Team Building Volunteer Manual

2018 Edition
Welcome to Habitat for Humanity Manitoba!

Thank you for choosing to volunteer your time with Habitat for Humanity Manitoba!

As a new or returning volunteer to Habitat for Humanity Manitoba (HFHM), we would like to extend to you the warmest of welcomes. We are pleased you have chosen to provide HFHM with your time, talents and services. You can be assured that your commitment is very much appreciated.

Every year, Habitat for Humanity Manitoba relies on hundreds of valuable volunteers who are dedicated to helping families reach financial stability by making homeownership affordable. It is with the help of our enthusiastic volunteers that our families can thrive and we can provide exceptionally well built houses.

During your time with us, we make it our mission to ensure that you have the support and resources needed to make your volunteer experience as fun and safe as possible. This manual is intended to give a brief outline of the work we do and about your role as a volunteer. To ensure you are fully prepared for your role, we ask that you review this handbook and complete the required safety training before heading on site.

Should you require further information about volunteering, our Manager of Volunteer Services will be happy to help. Feel free to connect with Volunteer Services at kkluger@habitat.mb.ca

On behalf of Habitat for Humanity Manitoba and our partner families, thank you for choosing to donate your time and energy to building a better tomorrow.

Sincerely,

Sandy Hopkins
CEO
Habitat for Humanity Manitoba
Habitat for Humanity

Mission Statement
By mobilizing volunteers and community partners, Habitat for Humanity Manitoba works with people from all walks of life to build safe, decent, affordable housing for low-income working families.

Vision Statement
To provide families with a foundation for positive change through affordable housing.

Values
Success through Collaboration, Integrity, Honor and Excellence
Code of Conduct for Habitat for Humanity Build Sites

Please follow the guidelines below to provide a respectful workplace for all persons.

- No smoking or vaping on the work site at any time
- No illicit drugs or alcohol on the build site at any time.
- Persons found to be under the influence of drugs or alcohol while on any Habitat premises will be asked to leave.
- Personal protective equipment is mandatory on a Habitat build site.
  - Hard Hats must be worn at all times (available on site)
  - Safety Boots must be worn at all times (available on site)
- We encourage long pants and long sleeved shirts. Jeans or work pants preferred.
- Shorts may be worn but must comply by being no more than 5 inches above the knee.
- Shirts must be worn at all times (no bare backs) and no tank tops. T-Shirt style shirts are preferable.
- Foul language, sexist remarks, racist remarks, comments or actions of a sexual nature will not be tolerated, and offenders will be asked to refrain from using inappropriate language.

Failure to comply with the above will result in being asked to leave the build site.
Volunteers who are building will be provided with a Habitat Volunteer T-Shirt when they arrive at the build site.
Things to know…

Parking
Remember that street parking rules are in effect. Ensure you look for limitations as tickets will be at the expense of the volunteer. Do not park in reserved lots or block private residences. Ensure your vehicle is always locked.

Phones / Electronics
Cell phones, headphones, and blue tooth headsets are not permitted on site during your volunteer shift. Usage is allowed during breaks and/or lunch periods. If you have an emergency and need to make or answer a call, please do so off of the build site.

Tools
As a volunteer, you will be provided with the tools needed to effectively carry out your volunteer assignment. If you choose to bring your own tools to site, please ensure you label them and have them checked/approved by the site supervisor prior to use.

Required Tools
If you choose to bring your own tools, this is a list of what you might need while volunteering:

- Tool belt or apron
- Hammer – 12 Oz or larger
- Tape Measure
- Good quality utility knife
- Construction pencil

Recommended
- Safety glasses
- Gloves

Weather
Houses are built, rain or shine. If the weather is bad, the Site Supervisor will decide on an alternative project for the day. In extreme cases cancellation may occur however this decision will be made on site.
Build Day Expectations

We ask that volunteers who sign up to build stay for the duration of their shift (*approx. 8 hours*) from 8:15 am – 4:30 pm.

**DAILY SCHEDULE:**

- **8:15 AM – 8:30 AM | Meet at Site and Sign In**
  - We require you to be on time as we have lots to do.

- **8:30 AM – 8:45 AM | Safety & Orientation Talk**
  - Tool and safety equipment distribution

- **10:30 AM – 10:45 AM | Morning Break On Site**
  - Coffee, tea, water and snacks are supplied

- **12:00 PM – 12:30 PM | Lunch Break. Lunch will be provided**

- **2:30 PM – 2:45 PM | Afternoon Break On Site**
  - Coffee, tea, water and snacks are supplied

- **4:00 PM – 4:30 PM | Site Clean Up**
  - Put away tools in tool trailer, ensure work space is free from debris, clean up site

- **4:30 PM | Home Time**
  - Thank you for supporting Habitat for Humanity

**In Case of Emergency**

If there is an emergency and you need to be contacted at the work site, the number to call is 204-890-5032. Remember this is for *emergencies* only.
**Site Safety**

Safety is everybody’s responsibility on the construction site.

All volunteers are required to complete the mandatory online safety training quiz before arriving on site.

House construction can be one of the more dangerous occupations. Our Site Supervisor will instruct each volunteer on the proper procedures for performing a task. They will familiarize volunteers with the potential hazards of tasks, and how such hazards can be minimized or eliminated.

By working together, we are able to create a safe and enjoyable work environment for everyone.
## Safety Guidelines

Habitat’s safety guidelines have been put in place to assist with mitigating risk and to help avoid any incidents on site. Make sure to review the following in order to better understand what is expected of you while volunteering for Habitat for Humanity Manitoba.

*If at any time you do not feel safe while volunteering with Habitat, please see the site supervisor for modifications or alternate tasks.*

<table>
<thead>
<tr>
<th>Only do a job for which you are trained or <strong>authorized</strong> to do.</th>
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<tbody>
<tr>
<td><strong>Report</strong> hazards, near misses and incidents to the site supervisor immediately.</td>
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<td>Know where the <strong>first aid kit</strong> is located and how to get emergency help.</td>
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<td>Do not remove safety guards or disable safety devices.</td>
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<tr>
<td><strong>A clean work site is a safe work site.</strong></td>
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<tr>
<td>Don’t alter or make repairs to tools yourself. Report defects to Site Supervisor</td>
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<tr>
<td><strong>Personal Protective Equipment</strong> is mandatory on site.</td>
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<tr>
<td><strong>Inspect</strong> all power tools, hand tools, ladders and scaffolding before use.</td>
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<tr>
<td>Keep your work station and pathways <strong>clear</strong>.</td>
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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. Shirts should always be tucked in and hair tied back. Hard hats and safety shoes are available onsite if volunteers do not have their own.

Hand Tools
Always select the correct type and size for your work. If you are unsure, ask a supervisor for assistance.
Power Tools and Electrical Equipment

- Volunteers need to sign off on having received power tool training before utilizing the tools.
- Check power tools for defective switches, cords, plugs and proper grounding daily.
- Report defective/broken power tools to the Site Supervisor.
- Use a three-pronged plug on all electric power tools.
- Clean tools daily.

At Habitat, we never use power tools without the proper training. Instruction will be delivered from one of our site supervisors to all volunteers, experienced or not. The trainee will use the power tool under the direct supervision of the supervisor until the supervisor deems it acceptable to be used independently. If you are comfortable using power tools, please let the Site Supervisor know.

Ensure the blade guard is working properly. Never tie the blade guard back out of the way. A spring-actuated blade guard can often become bent or the spring can stretch making the return slow. If damage is noticed, remove the saw and report the item to the supervisor. Do not try to fix it yourself!

Support what you are working on properly. Never attempt to cut something that could tilt or fall and cause the saw to slip.
Ladders

Ladders are a tool. Many of the basic safety rules that apply to most tools also apply to the safe use of a ladder.

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<tr>
<th>Safety Rule</th>
<th>Description</th>
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<td>Inspect a ladder before you use it.</td>
<td>Look for wear and tear, missing hardware, loose rungs, or defects. Report any unsafe ladders to the site supervisor.</td>
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<tr>
<td>Place your ladder on solid footing.</td>
<td>Have someone hold the ladder steady while on it, tie it off to secure it. If there’s a danger that the ladder will be hit, barricade it.</td>
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<tr>
<td>Use the three point of contact climb.</td>
<td>Keep both feet and one hand on the ladder at a time as you climb. When climbing, always face the ladder.</td>
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<tr>
<td>Move your ladder.</td>
<td>Not body to reach the work</td>
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Use a ladder that will reach the work.
An extension ladder should reach three feet above the work level.

Use the four to one rule when using an extension ladder.
For every four feet of height, move the bottom of the ladder one foot away from the wall.

Never use an aluminum ladder in the vicinity of electrical line.

When climbing a ladder, carry tools and materials in proper carrying devices.

Scaffolding

Similar to ladders, scaffolding should be inspected prior to use and used properly to avoid incident.

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<tr>
<td>Inspect all scaffolding each day before using it.</td>
<td>Never use damaged, defective or rusted equipment.</td>
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<tr>
<td>Ensure that the base of the scaffolding is solidly shored and levelled.</td>
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<tr>
<td>When erecting scaffolding, provide adequate sills for the scaffold posts and use base plates</td>
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<tr>
<td>Use adjusting screws, not blocks when on uneven grade. Make sure you plumb and level scaffolding.</td>
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<tr>
<td>Never force end braces when constructing the scaffolding.</td>
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<tr>
<td>All scaffold platforms should be equipped with a toe-board to eliminate the possibility that or debris will land on the people below.</td>
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Clean Work Site

A clean work site is a safe work site. 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. When on site make sure to:

- Position building materials and supplies in carefully laid out piles to allow adequate aisles and walkways.
- When working with boards with nails in them, remove all nails before discarding on the ground. Useable nails should can be kept for future use.
- Keep tools and equipment which are not being used in the tool trailer.
- Clean up all rubbish and scrap materials regularly throughout the day.

Habitat staff will implement a half an hour clean up session at the end of each day for site cleanup. This will allow for a clean start to the next day.
Jimmy Carter Work Project July, 2017 Lyle St Winnipeg, MB