

Work-Site Information for Volunteers

Habitat for Humanity/Millstone Basin Affiliate sincerely appreciates your desire to assist with a build project. We want your experience to be safe, productive and enjoyable. In order to do so, we would like to make you aware of a few safety rules we are obligated to follow, as well as provide a few tips to help you on your work day.

Every work day is staffed by a Site greeter and at least one Site Supervisor. There is usually an Assistant Supervisor as well. Feel free to talk to any of these people if you have any questions or concerns before or during your work day.

Before you come to the site...

- Check the weather and dress appropriately. Layers are always a good idea since you can put on or take off as needed. Keep in mind this is a fully functional construction site, so choose clothes that you don't mind getting dirty and that though comfortable, still provide a measure of protection for your body. Loose fitting clothes can easily be snagged on tools and nails so choose accordingly. Don't forget the sunscreen.
- Saturdays we usually work from 9:00 AM until 3:00 PM. Sundays are usually 9:00 AM until 12:00 NOON. The occasional weekday build is usually 9:00 AM until 3:00 PM unless specific arrangements have been made with that group of volunteers. The Site Supervisor will do his/her best to stick to the schedule but there will be times we might run a bit overtime in order to complete a specific task that cannot be left incomplete. We also need to police the site and lock away all tools and materials at the end of each day. You obviously need to come and go as your schedule permits but we appreciate your maintaining a little flexibility when needed.
- Water and ice are usually provided by HFHMBA and/or the volunteer group of the day, but feel free to bring some of your own drinks if you prefer, especially when the weather gets hot. Food is sometimes provided by various groups on Saturdays. You are welcome to bring your own food but you can check with the Site Supervisor if you would like to know if lunch is being provided on any given work day.
- Footwear is fairly important around any work site. The terrain is often uneven and sometimes muddy. There is always debris like nails, rocks and wood around the site at any given time and in the process of lifting and carrying supplies things can be accidentally dropped. While we do not expect everyone to have or buy proper work boots, use common sense when deciding what to wear that day. For example, sandals are usually not a good idea.
- Pneumatic tools are not permitted on the site at any time. HFHMBA will provide the necessary tools based on the scheduled tasks but if you would like to bring your own tools you may do so. Check with the Site Supervisor before using any power tools brought from home.
- Also, if the weather is expected to prevent work on the site, the Construction Supervisor will notify the scheduled volunteers via e-mail the night before work is scheduled.

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When you arrive...

- A Site Greeter will ask you to sign in and out of the work site and provide you with safety glasses and a hard hat. Use them at all times while on site. If you have your own you are welcome to bring them. Even though you may not be working in a particularly hazardous area, there are always things like sawdust, wood chips, nails, dust, etc. that can fly around a bit, no matter how careful someone is. Habitat also has a supply of work gloves but you are again welcome to bring your own if you prefer.
- Children ages 13 and under are not permitted on the construction site at any time. Children ages 13-16 are not permitted on site while any kind of power tools are being used. That will almost always be the case unless otherwise specified. Teenagers 16 and over are permitted to work at a HFHMBA site under adult supervision.
- The Site Supervisors for the day will go over the day's work plan with the group before getting started. Rest assured there is always enough work for everybody so if there is anything you are not comfortable with just let the Site Supervisor know. Likewise, if there is something going on that day that you would like to learn about, you can usually be paired up with a more experienced person on that task. Typically, larger groups will be broken into smaller "crews" and each crew will be given different tasks so we can be as efficient as possible and not be stepping over each other at the site. Whenever possible, an experienced person will be placed on each crew. If you run out of things to do, see the Site Supervisor, that's what they are there for.
- Any items over four feet in length should always be carried by two people. Regardless of how heavy or light the object is, we want to be sure longer items are always under control and not swinging around.
- Ladder safety is a major concern since most of us do not spend a lot of time on one. If ladders are required and you are not comfortable being on a ladder, let the Site Supervisor know and you will be assigned to another task. If you are on the ladder please be sure to use the ladder the way it was intended (e.g. extension ladder vs. A-Ladder) and use a spotter if you need to. Keep your center of gravity between your shoulders at all times. Never try to over reach just to "get that last nail" or "paint that last corner". We would rather you take the extra time to move the ladder and be safe. The top step of A-Ladders should never be used.
- Please do not feel obligated to use the power tools if you are not comfortable using them. The Site Supervisors can go over their proper use for anyone that wants to learn, but there are usually plenty of other people who can use them, so don't do anything you are not comfortable with.
- Finally, HFHMBA maintains First Aid kits on site at all times and we have emergency procedures if required. If you are injured or see someone injured at the site notify any of the onsite HFHMBA personnel for assistance.

Again, thank-you for volunteering and have a great day at the work site!!