

Volunteer Program Information

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Basic Volunteering Information

- **Construction work days** are Tuesday, Wednesday, and Saturday from 9:00 AM to 3:00 PM.
- **ReStore volunteer hours** are Wednesday through Friday from 10:00 AM to 4:00 PM and Saturday from 9:00 AM to 2:00 PM.
- **To sign up to volunteer**, visit the Volunteer page of our website www.BeaverCountyHabitat.org/volunteer and click the Sign Up button to schedule a volunteer day online. You can also email us at volunteer@BeaverCountyHabitat.org or call us at 724-846-1630.
- Our goal is to provide a positive work experience for our volunteers. In order to do so, we need to be prepared for how many volunteers we will have on site, therefore all volunteers **MUST** schedule their work days ahead of time.
- For safety and legal reasons, we typically can only have a **maximum of 10 volunteers** on any work site at one time. For groups of more than 10, please contact the volunteer coordinator at volunteer@BeaverCountyHabitat.org.
- If you are volunteering on a build site and cannot volunteer for the full day, we must be made aware of this ahead of time.
- **All volunteers must sign a waiver and complete an online safety training video before they can volunteer.** The waiver and instructions for the online training are included in this information packet. Habitat Beaver County will receive notification 24 hours after the video training is completed, therefore the training must be completed at least 48 hours before your volunteer day. The completed waiver may be given to the site supervisor at the start of your first volunteer day.
- We depend on our volunteers to help keep our construction schedule on target and our ReStore running, therefore we require **24 hours' notice if you or any member of your group has to cancel a scheduled volunteer day.**
- **In the case of inclement weather**, cancellations will be announced on: WPXI Channel 11, WPXI's website, and Habitat Beaver County's Facebook page.
- **Cell phone use** must be limited to lunch breaks and emergencies only.
- When you arrive at the volunteer site, please **fill out the sign-in sheet completely and record the number of hours you volunteer.** This is very important – we use this information for our volunteer recognition events and for grant writing, as well as for emergency purposes.
- Volunteering on a work site may involve any kind of task (i.e. painting, unloading and moving furniture, hanging drywall, demolition, landscaping). We cannot guarantee a specific job, so please come prepared to do any job required.
- Please bring a bag lunch and a drink. On occasion we have local groups who donate lunches for volunteers on a job site. If a meal is being provided, your group leader or the site supervisor will inform you ahead of time.

***We realize that volunteers are the cornerstone of our organization,
and we THANK YOU for donating your time and energy!***



Age Restrictions

Our volunteer opportunities are open to people of all backgrounds and levels of experience. However, for safety and liability reasons, we must comply with the following age restrictions:

- No one under 18 is permitted to operate power tools or be on a ladder.
- Children under the age of 16 are not permitted on any Habitat Beaver County work sites. Please email our office at volunteer@BeaverCountyHabitat.org for volunteer opportunities for children under the age of 16.
- Youth groups (ages 16-18) interested in volunteering must have a ratio of 1 adult to 4 youths.



How to Dress for Volunteering

To be safe and comfortable while volunteering on either a Habitat Beaver County build site or in the ReStore, please follow these dress code guidelines.

What to Wear:

- Closed toe, hard soled footwear, such as work or hiking boots or athletic (tennis) shoes
- Long pants, such as jeans or canvas work pants. If the weather is warm enough and the type of work permits it, shorts are allowed, however they must be knee-length.
- Shirt or t-shirt with sleeves
- During cold weather, dress in layers to keep warm

What **NOT** to Wear:

- Sandals, flip-flops, dress shoes, crocs, ballet flats, high-heeled shoes or boots, etc.
- Leggings or tights
- Tank tops, crop tops, or t-shirts with cut-off sleeves
- Clothing with inappropriate language or logos
- Loose clothing, especially when working around power tools
- Dangling jewelry

Please note that for your safety, if you are not dressed within these guidelines, we will need to ask you to leave the work site.



Please complete the online training explained on the next page.

The following documents must be completed and signed and given to the site supervisor at the start of your first volunteer day. *The Safety Manual is for Construction volunteers only:*

- **Release and Waiver of Liability (Pages 5 – 6)**
- **Code of Conduct (Page 8)**
- **Construction Safety Manual & Guidelines (Pages 9 – 12)**



Volunteer Online Training Course Instructions

All Habitat Beaver County volunteers are required to take one or both of the following safety courses before volunteering with us. The courses should take no more than 20 minutes to complete.

Please note that the training course must be taken from a desktop or laptop computer. The videos and quizzes will not play on a mobile phone.

Please read these instructions entirely before proceeding to a training course.

Required Courses:

For Construction Site Volunteers: *Volunteering on a Habitat for Humanity Job Site*

For ReStore Volunteers: *ReStore Safety & Loss Control for Volunteers*

Access Code: W8NAEBTG

Instructions:

- Access the training videos at this link: HFHaffiliateinsurance.com/courses
- In the Employee Access Code box enter **W8NAEBTG** and click Submit – this will take you to the Safety Courses catalog screen.
- Under the **Recommended Courses** section, click on the appropriate course for your volunteering activity:
 - For Construction sites: *Volunteering on a Habitat for Humanity Job Site*
 - For the ReStore: *ReStore Safety & Loss Control for Volunteers*
- Once you choose your course, it will load and start automatically. When the presentation has ended, you will be prompted to take a Quiz.
- Upon completion of the Quiz, you'll be given your accuracy score, indicating Pass or Fail. If you Fail, you may log in again and re-take the course.
- If you Pass, you will be directed to a course completion screen. On this screen enter your First Name and Last Name in the appropriate fields. In the Location field, choose Pennsylvania. On the next screen choose Volunteer and our Habitat affiliate name: *Habitat for Humanity of Beaver County*.
- Habitat for Humanity of Beaver County will receive notice and certification that you completed and passed the training.

Release and Waiver of Liability

For Volunteers and/or Minors

**PLEASE READ CAREFULLY – THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS
PLEASE FILL OUT THE ENTIRE FORM**

DATE: _____

This Release and Waiver of Liability (the "Release") is executed by _____ (the volunteer)

Print Name

and, if the volunteer is a minor child, _____ (guardian – the parent and/or legal

Print Name of Guardian

guardian of the minor volunteer), in favor of Habitat for Humanity International, Inc., a nonprofit corporation, and Habitat for Humanity of Beaver County, Inc., a Pennsylvania nonprofit corporation, their directors, officers, employees and agents (collectively "Habitat").

The Volunteer and/or Guardian desire that the Volunteer work as a volunteer for Habitat and engage in the activities related to being a volunteer (the "Activities"). The Volunteer and/or the Guardian understand that the Activities may include constructing and rehabilitating residential buildings, working in the Habitat offices, and/or the Habitat ReStore. This waiver of liability will also include living in housing provided for volunteers of Habitat if applicable.

The Volunteer and/or Guardian do hereby freely, voluntarily, and without duress execute this Release under the following terms:

Release and Waiver. Volunteer and Guardian do hereby release and forever discharge and hold harmless Habitat and its successors and assigns from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from Volunteer's Activities with Habitat.

- Volunteer and Guardian understand that this Release discharges Habitat from any liability or claim that the Volunteer may have against Habitat with respect to any bodily injury, personal injury, illness, permanent disability, property damage, loss and/or death ("Risks") that may result from Volunteer's Activities with Habitat, whether caused wholly or in part by the simple negligence, fault, or conduct of Habitat or its officers, directors, employees, or agents or otherwise. These Risks include, but are not limited to, exposure to and/or infection with COVID-19 and/or other viruses and/or bacterial infection even in ideal conditions, and despite any and all reasonable efforts made to mitigate such Risks. Volunteer and Guardian further acknowledge and agree that, due to the nature of the Activities, social distancing of six feet per person will not always be possible and that participation in the Activities may result in an elevated risk of contracting COVID-19 and/or other viruses and/or bacterial infection.
- The Volunteer and Guardian further confirm that prior to engaging in the Activities, they may be required to complete a COVID-19 health screening questionnaire provided by one or more of the Released Parties and will agree to answer all questions on the questionnaire truthfully. They will agree to not participate in any Activities if, at such time and to the best of their knowledge, they are a carrier of COVID-19 or infected with COVID-19. They further agree to follow all safety precautions outlined by Habitat while volunteering.
- Volunteer and Guardian also understand that Habitat does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance in the event of injury, illness, or death.
- It is the policy of Habitat that children under the age of 16 not be allowed on a Habitat worksite while there is construction in progress. It is further the policy of Habitat that, while children between the ages of 16 and 18 may be allowed to participate in construction work, ultra hazardous activity such as using power tools, excavation, demolition or working on rooftops is not permitted by anyone under the age of 18.
- **Medical Treatment.** Volunteer and Guardian do hereby release and forever discharge Habitat from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment, or service rendered in connection with the Volunteer's Activities with Habitat or with the decision by any representative or agent of Habitat to exercise the power to consent to medical or dental treatment as such power may be granted and authorized in the parental Authorization for Treatment of a Minor Child.

Last Name:

- **Assumption of the Risk.** The Volunteer and Guardian understand that the Activities may include work that may be hazardous to the Volunteer, including, but not limited to, construction, loading and unloading, and transportation to and from the work sites. Volunteer and Guardian hereby expressly and specifically assume the risk of injury or harm in the Activities and release Habitat from all liability for injury, illness, death, or property damage resulting from the Activities. In addition, Habitat shall have the benefit of any future liability protection for businesses as relating to the COVID-19 pandemic passed by any governmental entity to which Habitat is subject.
- **Insurance.** The Volunteer and Guardian understand that each Volunteer is encouraged to obtain his or her own medical or health insurance coverage.
- **Photographic Release.** Volunteer and Guardian do hereby grant and convey unto Habitat all right, title, and interest in any and all photographic images and video or audio recordings made by Habitat, or a Habitat Volunteer, during the Volunteer's Activities with Habitat; including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.
- **Safety Training.** The Volunteer and Guardian acknowledge that the Volunteer has read and understands the contents of the safety information and code of conduct provided by Habitat for Humanity of Beaver County or as read on the Habitat Beaver County website: www.beavercountyhabitat.org. If volunteering in the ReStore or on a construction site, the Volunteer and Guardian also confirm that the Volunteer has viewed the required safety training video/s and has taken and passed the related quiz/es as provided by Habitat's insurance company.
- **Other:** Volunteer and Guardian expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Pennsylvania, and this Release shall be governed by and interpreted in accordance with the laws of the State of Pennsylvania. Volunteer agrees that 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.

IN WITNESS WHEREOF, Volunteer and Guardian have fully read, understood and executed this Release as of the day and year first above written.

Volunteer Name:
(please print) _____

Phone
Home: _____

Volunteer Signature: _____

Mobile: _____

IF VOLUNTEER IS UNDER 18 YEARS OLD:

Parent/Guardian Name:
(please print) _____

Parent/Guardian Signature: _____

Would you like to receive our Newsletter and information about Habitat Beaver County events and news?

- YES
 NO

If YES, how would you like to receive it?

- EMAIL
 U.S. MAIL

Street Address: _____

City/State/Zip: _____

Email: _____



Volunteer Skills, Abilities, and Interests *(THIS PAGE IS OPTIONAL)*

Every hand can make a difference! We always need volunteers who are willing to donate their time, talents, and skills to help keep our organization running and in turn, help our homeowners achieve the strength, stability, and independence they need to build a better life. If you have any special interests or skills you'd like to volunteer, please let us know!

Committees, Groups & Special Interests	
<input type="checkbox"/> Building/Construction <i>(must have construction experience)</i>	<input type="checkbox"/> Home Owner Support <i>(providing Habitat Beaver County homeowners with an educational support system for homeownership)</i>
<input type="checkbox"/> Public Relations / Fund Raising / Development	<input type="checkbox"/> Special Events

Office / Technical	
<input type="checkbox"/> Website Design / IT	<input type="checkbox"/> Press / PR Writing
<input type="checkbox"/> Attorney / Legal	<input type="checkbox"/> Photography
<input type="checkbox"/> Accounting	<input type="checkbox"/> Custodial

ReStore
<input type="checkbox"/> Truck Driver / Donation Pick-Ups & Deliveries
<input type="checkbox"/> Donation Organization & Reconditioning
<input type="checkbox"/> Customer Service

Skills	Level of Expertise:		
	Some Experience	Trade	Licensed
Carpentry / Finish			
Carpentry / Rough			
Carpet Installation			
Concrete Finisher			
Construction Coordinator			
Dry Wall Finisher			
Dry Wall Installation			
Electrician			
Excavation			
Fence & Decking			
Flooring			
Footer			
Foundation			
General Contractor			
Grading			
HVAC			
Home Repair			
Kitchen Cabinet Installation			
Landscaping			
Masonry			
Painting			
Plumbing			
Roofing			
Surveying			
Tile Setting			
Tool Maintenance			
Vinyl Siding			
Window Installation			

If you have construction experience and are interested in volunteering as a Site Supervisor or Crew Leader, let us know!

- Site Supervisor Crew Leader



Volunteer Code of Conduct

Habitat for Humanity of Beaver County is dedicated to ensuring everyone has affordable, decent and safe shelter. Our organization maintains high standards for our associates and asks all of our volunteers to abide by the following code of conduct:

- The volunteer, their family members, or any business interest agree/s not to take any personal financial gain from any outside source without the written consent of Habitat Beaver County.
- The volunteer agrees not to disclose any confidential information related to any volunteer activity at Habitat Beaver County.
- The volunteer agrees not to publicize or authorize the use of the name, emblem, or service for personal gain.
- Habitat Beaver County is a drug-free volunteer work environment that holds the highest of standards related to safety. The volunteer agrees not to be under the influence of any illicit drug or alcohol while performing volunteer duties. Medications prescribed by a physician are acceptable, provided the use of such drugs does not adversely affect job performance or safety or the safety of other individuals at the worksite. If the volunteer is under medical treatment, it is their responsibility to consult with a doctor and get approval for volunteer work activity.
- Habitat Beaver County strives to develop and maintain a respectful and stress free work environment, therefore all people involved with Habitat Beaver County are asked to oblige by conducting themselves with appropriate behavior and language.

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Construction Safety Manual and Guidelines

Safety is always an important consideration at any job site and is based on knowledge, skill, and an attitude of care and concern. Everyone must pay particular attention to safety and try to be conscious of the safety of others as well as themselves. Often, an observer can see danger better than the worker involved in the project. Be cautious at all times and ask questions. Following are some guidelines and rules for volunteering on a Habitat for Humanity job site.

GUIDELINES FOR VOLUNTEER SAFETY

- Think before you begin your work. Concentrate on your task and eliminate distractions.
- If you're uncertain about how to do a task or how to operate a power tool – ASK A SUPERVISOR. Do not go ahead with a task if you're uncertain how or if you feel you're unable to do it.
- Know where the first aid kit is located and how to get emergency help. If you or someone else is injured on the job, contact your supervisor immediately and call 911 if it's an emergency.
- Inspect all power tools, hand tools, ladders and scaffolding before using them. Advise your supervisor AT ONCE about any unsafe or hazardous tool and report any condition that looks unsafe.
- Wear a hard hat when someone is working above you, while doing demolition work, the framing phase of construction, or when required by a supervisor.
- Wear ear plugs in high noise areas, when using a power tool for a prolonged period of time, or when instructed by a supervisor.
- Wear safety glasses or other eye protection when operating a power tool or when instructed by a supervisor. Protective glasses will be available to every construction worker.
- Make sure blade guards are in place when operating power saws.
- Use a respirator when working in dusty atmospheres. Each worker must also wear a dust mask when installing insulation, sanding, or when instructed by a supervisor.
- Wear work gloves when handling wood or metal products.
- Avoid stepping on electrical power cords, especially in wet locations. Always try to keep electrical cords off of the ground.
- Make sure the ground fault circuit interrupter (GFCI) is in place before plugging in electrical cords.
- Do not use broken or malfunctioning tools, especially those with electrical problems.
- Do not use ladders as work platforms. Use scaffolding instead.
- Do not use aluminum ladders around electrical power lines.
- Make sure that guardrails and toe boards are in place when working on scaffolding platforms that are more than 10 feet high.
- Do not enter a trench deeper than 5 feet unless a co-worker is present.
- For safety reasons, cell phone use is not permitted while working on a construction site. All cell phone use is limited only to breaks and emergencies.

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BASIC BACK SAFETY FOR LIFTING

- Don't overestimate your strength.
- Move slowly and avoid jerky movements.
- Separate your feet, keeping them shoulder-width apart to give you a stable base of support. Tighten your abdominal muscles and use your leg muscles for added strength.
- Bend at the knees. Never bend only at the waist.
- Position the weight close to your body, not at arm's length.
- Do not twist. If you need to change direction, point your toes to the new direction and pivot.
- Get help if the object is too heavy or awkward.

DRESS APPROPRIATELY FOR A CONSTRUCTION SITE

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 should 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 will not be permitted to remain on the construction site.

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. It's recommended that even experienced do-it-yourselfers 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 it properly.

Never lower or carry a power tool by its cord. Clean tools daily. Power tools should be checked daily for defective switches, cords, plugs, and proper grounding. Defective tools should not be used and should be reported to the supervisor and immediately labeled for repair.

ELECTRICAL SHOCK

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

- A three-pronged plug must be used on all power tools.
- Extension cords must not have frayed insulation or be fastened with staples, hung from nails, or suspended from wires.
- 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. Dull tools are hazardous to use because excessive force must be used to make them work properly. Do not use any tool if the handle is loose or in poor condition.

Oil or dirt on a tool may cause it to slip and cause an injury, so be sure tools are cleaned properly before using and at the end of the day.

When using tools, be sure to 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.

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Handle and carry tools with care. Keep edged and pointed tools turned downward, and carry only a few tools at a time. Do not carry sharp tools in your pockets.

Anyone working with a hammer at a height should wear a hammer loop or tool belt. When not in use, the hammer should always be kept in the loop or belt and not placed on a sloping surface or in a precarious position.

When not in use, tools should be stored properly in a designated location.

A SPECIAL WORD ON SAWS

Don't bind the blade of any saw. When cutting long panels, the blade may bind, and the saw mill may catch and kick back toward the operator. Use small wood wedges or shim shingles to spread the saw cut as you go along.

Keep the blade guards working. A spring-activated blade guard can become bent and won't slide quickly. Also, 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.

Always 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 it's 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 three feet above the work level.
- Move your ladder with your work. If both shoulders are extended outside of the ladder while you are working, you are reaching too far.
- When placing an extension ladder, use the "four-to-one" rule: for every four feet of height, move the bottom of the ladder one foot away from the wall. A ladder is pitched at the proper, safe angle if you can grasp a rung at shoulder height when directly facing the ladder.
- Place your ladder on solid footing. If the ladder is in danger of being hit, barricade it. If the feet of the ladder are not level, do not raise one foot with blocks. Instead, dig the ground out under one foot with the claw of a hammer.
- Never use an aluminum ladder in the vicinity of electrical lines, when 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 toe board to eliminate tools or debris from being kicked or pushed onto people below.
- A scaffold must be designed to support 4 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 every 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 the base plates.

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- Use adjusting screws, not blocks, when on an uneven grade. Make sure you plumb and level scaffolding, and do not force the 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 remove defective or damaged planking.

TOXIC SUBSTANCES

The poisons and toxic substances most often found on a work site are asbestos, lead oxides, solvents, and animal feces. Special care must be taken when you come into contact with any of these substances or any unfamiliar substance.

In most cases, you won't encounter asbestos or lead oxides unless you're working on a rehab project.

If you do discover asbestos fiber being used in pipe, boiler, or heating duct insulation, contact your supervisor immediately. **DO NOT ATTEMPT TO REMOVE THE ASBESTOS FIBER ON YOUR OWN.** The principal ways that workers can be exposed to lead chips, dust, and particles are: scraping exterior woodwork, demolishing lead-painted walls, and stripping old mill work. Contact your supervisor **IMMEDIATELY** if you discover any lead-painted surfaces.

If you are asked to handle solvents, paints, or paint strippers, use proper safety equipment, such as gloves, masks, etc.

ALWAYS KEEP A CLEAN WORK SITE

A clean work place is a safe work place. Keeping the construction site in good order contributes to efficient work and is important in preventing accidents. Please follow these guidelines every day on the work site:

- Carefully position building materials and supplies to allow for adequate aisles and walkways on the worksite.
- 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 can interfere with work and constitute a hazard.
- Keep tools and equipment in chests, panels, or tool boxes when not in use. This protects both the tools and the workers. Never leave a work site unguarded unless all tools and materials have been properly secured.

**Thank you for volunteering with Habitat for Humanity of Beaver County.
We hope you enjoy your time with us and have a rewarding and safe volunteer experience.**

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