



# Volunteer Handout

## Thank you for supporting Habitat's mission:

The mission of Trinity Habitat for Humanity is to build homes and hope in partnership with God's people.

## General Building Information:

### **What to do when you show up at the work site**

Introduce yourself to the Project Manager or the Site Host. You need to sign in and turn in a completed Waiver of Liability. If you are between the ages of 12-17 years old, you must have your parent or guardian's signature on the Youth Waiver of Liability BEFORE you can work. **Everyone** must sign a Waiver of Liability.

### **Working Safely**

The Project Manager supervises both construction and safety on the work site. Please share your skill and experience level, and be patient. Every shift begins with an overview of site safety and work objectives. Then teams form and the fun begins!

Please work safely:

- Never attempt any task that feels risky or unfamiliar. Seek guidance from the Project Manager and crew chiefs.
- Anyone with medical concerns should be mindful of their condition. If you have health issues, it is your responsibility to inform the Project Manager.
- All volunteers need to drink plenty of water and avoid overheating.
- Hard hats, eye protection, and hearing protection are in the Site Host Box on the site.
- Share responsibility: watch for any unsafe conditions, help your crewmates, keep a clean site.
- Please read the construction safety sheet attached.

### **Insurance**

All volunteers must have a current waiver. Habitat carries secondary insurance coverage for all volunteers who have signed in for work on the site. The sign-in sheet is on site each build day.

### **Age Limit**

Habitat staff will strictly enforce the guidelines below. Minors must abide by the following age and activities restrictions:

- **11 years old and younger** are not allowed on site.
- **12 and 13 year olds** can landscape however, construction on the house must be complete (excluding minor punch list items).
- **14 and 15 year olds** can landscape, clear debris from lots, install fence, paint, stain, caulk, and clean up. They are not allowed on the construction site when power tools are being used nor can they get on the roof or use hammers.
- **16 and 17 year olds** are allowed to participate in general construction (everything listed above plus framing, siding, windows, doors, trim, sheathing, sheetrock, etc...), but **ultra hazardous activities** such as using power tools, excavation, demolition, or working on rooftops **is not permitted**.

### **Construction Schedule**

Sometimes when volunteers proceed very quickly, it is possible to run out of work at certain stages of the build schedule. We attempt to minimize this, but cannot make guarantees.

## Weather

In most cases, the workday is not cancelled in advance due to adverse weather conditions. The volunteers should be told to visit our website, <http://trinityhabitatweather.blogspot.com/> or call **817-926-9219 ext. 108** to find out if their specific site is going to be working or not. A message will be left no later than **45 minutes** prior to the start of work IF the site will be canceled. Weather is difficult to predict, so we ask for your grace as we attempt to make the best decision.

## Tools & Dress

Habitat provides all of the essential tools and materials required to build/preserve our homes, including hard hats and safety glasses. Every volunteer should bring their own:

- |  |                      |
|--|----------------------|
| * Work Gloves if desired                                     | * Sun Screen         |
| * <b>Must wear Hard-soled shoes</b><br>(NO open toed- shoes) | * Hat and sunglasses |

Habitat recommends volunteers wear comfortable clothing and work boots or no-skid, thick-soled shoes. **No sandals!** Very loose clothing should be avoided because it can catch on ladders and tools.

Volunteers may bring their own tools if they like, but Habitat cannot be responsible for lost or damaged tools. **Please:** No framing nail guns are allowed on the construction site.

## No Alcohol

No alcoholic beverages are permitted on the worksite. Anyone who has consumed alcoholic beverages prior to coming on the worksite will be asked to leave.

## No Smoking

All of our work sites are smoke-free. If you need to take a smoke break during the work day, please walk across the street from the build area to smoke.

## No Cell-Phones

While you are working on the build site, please avoid talking, texting or e-mailing on your cell phone in order to adhere to safety. If you must talk, text or e-mail, please move away from the active building area to do so.

## Lunch

Your group is responsible for providing lunch. Please contact the coordinator from your group for any questions about lunch.

## Parking

Habitat builds in existing neighborhoods. In order to respect the neighbors around our sites, please do not park your vehicle in front of mailboxes, driveways or block cars.

## House Dedication

You are invited to join in the celebration of the house you helped build/preserved. We all gather to bless the house and homeowner family. Contact Trinity Habitat for the next dedication date.

## Keep Volunteering!

Working on a Habitat house is contagious—you may catch “Habititus” and want to keep building. Just call our office at (817) 926-9219 x108.

Become a fan of Trinity Habitat for Humanity on Facebook [www.facebook.com/trinityhabitat](http://www.facebook.com/trinityhabitat)  
Follow us on Twitter - [www.twitter.com/trinityhabitat](http://www.twitter.com/trinityhabitat)



**This form must be completed for ALL volunteers 18 years of age or older.**

**Building construction is a dangerous occupation. Even many professionals are injured. Worker's Compensation rates for paid construction workers are among the highest rates. As a volunteer you are not covered by Workers Compensation Insurance. We ask that all volunteers accept full responsibility for their own safety.**

**I understand that Fort Worth Area Habitat for Humanity, Inc. DBA Trinity Habitat for Humanity (Habitat), nor the sponsor organization(s) or volunteer organization(s) and their employees and other volunteers represented on this project will not be liable for any injuries or illness that I or any dependent(s) may suffer.**

**I hereby expressly waive any such claim for compensation or liability arising out of an injury or illness that I may sustain in connection with the house project and hereby release Habitat and any of the sponsor(s) or volunteer(s) organizations and their employees and all other volunteers represented on this project from any claim for personal injury or illness that I may sustain.**

**I do hereby grant all right, title and interest I may have in any and all photographic images, and video or audio recordings, created by Habitat or its agents or employees during the Volunteer's work for Habitat including (but not limited to) any royalties, proceeds, or other benefits derived from such materials.**

**Furthermore, I release Habitat from any claim whatsoever which arise on account of any first aid, treatment, or services rendered.**

Group that you are volunteering with today: \_\_\_\_\_

House Project Location you are working on today: \_\_\_\_\_

**Volunteer Information: PLEASE PRINT LEGIBLY**

\_\_\_\_\_  
Please print your name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Mobile phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
Home phone

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Email Address

**Emergency Contact Information:**

In case of emergency, contact \_\_\_\_\_ (print name).

( ) \_\_\_\_\_  
Home Number

( ) \_\_\_\_\_  
Office Number

( ) \_\_\_\_\_  
Mobile Number

I do not want to receive THFH communication by mail



**YOUTH WAIVER OF LIABILITY FOR VOLUNTEERS**

**UNDER 18 YEARS OF AGE**

**Parent or legal guardian of the volunteer youth must sign this waiver!**

It is the policy of Fort Worth Area Habitat for Humanity, Inc. DBA Trinity Habitat for Humanity (Habitat), to encourage minors to help on Habitat construction sites. Their activities, however, are limited to what is deemed safe for minors by the Texas Workforce Commission Child Labor Laws, Habitat for Humanity International, and our insurance carrier.

Habitat staff will strictly enforce the guidelines below. Minors must abide by the following age and activities restrictions:

- **11 years old and younger** are not allowed on site.
- **12 -15 year olds** can landscape and paint. However, construction on the house must be complete and/or all power tools on site must be used in the "SAFETY ZONE" (delineated by orange sawhorses or caution tape) to the side of the painting area. No children allowed in the "SAFETY ZONE."
- **16 and 17 year olds** are allowed to participate in general construction (everything listed above plus framing, siding, windows, doors, trim, sheathing, sheetrock, etc...), but **ultra hazardous activities** such as using power tools, excavation, demolition, or working on rooftops **is not permitted**.

Building construction is a dangerous occupation. Even many professionals are injured. Workers Compensation rates for paid construction workers are among the highest rates. As a volunteer, you are not covered by Workers Compensation Insurance. We ask that all volunteers accept full responsibility for their own safety.

**I (and Guardians) understand that Fort Worth Area Habitat for Humanity, Inc. DBA Trinity Habitat for Humanity (Habitat), nor the sponsor organization(s) or volunteer organization(s) and their employees and other volunteers represented on this project will not be liable for any injuries or illness or medical expense that I or my minor child or dependant(s) may suffer.**

**I (and Guardians) hereby expressly waive any such claim for compensation or liability arising out of an injury or illness that I or my minor child or dependant(s) may sustain in connection with the house project and hereby release Habitat and any of the sponsor(s) or volunteer(s) organizations and their employees and all other volunteers represented on this project from any claim for personal injury or illness or medical expense that I or my minor child or dependant(s) may sustain.**

I (and Guardians) do hereby grant all right, title and interest I may have in any and all photographic images, and video or audio recordings, created by Habitat or its agents or employees during the Volunteer's work for Habitat including (but not limited to) any royalties, proceeds, or other benefits derived from such materials.

Furthermore, Volunteer (and Guardians) release Habitat from any claim whatsoever which arise on account of any first aid, treatment, or services rendered.

Volunteering with the following group: \_\_\_\_\_

House Project Location you are working on today: \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Minor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of parent or guardian

\_\_\_\_\_  
Relationship to Minor

\_\_\_\_\_  
Print parent/guardian name

(\_\_\_\_\_) \_\_\_\_\_  
Mobile phone

\_\_\_\_\_  
Address of parent/guardian

(\_\_\_\_\_) \_\_\_\_\_  
Home phone

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

Second emergency contact: Name: \_\_\_\_\_ Phone# \_\_\_\_\_

I do not want to receive THFH communication by mail. Age of minor \_\_\_\_\_