

## CONSTRUCTION VOLUNTEER INFORMATION

### WORKDAY SCHEDULE

- **7:45 a.m. – 8 a.m.** Registration and sign-in with the safety leader. (We **cannot accommodate** shifts and count on volunteers to work the entire day.)
- **8 a.m. – 8:10 a.m.** Morning meeting (safety briefing and discussion of the day's work)
- **Midday**—Lunch (catered lunch should arrive between 11 a.m. and noon)
- **4 p.m.** The workday can end any time before 4 p.m., but never after that.

### WEATHER CONDITIONS

- Habitat builds rain or shine. Come prepared to work for the entire day. If unsafe weather conditions or rain develop or persist, the House Leader will announce at the site whether the workday will be shortened or cancelled.

### TOOLS, EQUIPMENT AND DRESS

- Habitat provides all tools at the site; however, volunteers may bring their own nail aprons, work gloves, hammers, utility knives, tape measures, and pencils. Put your name on these items so they do not get "lost" in Habitat's supplies. We wash and reuse work gloves; volunteers may prefer to bring their own.
- Other than the items listed above, do not bring tools onto the build site without approval of the House Leader.
- Volunteers should clearly mark their tools if brought on site.
- Volunteers should dress comfortably for the season; layers are a good idea.
- Avoid loose jackets or shirts that can be snagged by tools. **They are a safety hazard.**
- Absolutely no open-toe shoes will be allowed (**closed-toe shoes are required**).
- Portable toilets are provided at each work site.
- Bring anything unique to your needs, (e.g., sunscreen, medications, snacks, etc.)

### LUNCH AND REFRESHMENTS

- Volunteers may bring soft drinks, coffee, donuts, and other snacks. Ice/water and other drinks throughout the day, as well as lunch, are **provided by the sponsor** (required). Breakfast and snacks are optional and not always provided by the sponsor.

### SAFETY AND INSURANCE

- Construction is considered a dangerous undertaking. Volunteers are asked to be as alert as possible to safety risks.
- Habitat carries co-insurance on volunteers that is activated when volunteers sign the *Waiver & Release* form and the *Sign-In Sheet*. The insurance will supplement the volunteer's own insurance in case of accidents. It provides basic coverage for volunteers who do not have insurance.
- All volunteers must sign the *Release & Waiver of Liability* (done during profile creation in the CERVIS online volunteer management system).
- First-aid kits and insurance claim forms are available on site.

**All volunteers must sign-in every day they work; otherwise, they will not be covered under our insurance policy.**