



## Group Volunteer Package

**Before volunteering, we require you to read through and complete the following:**

Pages 2-4 – Waiver and rules document. This three page document must be signed on page 2 and 4 and submitted to your team leader. We must have this completed document before you work on the job site.

Page 5 – Mandatory safety orientation. All participants must read through this document and watch the safety video noted before working on the job site.

Page 6 –general information about your volunteer day, including meeting location and shift time

### **Some general information for group construction volunteers**

**Tasks:** Volunteers will perform a variety of construction tasks under the direct supervision of our Building Coordinator, crew leader and/or a trades person. Their tasks may vary from day to day and include: concrete work, framing, siding, roofing, insulating, painting, carpentry, clean-up, landscaping, trades assisting (electrical, plumbing, drywall, sheet metal), tiling, windows.

**Shifts:** Construction shifts run Tuesday to Saturday 8:30 am – 4:00 pm. There is no minimum number of shifts required. If you are volunteering as a group and would like to come out individually, contact us.

# Habitat for Humanity Edmonton 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.

Whereas, Habitat for Humanity Edmonton's policy on partner family confidentiality has been communicated to me, 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 have read this Release and certify my agreement by my signature below.**

Group: \_\_\_\_\_

Parent or Guardian (if volunteer is under 18)

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

**Emergency Contact Information**

Postal Code: \_\_\_\_\_

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Date(s) you will volunteer (Law Build dates April 1- 5, 2008): \_\_\_\_\_

No, I would not like to be on the Habitat for Humanity mailing list.

**\*\*If you hold a current first aid certificate:** Would you be willing to be recognized as a first aid provider on site? No  Yes  If yes, **please provide a copy** of your certificate with your application.

**Submit this page to your team leader**

**SKILL ASSESSMENT (Check one)** If you check off Handy or Professional, please let our site supervisor know what your specific skill is.

- Beginner** – No specific skills, but willing to learn
- Handy** – Accomplished do-it-yourselfer
- Professional** – Professional or former builder skilled at aspects of house construction

## **HEALTH AND SAFETY/GENERAL RULES**

### **1. Construction volunteers must have the following physical abilities:**

- Willingness and ability to learn 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

**2. 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 any limitations that could affect your ability to volunteer.***

Examples of limitations to report to the site supervisor:

- fear of heights, fear of using power tools, sore knees, no heavy lifting,
- a need to have flexible break times, feeling under the weather and requiring light duty tasks for the day
- 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.

### **General Rules**

#### **Mandatory Requirements for all volunteers working at Habitat for Humanity**

##### **Clothing**

- Wear approved hard hats, steel-toed safety boots, and safety glasses unless otherwise instructed by the site supervisor. These are required depending on the hazard assessment done by the site supervisor.
- Wear suitable clothing. Long pants and a shirt with sleeves are required. No tank tops, shorts, skirts, or open toed shoes are allowed on site. Baggy clothes can be a hazard.

##### **Limitations/modified work**

- Report anything which may impair/affect your ability to volunteer to the supervisor before working.
- Report all unsafe acts, unsafe conditions and near miss incidents to the supervisor.
- Immediately report all injury or damage accidents to the supervisor or team leader.

**Submit this page to your team leader**

**Safety Orientation**

- Read all safety materials provided and participate in all safety orientation sessions as indicated in your confirmation materials.

**Work Procedures**

- Perform all work using safe work practices and job procedures in accordance with the site supervisor’s direction.
- Maintain good housekeeping in your work area.
- Use hand tools ONLY for the purpose intended. Do not use damaged tools; remove from use and report to supervisor.
- Do not use power tools unless you’ve been authorized by the supervisor to use them. Ensure all guards are in place.
- Volunteer’s personal power tools will not be allowed on site.
- Only volunteers authorized by the site supervisor may use explosive/powder-actuated tools. e.g.: Nail guns. Competency levels will be tested before authorization.

**Smoking**

- No smoking in the warehouse, office or ReStore and use only designated areas on the construction site.

**Confidentiality**

- While volunteering for Habitat for Humanity Edmonton you may meet our Partner Families. We require that any information you learn about them be kept confidential – as mentioned in the waiver and release form.

**WCB coverage requires that you sign in and log your hours each day that you are working. We have sign-in sheets at each site.**

- Sign in and out each shift that you work. If you must leave early, let one of our staff know.

**Grounds for dismissal:**

The following are prohibited at all times on all Habitat property and all home building 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

**The following statement must be signed before working on the construction site:**

I, \_\_\_\_\_ (full name), a volunteer, have read, understood and agree to abide by the rules and guidelines outlined on the Health and Safety/General Rules sheet. I verify that I have the required abilities noted on page two and I agree to report limitations that could affect my ability to volunteer for Habitat for Humanity Edmonton.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Submit this page to your team leader**

## Volunteer Orientation – Part One (Please read through this sheet carefully)

### Mandatory Safety Orientation

Part 1:

Read through this document carefully. Please preview our 10 minute safety video on the website:. Click on volunteer, then click on videos. There is only one to choose from. If *it is not possible* for you to view this, *please let the office know and we will make other arrangements.*

Part 2:

Meet at the job site at 8:30 am. We will provide the second part of our safety orientation for all new volunteers before commencing work. We plan to begin at 8:30 am.

### Personal Protective Equipment

- CSA standard (green triangle) steel-toed boots/shoes are required. Note: If you do not have safety shoes/boots we have a number that can be borrowed.
- For most tasks you will be involved in, you will have to wear safety glasses, hard hats, and safety shoes. We can supply all of these items if you don't have them. We will also, dust masks, hearing protection and all other protective equipment required for various tasks.
- Please bring your own work gloves.

Volunteers are required by law to use Personal Protective Equipment.

### What to Wear/What not to wear

- Wear clothing that is appropriate for a building site and the weather; this includes work gloves and clothes you don't mind getting dirt or paint on. **If you are volunteering during the cold months: Wear lots of layers - sometimes you will be working in a heated place, but be prepared to work outside; gloves, hats, thermal socks etc.**
- Wear long pants and a shirt with sleeves. Baggy clothes can be hazardous. You will not be allowed on site in tank tops, open toed shoes, shorts, or dresses. Hair coverings must be snug.
- We recommend you don't wear contact lenses. If you choose to wear them, let the site supervisor know.
- Bring a tool pouch if you have one.

### Important Contact Information

Gene Shelley – Site Supervisor 983-4247  
Doug Darrah– Site Supervisor 984-4247  
Angela Robichaud – Volunteer Manager – 819-6164

**\*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.

## **General Information about your volunteer day**

### **Lunch**

- Is provided at noon for all volunteers who have been scheduled through the office.
- Assorted cold beverages will be available at meal time; we recommend volunteers to bring their own water bottle and snacks.

**Individuals, corporations and various faith groups are providing these meals. If you have any special dietary needs, we ask that you bring your own lunch but please feel free to join in any part of the meal that suits you.**

### **Washroom Facilities**

Portable toilets or completed bathrooms will be available for use at each building site.

### **Shift time**

Shifts are from 8:30 – 4 pm. Part two of the safety orientation will be held at 8:30 am at the job site. A map will be provided by your team leader.