions

~Thank you for supporting our mission to provide safe, decent, affordable housing~