



CONSTRUCTION SITE GUIDELINES

SKILL REQUIREMENTS: Habitat encourages a willingness to learn new skills and tasks. No specific skills are needed and Site Leaders are available on-site for instruction and on-the-job training.

VOLUNTEER SCHEDULING: If you are volunteering as part of a group, please call your Volunteer Leader to schedule the days and times that you will be volunteering. If you are volunteering as an individual, please contact Habitat's Volunteer Coordinator at 352-483-0434 ext.119. Or you can go online to www.habitatls.org for more information.

CLOTHING & ITEMS OF IMPORTANCE: Clothes should be comfortable! Long sleeves and pants will protect your skin and body from minor scratches or cuts. Only close-toed shoes are allowed on a construction site. Sandals are not permitted and all midriff areas must be covered. Water will be provided and we encourage you to bring a snack or brown bag lunch in case you get hungry. Sunglasses, hats/caps, sunscreen and bug spray are all encouraged for your comfort. Habitat will provide tools, equipment, hard hats, goggles, dust masks and gloves should you need them. If you prefer to use your own tools, please put your name on them.

MINORS: No one under the age of 16 is allowed to participate on the **construction** of a Habitat home. When construction is not being performed, youth volunteers ages 14 to 17 can participate in painting, landscaping, site clean-up, etc. Youth volunteers and a parent/legal guardian must sign Habitat's Release & Waiver of Liability form prior to volunteering. These waivers **MUST BE NOTARIZED**. Youth volunteers must be accompanied by a parent, legal guardian or authorized adult. Only volunteers age 18 and older are permitted to operate motor vehicles and power tools, to climb ladders and scaffolding, to work on a roof or to engage in any other hazardous activities.

WORK TIMES: Registration, new volunteer orientation, and instruction for the day begins at 7:45a.m. Work then begins at 8:00 a.m. and usually continues until 1:00 p.m.

ARRIVAL & DEPARTURE OF CONSTRUCTION SITE: *When you arrive* please introduce yourself and **print** your name on the daily *sign-in sheet* which the Site Supervisor takes to the office on a weekly basis. If this is your first visit please make sure that you complete and sign the **Release & Waiver of Liability form**. These waiver forms must be signed once per year. You are invited to sign the Bible which will be presented to the family at their home dedication ceremony. *When you leave* if you are not part of a group with a volunteer leader please tell the Site Supervisor when you will be volunteering again. If you are not sure, contact Habitat's Volunteer Coordinator at 352-483-0434 ext.119, or sign up on line at our web site by clicking on Volunteer Now.

HABITAT FOR HUMANITY OF LAKE-SUMTER, FLORIDA, INC.

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Mailing Address: PO BOX 186, Eustis, FL 32727-0186

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HABITAT CONSTRUCTION SAFETY TIPS

Safety is everyone's concern: Try to be conscious of the safety of others as well as yourself. If you see a dangerous situation, speak up. If you are not sure how to proceed with a project, ask questions. Many of our volunteers have little construction experience, and we need to help each other. Never put yourself or others at risk. A first aid kit is in the tool trailer. In an emergency, call 911. Drink lots of water!

Ask for whatever protective items you need: -- hard hat, safety goggles, dust mask, ear plugs, or gloves. When people are working above you, you must wear a hard hat.

A word of caution from Habitat for Humanity International to senior volunteers: Older volunteers should not work from heights, work alone, carry heavy loads, or perform other tasks that require a lot of upper body strength.

Inspect hand tools: Make sure they are free from dirt and oil, and sharp enough for the job. Check for loose handles. Find out the best way to use them. Carry sharp tools pointed downward.

Use power tools carefully: Find out how to use them safely. Check the tool, its cord, the extension cord, and plug for any dirt or defects.

Be especially careful with power saws: Power saws can bind and result in a severe kick back. Support what you are working on properly – never attempt to cut something that could tilt or fall and cause the saw to slip. A spring-actuated blade guard often can become bent and won't slide quickly, or the spring can become stretched so the return is slow. Alert the site supervisor to any needed repairs. Never tie the blade guard back out of the way. Keep your fingers away from the blade! You must wear safety goggles or tempered eye glasses when using the power saw or when assisting someone who is.

Be careful with ladders: Make sure the ladder has the proper slope of one foot of horizontal slope for every four feet of height. Check for defective rungs, and test the ladder to make sure it is secure at the top and bottom. In sandy soil use scrap lumber to stabilize the ladder. Put your tools in a tool belt to keep both hands free for climbing, and never leave your tools unattended on top of the ladder. Never lean both shoulders away from the ladder. Keep metal ladders away from electrical lines!

Roofs are dangerous: No one in poor health should go up on the roof. Move about very carefully. Don't let your hammer slide off the roof. Scrape sand off your shoes before you start up the ladder. Do not work on a wet roof.

Clutter leads to accidents: Help maintain a clean work area. Pick up nails and other sharp items. Please put tools away when you are not using them so that no one steps on them or trips over them. Always watch your step.

Heavy lifting can injure your back: Don't do it! Ask the site supervisor for help.



MISSION STATEMENT

Habitat for Humanity of Lake-Sumter Florida, Inc. is an ecumenical, Christian ministry dedicated to building simple, affordable housing for people living in sub-standard and over-crowded conditions beyond their control.

VOLUNTEER ORIENTATION

Volunteers are a vital part of our mission, and we value the contribution of every volunteer. Thank you for joining us!

OUR STRUCTURE & HISTORY: We are a locally run non-profit organization. We are one of nearly 1,800 affiliates of Habitat for Humanity International. Our local affiliate was organized in 1989, and built its first home in 1990. Since then we have built or renovated over 200 homes in Lake-Sumter Counties!

OUR PARTNERING PHILOSOPHY: To eliminate poverty housing we partner with low-income families, donors and volunteers from all religions, races and ethnic backgrounds. Each year we rely upon over 600 volunteers to build houses, to work in our thrift stores, to assist in our office, and to work on various supportive projects.

OUR FUNDING: We rely mostly on donations from individuals, businesses, churches, and community groups. We also receive a small amount of government funding for impact fees. Because our administrative costs are paid from thrift store profits every dollar donated to Habitat for Humanity Lake-Sumter is used to build or renovate houses.

OUR HOUSES: Habitat houses are sold to low-income families at no profit, and no interest is charged on the mortgage. House costs are kept low by using locally contributed material and volunteer labor. Mortgages are for 20-30 years, and payments are used to finance future builds.

OUR FAMILIES: To qualify to become Habitat homeowners applicant families must invest hundreds of hours of their own labor – sweat equity – into building houses and doing other volunteer work for Habitat. Families are chosen based on their level of need, their willingness to become partners in the program, and their ability to repay a no-interest mortgage.

RELEASE AND WAIVER FORM: All volunteers must sign a Release and Waiver of Liability form prior to any hours of service.

DISCRIMINATION AND HARASSMENT: HFH is firmly committed to providing a work environment free from discrimination and harassment. Any actions or comments based on an individual's sex, sexual preference, race, ethnic background, age, religion, physical condition or other legally protected characteristic are prohibited.

SMOKING POLICY: Smoking is prohibited in our vehicles, and in our offices and thrift stores except in designated smoking areas. At construction sites smoking is prohibited inside the house. Any volunteer under the age of 18 is prohibited from smoking anywhere on HFH property.

DRUG AND ALCOHOL POLICY: Volunteers and staff must be free from the presence of illegal drugs, alcohol, or substances that diminish or impair their ability to perform the job.

Orientation and Guidelines for Volunteers

When working at Habitat for Humanity, volunteer must agree to the following:

1. Prior to signing in for work, you must inform the Site Supervisor of any physical limitations.
2. In order to receive credit for time worked, you must sign in when you arrive and sign out when you leave for the day.
3. No harassment, fighting or inappropriate language is to be used.
4. Only the Site Supervisor will assign tasks and you are to report to the Supervisor when you have completed the task.
5. Only family or friends who are pre-approved to volunteer by supervisors will be permitted at work site.
6. **You must be of legal age to smoke.** Smoking is not allowed at construction sites.
7. Appropriate dress is required for everyone; shirts must be worn at all times, closed toed shoes are recommended, no tank tops, no halter-tops or shorts below the waistline or above fingertips in length and also no t-shirts with improper sayings on them.
8. For safety and courtesy, please refrain from the use of cell phones, headphones or hand held games while volunteering on a construction site.
9. School age children will not be permitted to work on school days except when it is considered a school-sponsored work assignment.

Habitat will not be responsible for children at any work site or any children unsupervised by an adult parent or guardian.