

VOLUNTEER INFORMATION PACKET



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443 Fairview Ave., Lancaster, PA 17603
 phone: 717-392-8836 • fax: 717-390-3767
www.lancasterhabitat.org

LANCASTER AREA HABITAT FACTS

What we do... Lancaster Area Habitat for Humanity builds new homes and renovates older homes in partnership with families in need and community volunteers. Each family contributes hundreds of hours of “sweat equity” – time spent hard at work building or repairing their own homes or a future neighbor’s home. Volunteers provide labor to ensure the low cost and affordability. At completion, Habitat sells the home at cost with a 0% interest mortgage to qualified low-income families. Donations from the community and recycled mortgages fund the cost of operations, supplies, and equipment.

Age Requirements:

- All volunteers must be at least 16 years old to be on site. Those 16 & 17 must be accompanied by an adult.
- All volunteers under 18 are not allowed to operate any power tools, work or climb on a ladder, roof or scaffolding, or participate in any other hazardous activity.
- There is no maximum age limit for volunteering with Habitat though we ask volunteers to keep in mind the strenuous and dangerous work that construction can be at times.

Cell Phones: Cell phones must be turned off or left in vehicles when you come to work for the day.

Directions / Parking: Directions to our construction sites are provided to those registered to volunteer. As our sites are typically in urban areas, parking is somewhat limited, and carpooling is strongly recommended whenever possible.

Food/Snacks: You will get a snack break at 10am and then a lunch break at 12pm. Please make sure you bring a lunch, drink, and any snacks you may want or need.

Meeting the Partner Families: Habitat partner families are required to invest 500 “sweat equity” hours on the construction site of their home and the homes of others. Volunteers may have the opportunity to meet and work alongside the families, though we cannot guarantee any specific day.

Restrooms: Construction sites are equipped with portable toilets.

Schedule: Build days are Wed-Sat, (8-4p.m.). Please arrive 10 minutes early so that we may get the build day started!

Weather: We follow the School District of Lancaster with regards to delays and cancellations due to inclement weather. Check the local news stations reports and if you don’t feel comfortable driving please don’t come in.

Volunteer Dress: Wear work clothing, work boots or shoes with good soles (sneakers are not recommended, wear at your own risk). Bring your own work gloves and goggles, if you don’t want to wear used gloves or used goggles. Please remember to wear appropriate clothing for the weather and task. During the winter months, dress in layers. Heat is not always available at the work site. Long pants are always recommended.

What to Bring: Volunteers will get a morning break, as well as a lunch break, so they need to bring a lunch, drink and any snacks they may want. We suggest that volunteers follow the weather report and bring things appropriate for the day - rain gear, sunscreen, insect repellent, hats, or extra layers of clothing may be useful things to have with you.

Please Remember: Personal articles brought to the site are the sole responsibility of the volunteer. Habitat for Humanity is not responsible for replacing lost or stolen property.

Questions Please Contact the Volunteer Coordinator at 717-392-8836 x203 or email volunteer@lancasterhabitat.org

CONSTRUCTION SAFETY POLICY

Safety is everybody's concern and is always an important consideration at any construction site. Prior to coming to the construction site we ask that all volunteers complete an online safety course.

You can find the course at www.hfivolunteerinsurance.com

Building construction can be one of the most dangerous occupations. Since Habitat work crews normally have a high proportion of inexperienced people, everyone must pay particular attention to safety. Try to be conscious of the safety of others as well as yourself. An observer can often see danger better than the worker involved in the project. Be cautious at all times and ask questions. Do not go ahead with a task if you are uncertain how it is done, or if you are unable to do it.

Safety is based on knowledge, skill and an attitude of care and concern.

Guidelines for a safe attitude

1. THINK before you do your work or task.
2. If you are uncertain about how to do a task or how to operate a power tool—ASK A SUPERVISOR.
3. Concentrate on your task and eliminate distractions.
4. Know where the first-aid kit is located and how to get emergency help.
5. Inspect all power tools, hand tools, ladders and scaffolding on a daily basis.
6. Advise your supervisor IMMEDIATELY of any unsafe or hazardous tool or condition.



Proper safety equipment

Proper clothing is as essential to safety as the proper selection and use of tools. Wear clothes and gloves that are appropriate for the work and weather conditions. Loose clothing is dangerous around power tools. Workers will wear work boots or thick-soled shoes at all times when on a construction site. Any worker wearing sandals or other types of inappropriate footwear is not permitted to remain at a site. Hard hats are to be worn while doing demolition work, during the framing phase of construction, or when required by a supervisor, and are to be made available to workers on each job site at all times. Protective glasses will be available for every construction worker. A worker must wear protective glasses any time he or she is operating a power tool or when instructed by a supervisor. Each worker must wear a dust mask when installing insulation, sanding or when instructed by a supervisor. Ear plugs must be worn when using a power tool for a prolonged period of time or when instructed by a supervisor. Ear plugs are to be made available to workers on each job site at all times.

Power tools and other electrical equipment

A power tool should not be used without proper instruction on its use and on what can happen if the tool is not used properly. The instruction should be done by a qualified person and should be given to all workers; even experienced do-it-yourselfers should receive instruction. The trainee should use the power tool in the presence of the instructor, until the instructor is satisfied that the trainee knows how to use the power tool properly. Never lower or carry a power tool by its cord. Clean tools daily. Power tools should be checked for defective switches, cords, plugs and proper grounding. Defective tools should not be used and should either be reported to the supervisor or labeled and brought to the tool room for repair immediately. (Do not wait until the end of the day.)

To avoid electrical shock, the following rules must be obeyed:

1. A three-pronged plug must be used on all electric power tools.
2. Extension cords must not have frayed insulation or be fastened with staples, hung from nails or suspended from wires.
3. All temporary lights must be equipped with non-conductive guards.

Hand tools

Always select the correct type and size of tool for your work and be sure it is sharp and properly adjusted. Guard against using any tool if the handle is loose or in poor condition. Dull tools are hazardous to use because excessive force must be used to make them cut. Oil or dirt on a tool may cause it to slip and cause an injury. When using tools, hold them correctly. Most edged tools should be held in both hands with the cutting action away from yourself. Avoid using your hand or fingers as a guide to start a cut, but if it is necessary, use extreme caution. Handle and carry tools with care. Keep edged and pointed tools turned downward. Carry only a few tools at one time unless they are mounted in a special holder or carried in a tool belt. Anyone working with a hammer at a height should wear a hammer loop or tool belt, and, when not in use, the hammer should be kept in the loop or belt and not placed on a sloping surface or in a precarious position. Do not carry sharp tools in your pockets. When not in use, tools should be kept in special boxes, chests or cabinets.

CONSTRUCTION SAFETY POLICY CONT.

A special word on saws:

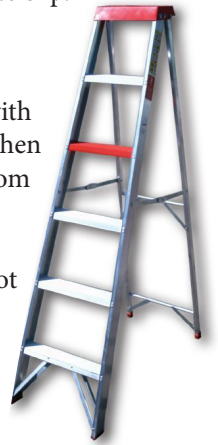
1. Don't bind the blade of any saw. When cutting long panels, the blade may bind, and the saw mill will catch and kick back toward the operator. Use small wood wedges or shim shingles to spread the saw cut as you go along.
2. Maintain the blade guard. A spring-actuated blade guard often can become bent and won't slide quickly, or the spring can become stretched so the return is slow. Repair any damage to the guard as soon as it happens, and NEVER tie the guard back out of the way.
3. Support what you are working on properly. Never attempt to cut something that could tilt or fall and cause the saw to slip.

Ladders

Inspect a ladder before you use it. If the ladder is unsafe, don't use it. Look for wear and tear, loose rungs and defects. Use a ladder that will reach the work. An extension ladder should reach 3 feet above the work level. Move your ladder with your work. If both of your shoulders are extended outside the ladder while you are working, you are reaching too far. When using an extension ladder, use the "4-to-1" rule: For every 4 feet of height, move the bottom of the ladder 1 foot away from the wall. A ladder is pitched at the proper, safe angle if you can grasp a rung at shoulder height.

Place your ladder on solid footing. If there is a danger of the ladder moving while you work, tie it down. If there is a danger that the ladder will be hit, barricade it. If the feet of the ladder are not level, dig the ground out under one foot with the claw of a hammer rather than raise one foot with blocks.

Never use an aluminum ladder in the vicinity of electrical lines and never use a ladder outdoors during inclement weather or on very windy days. Carry tools and materials in proper carrying devices and keep your hands free for climbing. When climbing, always face the ladder.



Scaffolding

All scaffolding that is elevated 10 feet or more must be equipped with a safety railing. All scaffolds must be equipped with a toeboard to eliminate the possibility that tools or debris will be kicked or pushed onto people below. A scaffold must be designed to support four times the weight of the workers and the materials resting on it. Scaffolding components that are not designed to be compatible should not be mixed. Inspect all scaffolding each day before using it. Never use damaged or defective equipment and avoid rusted parts since their strength is unknown. When erecting scaffolding, provide adequate sills for the scaffold posts and use base plates. Use adjusting screws, not blocks, when on an uneven grade. Make sure to plumb and level scaffolding and do not force end braces when constructing the scaffolding. Many scaffolding accidents are caused by defective planking. Use only properly graded and inspected lumber for planking. Inspect planking daily for splits and knots, and remove defective or damaged planking.

Clean work site

A clean work place is a safe work place. This refers to the neatness and good order of the construction site. Maintaining good housekeeping contributes to the efficiency of the worker and is important in preventing accidents. Position building materials and supplies in carefully laid out piles to allow adequate aisles and walkways. Clean up all rubbish and scrap materials on a daily basis. Do not permit blocks of wood, nails, bolts, empty cans, pipe, wire or other materials to accumulate on the work site. They interfere with work and can constitute a hazard. Keep tools and equipment that are not being used in chests, panels or tool boxes. This protects the tools and the workers. Never leave a work site unguarded unless all tools and materials have been properly secured.

Poisons and toxic substances

The poisons and toxic substances that can be found most often on a work site are asbestos, lead oxides, solvents and animal feces. Special care must be taken when you come in contact with any of these substances or any unfamiliar substance. If you discover asbestos fiber being used as pipe, boiler or heating duct insulation, contact your supervisor immediately. DO NOT ATTEMPT TO REMOVE THE ASBESTOS FIBER ON YOUR OWN. Scraping exterior woodwork, demolishing lead-painted walls and stripping old mill work are the principal ways that workers can be exposed to lead chips, dust and particles. Contact your supervisor immediately if you discover any lead-painted surfaces. Masks are the best protection against breathing germs that can be borne in dust containing animal feces (such as rodent droppings).

Emergency medical care

If someone is injured on the job, contact your supervisor immediately and summon any needed medical help. You also should use the supplies located in the first-aid kit to stabilize the injury as much as possible until medical help arrives. Your supervisor is trained in first-aid and will help any injured worker. Insurance forms necessary to obtain emergency medical care are located in every first-aid kit.

RELEASE & WAIVER OF LIABILITY

This is a Release and Waiver of Liability (the “**Release**”) executed on this date, _____, by _____ (the “**Volunteer**”), and, if applicable, in conjunction with _____, the parent having legal custody or the legal guardian of the Volunteer (the “**Parent/Guardian**”), in favor of Habitat for Humanity International, Inc., a nonprofit corporation, and Lancaster Area Habitat for Humanity, Inc., a Pennsylvania nonprofit corporation, their officers, directors, employees, affiliates, agents, representatives, successors and assigns (collectively known as “Habitat”).

The Volunteer desires to work as a volunteer for Habitat and engage in the activities related to being a volunteer (the “Activities”). The Volunteer and Parent/Guardian understand that the Activities may include construction, rehabilitating buildings, working in the Habitat office, and participating at special events. In consideration of the permission granted to participate in the Activities, the Volunteer and Parent/Guardian hereby freely and without duress execute this Release under the terms below:

1. Release and Waiver

The Volunteer and Parent/Guardian hereby AGREE TO WAIVE, RELEASE, FOREVER DISCHARGE and HOLD HARMLESS Habitat and any of its officers, directors, employees, affiliates, agents, homeowners, volunteers, representatives, successors and assigns from any and all liability, actions, causes of action, demands, damages (any illness, death, bodily injury, personal injury or property damage) and claims of every kind or nature, either in law or in equity, which arise or may hereafter arise from the Volunteer’s Activities. The Volunteer and Parent/Guardian further, RELEASES, FOREVER DISCHARGES AND HOLDS HARMLESS Habitat and any of its officers, directors, employees, affiliates, agents, representatives, successors and assigns from any and all liability arising from Habitat and any of its officers, directors, employees, affiliates, agents, homeowners, volunteers or representative’s OWN NEGLIGENCE OR CARELESSNESS.

2. Scope of Work for Children/Youths/Minors

It is the policy of Habitat that children under the age of 14 are not allowed on a Habitat work site while construction is in progress. Youth under the age of 16 are not allowed on an active Habitat work site and will be limited to activities that include clearing lots and landscaping work (weeding, planting, and digging). Minors between the ages of 16 and 17 may perform general construction work, but are prohibited from engaging in demolition, roofing and excavation using ladders and scaffolding, and operating power tools.

3. Medical Treatment

The Volunteer and Parent/Guardian understand that Habitat does not assume any responsibility or obligation to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance in the event of any illness, bodily injury or personal injury sustained by the Volunteer. The Volunteer and Parent/Guardian hereby RELEASE, FOREVER DISCHARGE AND HOLD HARMLESS Habitat from any and all claims, costs, expenses, damages whatsoever which arise or may hereafter arise on account of any first aid, physical or mental health treatment, or medical service rendered as a result of the Volunteer’s Activities with Habitat.

4. Assumption of Risk

The Volunteer and Parent/Guardian acknowledge that the Activities may include work that is inherently dangerous. The Volunteer and Parent/Guardian further understand that the Activities might involve physical activity, contact with unidentified and/or unfamiliar persons, unanticipated hazards, unexpected dangers and other potential risks of bodily injury or damage to property. The Volunteer and Parent/Guardian represent that the Volunteer has no physical or mental conditions which to their knowledge, would endanger the Volunteer and any other person or would interfere with the Volunteer’s ability to participate in the Activities. The Volunteer and Parent/Guardian fully realize the dangers of participating in the Activities and agree that the Volunteer is solely responsible for his/her safety and health conditions (and any limitations imposed thereby). The Volunteer and Parent Guardian hereby expressly and specifically assume any and all risks of injury, illness or harm caused or sustained during the Volunteer’s participation of the Activities.



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RELEASE & WAIVER OF LIABILITY

5. Insurance

The Volunteer and Parent/Guardian understand that Habitat does not carry or maintain health, medical, or disability insurance coverage for any Volunteer. **Each Volunteer is expected and encouraged to obtain his or her own medical or health insurance coverage.**

6. Use of Image/Likeness Release

The Volunteer and Parent/Guardian are aware that the Volunteer's participation in the Activities may result in the capturing of the Volunteer's image and likeness through photographic images and video or audio recordings by Habitat. The Volunteer and Parent/Guardian understand that Habitat could utilize the Volunteer's image and likeness for a variety of promotional purposes, for which the Volunteer and Parent/Guardian will not receive any compensation, royalties, proceeds, or other benefits. The Volunteer and Parent/Guardian hereby: 1) grant and convey unto Habitat all right, title and interest in any and all photographic images and video or audio recordings made by Habitat during the Volunteer's Activities; 2) waive the right to publicity regarding any of the Volunteer's images and likenesses as captured on film or video; and 3) consent to the use of any of the Volunteer's images and likenesses for the purposes of: television, DVD, video, and other analog and digital production broadcast or release, at the discretion of Habitat; and advertising and marketing in various media, including, but not limited to, television, internet, outdoor, and print media, at the discretion of Habitat.

7. Other

The Volunteer and Parent/Guardian expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the Pennsylvania, and that this Release shall be governed by and interpreted in accordance with the laws of Pennsylvania. In the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable. Volunteer understands that all of the families who purchase Habitat homes, which are built mainly with volunteer labor, are pre-qualified and pre-selected. Volunteer understands that volunteering with Habitat does not mean that Volunteer will be offered a house for purchase. If Volunteer volunteers at Habitat and is later accepted into the homeownership program, Volunteer understands that none of the hours worked prior to official acceptance will count toward the hours of sweat equity which will be required as a future homeowner. **Volunteer understands that Volunteer will not be compensated in any way for the time/work which Volunteer freely volunteers to Habitat.**

By signing below, the Volunteer and, if applicable, the Parent/Guardian, has read, understood, and executed this Release as of the date first above written. All information must be completed prior to working.

Signature of Volunteer _____ Birth date: _____

Signature of Parent/Guardian (if applicable): _____

E-mail: _____ Social Security # _____

Complete Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Contact person in case of emergency: _____ Phone: _____



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VOLUNTEER GROUP INFORMATION

Group Name: _____

Contact Person: _____ E-mail: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Check here if your group is a part of the Thrivent Builds Project.

Names of Volunteers (over 16 only)

1. _____
 Completed Waiver Completed Online Safety Course

6. _____
 Completed Waiver Completed Online Safety Course

2. _____
 Completed Waiver Completed Online Safety Course

7. _____
 Completed Waiver Completed Online Safety Course

3. _____
 Completed Waiver Completed Online Safety Course

8. _____
 Completed Waiver Completed Online Safety Course

4. _____
 Completed Waiver Completed Online Safety Course

9. _____
 Completed Waiver Completed Online Safety Course

5. _____
 Completed Waiver Completed Online Safety Course

10. _____
 Completed Waiver Completed Online Safety Course

Group Guidelines

1. Groups should include a *maximum* of 10 people on site. Groups of 8 generally seem to work best. We schedule groups according to their size, and our build schedule. We rely on the number of volunteers who sign-up to be present on their scheduled day. Please try to arrange for substitutes when necessary.
2. Volunteers should wear substantial shoes or boots, and old clothing which you won't mind tearing or staining. We work in all kinds of weather, so dress appropriately. Please bring work gloves. Hard hats, safety goggles and other safety equipment is strongly encouraged.
3. Unless we have informed you otherwise, please plan to pack a lunch. We encourage groups to bring water or other beverages, especially in hot weather. Also, we will take a morning break, so bring a small snack as well.
4. Please make sure that each volunteer in your group signs both the sign-in sheet and a waiver before working.
5. **Construction volunteers must be at least 16 years old and accompanied by an adult in the case of high school groups.**
6. Please arrive on the jobsite by 8:00 am so we can get everyone started together. Plan to be working until 4:00pm.

Please return this form to the habitat office:

Lancaster Area Habitat for Humanity, 443 Fairview Avenue, Lancaster, PA 17603

Fax: 717-390-3767 Email: volunteer@lancasterhabitat.org

YOU CAN MAKE A DIFFERENCE



Your donation today will allow us to build more homes for deserving families

- \$5 Paint brush
- \$20 Hammer
- \$50 50lb container of nails
- \$100 Lights for bedrooms
- \$150 Bathroom sink
- \$500 Worksite tools
- \$1000 Windows
- \$1,500 Finished room
- \$2,500 Foundation wall
- \$5,000 Lumber

Lancaster Area Habitat for Humanity Volunteer Donation

_____ I/We would like to make a gift of \$ _____

Payment Options

- Check Enclosed
- Credit Card (Visa or MC) Card _____ Exp _____
- Invoice
- Pledge I/We pledge \$ _____ one-time/quarterly/monthly over the next _____ months

(Please make checks payable to Lancaster Area Habitat for Humanity).

Name _____

Mailing Address _____

City _____ State _____ Zip _____ Phone _____

Email _____

Please tear off and mail the above portion to: **Lancaster Area Habitat for Humanity**
443 Fairview Ave. Lancaster, PA 17603

No goods or services were received in exchange for this gift. Lancaster Area Habitat for Humanity, Inc. is a 501(c) 3 non-profit organization. Contributions are tax-deductible. The official registration and financial information of Lancaster Area Habitat for Humanity may be obtained from the Pennsylvania Department of State by calling toll-free, within Pennsylvania, 1-800-732-0999. Registration does not imply endorsement.