



Building houses in partnership with God's people in need

Tel: (361) 444-3692 | volunteer@corpuschristihf.org
P. O. Box 3032, Corpus Christi, TX 78463-3032

Dear Future Volunteer,

Thank you for your interest in volunteering with Habitat for Humanity Corpus Christi. HFHCC volunteers are the heart of our organization. Hundreds of volunteers assist in various activities each year. Our volunteers build homes, raise funds, provide lunches for volunteers on the work site, work at our ReStore, the office and much more. As a matter of fact, volunteers are a key reason HFHCC is able to build affordable homes for qualified low-income families

We could use your help! Attached is information on volunteering with Habitat for Humanity. Please read through the packet and let me know if you have any questions.

We cannot complete these homes without your help! Any amount of time you can provide us would be greatly appreciated.

Sincerely,

Habitat for Humanity Corpus Christi, Inc. Staff and Board Members

All Volunteers must read & complete the appropriate forms and return them to the HFHCC office located 1901 Lipan Street, Corpus Christi, Tx 78408 or by email at Volunteer@corpuschristihfh.org

PLEASE RETURN ONLY the following forms:

1. **Volunteer Information Form**
2. **Release and Waiver of Liability**
3. **Emergency Contact Information**
4. **Acknowledgment Form**

Attire Policy:

Proper attire and closed toed shoes MUST be worn for all positions/activities for safety reasons while volunteering, especially on our construction site locations. We ask that you keep track of all your belongings. We do have offices with locking cabinets where items such as purses, cell phones, etc. can be stored for safe keeping. However, HFHCC cannot assume responsibility for lost, damaged or stolen items. Other recommended items while volunteering include safety gloves (we have some available if you do not have any), a wide brimmed hat/visor, sunglasses, and sun block if volunteering on a construction site or outdoor events. Shorts must fall within three inches of the knee for all volunteers and staff regardless of what volunteer activity/program you are helping with. No derogatory or offensive clothing may be worn while volunteering at HFHCC, which may include clothing with profane language statements or clothing that promotes causes that include, but are not limited to, politics, religion, sexuality, race, age, gender, and ethnicity or revealing clothing. Please let us know if you have additional questions regarding attire required for volunteers.

Age Regulations on The Work Site Rules:

1. All volunteers that are on the worksite are required to sign a waiver.
2. A volunteer must be 18 years or older to use power tools. A separate waiver is required by all persons 18 or under and **must be signed by the volunteer and their parent or legal guardian. Minor waiver forms are available** if needed. Please call the office.

14- and 15-year-olds are allowed to volunteer either in the ReStore or on a construction site when no active construction activities are currently in progress. Active activities include the use of power tools and any general carpentry as defined below. Acceptable activities for this age group include but are not limited to caulking, painting, and landscaping.

16- and 17-year-olds are allowed to do general carpentry, which can include activities such as hammering with a handheld hammer, installing insulation, etc. They may not do roofing, use power tools or work at heights above 6 feet. Rules pertaining to height requirements and power tools must be followed. All youth are required to wear appropriate safety equipment for the task they are performing.



Phone: (361) 444-3692
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 Website: www.corpuschristihfh.org

I would like to receive emails to events, updates, ceremonies and Invitations _____

Name: _____ Date: _____

Address: _____ City: _____ Zip: _____

Email: _____ Phone: _____

Affiliation, or church, club, school: _____

**Habitat for Humanity needs volunteers in a variety of areas and at every skill level.
 What skill and interests would you like to share with Habitat?**

Below are lists to choose from. Please choose those places where you can use your God-given talents.

Please indicate your skill level. 1 – 2 – 3 – 4 1 = Expert <i>Licensed or paid for work.</i> 3 = Home Experience 2 = Experiences <i>Paid for work or training</i> 4 = Willing to learn		Please indicate your preference:			
<p style="text-align: center;"><u>CONSTRUCTION</u></p> <p><u>Construction is Active</u> ___ Mon. ___ Tues. ___ Wed. ___ Thurs. ___ Fri ___ Sat.</p> <p>___ Gen. Contractor/Lic. ___ Site Supervisor ___ Carpenter ___ Cabinetry ___ Ceramic Tile ___ General Volunteer ___ Electrical/License ___ Plumbing/License ___ Roofing ___ Painting ___ Pickup/Delivery ___ Yard Work ___ Landscaping ___ Other _____</p>		<p style="text-align: center;"><u>OFFICE</u> <u>Monday-Friday</u> ___ Mornings ___ Afternoons ___ Data Entry ___ Writing thank you notes ___ Marketing/fundraising ___ Phone Reception ___ Mailings ___ General Office ___ HFH ReStore ___ Other _____</p>		<p style="text-align: center;"><u>COMMITTEES</u> Day/evening/weekend meetings</p> <p>___ Family Selection ___ Family Support ___ Construction ___ Fund Raising/Development ___ Marketing/PR ___ HFH ReStore ___ Special Events</p>	
		<p style="text-align: center;"><u>SPECIAL SKILLS</u> ___ Foreign Language: _____</p> <p>___ Lunch Box (Provide Lunch/Snack for entire work crew). What day(s)? _____</p> <hr/> <p style="text-align: center;"><u>ReStore 9 a.m. – 5 p.m.</u></p> <p>___ Mon. ___ Tues. ___ Wed. ___ Thurs. ___ Fri ___ Sat.</p>		<p style="text-align: center;"><u>Professional Skills</u> <u>As needed</u></p> <p>___ Social Media ___ Licensed/Certified bookkeeping ___ Grant Writer ___ Newsletter ___ Mass Mailing ___ Video ___ Graphics/Photography ___ HFH ReStore</p>	

Training will be provided. Volunteers must be 16 or older for active construction activities. See our Youth policy for information on activities for younger youth. A waiver is required (Parent/Legal guardian must sign waiver for volunteers under 18) and must be completed before arriving at the construction site. ***Safety is of primary importance.***

Release and Waiver of Liability

(Adopted from Habitat for Humanity International)

PLEASE READ CAREFULLY!

THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS!

This Release and Waiver of Liability (the "Release") is executed on this day of ____, 20__, by _____, (the "Volunteer"), in favor of Habitat for Humanity Corpus Christi, Inc., Habitat for Humanity International, Inc. and any other Habitat for Humanity affiliated organization, _____ [insert any additional parties if applicable, such as sponsors/donors] and their respective affiliates, directors, officers, trustees, employees, sponsors, donors, volunteers and agents (collectively, the "Released Parties").

I, the Volunteer, desire to work as a volunteer for one or more of the Released Parties without compensation and engage in the activities related to being a volunteer. I understand that my activities may include but are not limited to the following: working at Habitat for Humanity offices and worksites; working in or for Habitat for Humanity ReStore operations; loading and unloading materials; traveling to and from work sites, towns, cities or countries; consuming food available or provided; living in housing provided for volunteers; assisting in disaster relief areas; constructing, repairing, and rehabilitating residential buildings; other construction-related activities; and other in-person and/or online volunteer activities ("Activities").

I, the Volunteer, understand that my Activities may include work that may be hazardous to me, including, but not limited to, exposure to lead, asbestos and mold, which may cause or worsen certain illnesses, especially if I do not wear protective equipment, am exposed for extended periods of time, or have a pre-existing immune system deficiency.

I also understand there is some inherent risk in consuming local foods and living in local accommodations in the city(ies) or country(ies) visited. I further understand I may be traveling to and from locations where there is a risk of terrorism, war, insurrection, criminal activities, instability, inclement weather or other circumstances that could threaten my health or safety. I also understand that it is the policy of the Released Parties not to pay ransom or make any other payments to secure the release of hostages.

I, the Volunteer, hereby freely, voluntarily and without duress execute this Release under the following terms:

Release and Waiver. I, the Volunteer, acknowledge and understand that participation in the Activities may involve certain risks, including, but not limited to, personal injury(ies), bodily injury, illness, permanent disability, property damage, loss and/or death ("Risks"). 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. I 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 my participation in the Activities may result in an elevated risk of contracting COVID-19 and/or other viruses and/or bacterial infection.

I, the Volunteer, further confirm that prior to engaging in the Activities, I may be required to complete a COVID-19 health screening questionnaire provided by one or more of the Released Parties. I agree that I will answer all questions on the questionnaire truthfully. I agree to not participate in any Activities if, at such time and to the best of my knowledge, I am a carrier of COVID-19 or infected with COVID-19. I further agree to follow all safety precautions outlined by any Released Party while volunteering.

In consideration of and in order to be allowed to participate in the Activities, I do hereby release and forever discharge and hold harmless the Released Parties and their successors and assigns from any and all liability, claims, demands, costs and damages of any kind, whether arising from tort, contract or otherwise, which I or my heirs, assigns, next of kin or legal representatives may have or which may hereinafter accrue, arise from, or are in any way related to my Activities with any of the Released Parties, including but not limited to Risks, whether caused wholly or in part by the simple negligence, fault or other misconduct of any of the Released Parties or of other volunteers, other than their intentional or grossly negligent conduct. In addition, the Released Parties 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 the Released Parties are subject.

I understand and acknowledge that by signing this Release I knowingly assume the Risks associated with the Activities. I also understand that the Released Parties do 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, death or property damage. Regarding any illness or virus, including COVID-19, I, the Volunteer, understand that even if I follow all guidelines for the prevention and handling of any illness or virus, including COVID-19, there is still a risk that Volunteer could contract such virus or illness.

I understand and acknowledge that children under the age of 16 are not allowed on Habitat for Humanity worksites while construction is in progress. While minors between the ages of 16 and 18 may be allowed to participate in some types of build site activities, solely as outlined by the Released Parties, I understand that using power tools, excavation, demolition, working on rooftops and similar activities are not permitted for anyone under the age of 18. I agree it is my responsibility to communicate these requirements to any of my minor children who will attend and/or participate in the Activities.

Consent to Transportation and Medical Treatment. I consent to the use of first aid treatment and the use of generic and over-the-counter medications and treatments as directed by manufacturer labels, whether administered by the Released Parties or first aid personnel. In an emergency, I understand the Released Parties may try to contact the individual listed below as an emergency contact. If an emergency contact cannot be reached promptly, I hereby authorize the Released Parties to act as an agent for me to consent to any examination, testing, x-rays, medical, dental or surgical treatment for me as advised by a physician, dentist or other health care provider. This includes, but is not limited to, my assessment, evaluation, medical care and treatment, anesthesia, hospitalization, or other health care treatment or procedure as advised by a physician, dentist or other health care provider. I also authorize the Released Parties to arrange for transportation of me as deemed necessary and appropriate in their discretion. I, the Volunteer, do hereby release, forever discharge and hold harmless the Released Parties from any liability, claim, demand, and action whatsoever brought by me or on my behalf which arises or may hereafter arise on account of any transportation, first aid, assessment, care, treatment, response or service rendered in connection with my Activities with any of the Released Parties.

If the Volunteer is less than 18 years of age, the parent(s) having legal custody and/or the legal guardian(s) of the Volunteer also hereby release, forever discharge and hold harmless the Released Parties from any liability, claim, demand and action whatsoever brought by such volunteer or on his/her behalf which arises or may hereafter arise on account of the decision by any representative or agent of the Released Parties to exercise the power to transport, administer first aid, and consent to assessment, examination, x-rays, medical, dental, surgical or other such health care treatment as set forth in the Parental Authorization for Treatment of, and Travel With, a Minor Child.

Insurance. I understand that, except as otherwise agreed to by the Released Parties in writing, the Released Parties are under no obligation to provide, carry or maintain health, medical, travel, disability or other insurance coverage for any Volunteer. Each Volunteer is expected and encouraged to obtain his or her own health, medical, travel, disability or other insurance coverage. I understand that I am and remain responsible for payment of such hospital, physician, ambulance, dental, medical or other services obtained for me or my child. I agree that the Released Parties do not assume any responsibility for the payment of such fees or expenses which may be incurred. If I have health insurance, I understand my personal health insurance is my primary coverage.

Confidentiality. I agree that in the course of my participation in the Activities, I may have access to personal and/or health care information of other persons. I agree to maintain the confidentiality of such information, to use such information only as necessary to do my job as a volunteer, and to comply with Habitat for applicable policies regarding such information.

Photographic/Recording Release. I hereby grant and convey unto the Released Parties all right, title and interest in any and all photographs and video/audio/electronic recordings of me, including as to my name, image and voice, made by or on behalf of any of the Released Parties during my Activities with the Released Parties, including, but not limited to, the right to use such materials for any purpose and to any royalties, proceeds or other benefits derived from them. I understand that I will not have any ownership interest in or to such photographs, images and/or recordings, I have not been provided or promised any compensation to me, and I hereby waive any rights, privileges or claims based on any right of publicity, privacy, ownership or any other rights arising, relating to or resulting from the photographs, images and/or recordings. I understand and agree that this paragraph also applies to my minor child(ren) who are volunteering.

Other. I expressly agree that this Release is intended to be as broad and inclusive as permitted by state law. I further agree that in the event any clause or provision of this Release is held invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining clauses or provisions of this Release, which shall continue to be enforceable. Further, a waiver of a right under this Release by a Released Party does not prevent the exercise of any other right.

I have carefully considered my decision, the benefits and risks involved, and hereby give my informed consent to participate in all volunteer Activities. I have read and understand this Release and Waiver of Liability, I acknowledge that any questions of mine have been answered, and I voluntarily agree to the above provisions. It is my intent to bind my heirs, next of kin, assigns and legal representative.

Acknowledgement of Release and Waiver of Liability

Volunteer Name: (please print): _____

Signature: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____

E-mail: _____ Date of Birth: ____/____/____

I would like to receive emails for: events, updates, ceremonies and Invitations ____

EMERGENCY CONTACT INFORMATION
<p>Name: _____ Relationship: _____</p> <p>Address: _____</p> <p>Phone:(H) _____ (C/W) _____ E-mail: _____</p>

Acknowledgment of Local Affiliate's Policies

- I have read and understand Habitat for Humanity Corpus Christi, Inc.'s policies and procedures for volunteering, as well as the Construction safety policies.

Name of worker: (please print) _____

Signature of worker: _____

Date: _____

Complete all four sections on this form entirely and return to HFHCC in person or via email:

1. Volunteer Information
2. Release and Waiver of Liability
3. Emergency contact information and
4. Construction safety rules

**** Additional forms required for volunteers under the age of 18.**

Youth Volunteer Consent Form

IMPORTANT: If the Volunteer is less than 18 years of age, all parents or guardians must complete the signature section below. If only one parent or guardian signs these forms on behalf of a Volunteer who is under 18 years of age, then the undersigned parent or guardian of the Volunteer hereby covenants, warrants, represents and agrees that he or she is executing these forms on behalf of, and as an agent for, any other individual who may be a parent or guardian of the Volunteer, that he/she is fully authorized to do so, and that by executing such Release and Parental Authorization, the undersigned is binding himself/herself, the Volunteer, and any other parent or guardian of the Volunteer, and all of their heirs, next of kin, assigns, and legal representatives to such Release and Parental Authorization.

Name of Volunteer Under 18 Years Old:

Name: _____ **Date of Birth:** _____

SIGNATURE OF PARENT/GUARDIAN SIGNING ON BEHALF OF THE ABOVE MINOR:

I have carefully considered my decision, the benefits and risks involved and hereby give my informed consent, on behalf of the above listed minor child, for him/her to participate in all Activities as set forth in the above Volunteer Agreement, Release and Waiver of Liability, and such terms are incorporated herein. I have read and understand the above Volunteer Agreement, Release and Waiver of Liability, any questions of mine have been answered, and I voluntarily agree to all such provisions. It is my intent to bind my and the minor Volunteer's heirs, next of kin, assigns, and legal representatives. **Furthermore, I understand that the above Volunteer Agreement, Release and Waiver of Liability is made on behalf of my minor child(ren) and/or legal wards and I represent and warrant to Habitat for Humanity International, Inc. or its affiliated organizations that I have the full authority to sign this on behalf of such minor(s).**

Parent/Guardian: Name (please print): _____ Signature: _____

Address: _____

Phone: (H) _____ (C) _____ E-mail: _____

Witness: Name (please print): _____ Signature: _____

Parent/Guardian: Name (please print): _____ Signature: _____

Address: _____

Phone: (H) _____ (C) _____ E-mail: _____

Witness: Name (please print): _____ Signature: _____

EMERGENCY CONTACT INFORMATION FOR THE ABOVE LISTED MINOR VOLUNTEER:

Name: _____ Relationship: _____

Address: _____

Phone: (H) _____ (C/W) _____ E-mail: _____

Parental Authorization for Treatment of, and Travel with a Minor Child

I, _____, am the parent or legal guardian having custody of a child or children who are under 18 years old and who will be volunteering with Habitat for Humanity International, Inc. or its affiliated organizations. As such parent or legal guardian, I hereby authorize and appoint _____, an adult in whose care the minor child has been entrusted, and any agent or employee of Habitat for Humanity International, Inc. or its affiliated organizations if necessary or appropriate, as my agent to act for me with respect to my minor child(ren) and their personal care, and in my name in any way I could act in person to make any and all decisions for me with respect to my child listed below ("child"):

Name: _____ **Date of Birth:** _____

I consent to the use of first aid treatment for my child and the use of generic and over the counter medications and treatments as directed by manufacturer labels, to be administered by Habitat for Humanity International, Inc. or its affiliated organizations or first aid personnel. In an emergency, I understand my named agent and/or Habitat for Humanity International, Inc. or its affiliated organizations may try to contact the individual listed below as an emergency contact. If an emergency contact cannot be reached promptly, I hereby authorize the named agent above and any agent or employee of Habitat for Humanity International, Inc. or its affiliated organizations to act as an agent for me to consent to any examination, testing, x-rays, medical, dental, or surgical treatment for my child as advised by a physician, dentist or other health care provider. This includes, but is not limited to, my child's assessment, evaluation, medical care and treatment, anesthesia, hospitalization, or other health care treatment or procedure as advised by a physician, dentist, or other health care provider. I also authorize Habitat for Humanity International, Inc. or its affiliated organizations to arrange for transportation of my child as deemed necessary and appropriate in their discretion.

My agent shall have the same access to my child's medical records that I have and is designated by me to be the child's Personal Representative under the Health Insurance Portability and Accountability Act (HIPAA), including the right to disclose the contents to others. I authorize health care personnel and health care facilities to rely on this consent form and any health information I have provided to my named agent and/or Habitat for Humanity International, Inc. or its affiliated organizations regarding my child.

I authorize and appoint my agent to travel with my minor child to _____ **[insert location]**, and consent for my minor child to serve as a volunteer with Habitat for Humanity International, Inc. or its affiliates. I understand my child will help construct/rehabilitate houses and participate in other activities on a voluntary basis, without compensation, as further set forth in the Volunteer Agreement, Release and Waiver of Liability, the terms of which are incorporated herein by reference.

I have read and understand the above Parental Authorization for Treatment of, and Travel With, a Minor Child, any questions of mine have been answered, and I voluntarily agree to all such provisions. **Furthermore, and I represent and warrant to Habitat for Humanity International, Inc. or its affiliated organizations that I have the full authority to sign this on behalf of such minor(s).**

Parent/Guardian: Name (please print): _____ Signature: _____

Address: _____

Phone:(H) _____ (C) _____ E-mail: _____

Parent/Guardian: Name (please print): _____ Signature: _____

Address: _____

Phone:(H) _____ (C) _____ E-mail: _____

EMERGENCY CONTACT INFORMATION FOR THE ABOVE LISTED MINOR(S):

Name: _____	Relationship: _____
Address: _____	
Phone: (H) _____	(C) _____ (W) _____
Email: _____	

If the minor child will be leaving the United States, this form must be notarized.

This PARENTAL AUTHORIZATION FOR TREATMENT OF, AND TRAVEL WITH, A MINOR CHILD is sworn to and subscribed before me by _____ and _____, as Parent(s) or Legal Guardian(s) of the above listed child/children, this _____ day of, _____ 20_____.

Notary Public

My commission expires: _____



Construction Safety Policies

For

**Habitat for Humanity
Corpus Christi, Inc.**

Building Homes for God's People in Need

Introduction

The safety of workers and other persons on a job site is more important than speed of production. Building construction is one of the most dangerous occupations. Since Habitat crews normally have a high percentage of inexperienced people, everyone must pay attention to safety. The supervisors will conduct a daily safety briefing to remind workers of critical safety issues.

Safety is based on knowledge, skill and an attitude of care and concern. Supervisors should instruct each worker about the correct and proper procedure for performing each task and familiarize the worker with the potential hazards of doing the tasks and how such hazards can be minimized or eliminated. It is very important that we at Habitat know about safe work practices and follow them.

Try to be conscious of safety of others as well as yourself. Be cautious always and ask questions. Do not go ahead with a task if you are uncertain as to how it is done, or you are unable to do it. Instructions and safety precautions from supervisors must be followed.

Safe Work Attitudes

- Follow all safety instructions and think before you do your work or task. Do not work alone.
- **Do not use any power tool before being “checked out” by one of the supervisors**
- If you are uncertain about ability to perform a task or operate a tool, consult a supervisor.
- Concentrate on your task and eliminate distractions.
- Know where the first aid kit is located and how to get emergency help.
- Inspect all power tools, hand tools, ladders and scaffolding daily for faulty and unsafe conditions.
- Advise your supervisor immediately of any unsafe condition or hazard.

Proper Safety Attire & Equipment

- Proper clothing is as essential as the proper selection and use of tools. Wear clothes and gloves that are appropriate for the work and weather conditions. If shorts are worn, they need to be within three inches of the knee. Loose clothing is dangerous around power tools.
- Workers shall always wear work boots or some other sturdy closed toe shoes when on a construction site. Any worker wearing sandals or other types of unsafe footwear shall not be permitted to remain at a construction site.
- Safety glasses and/or masks are to be worn 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 or when instructed by a supervisor. Ear plugs are always to be made available to workers on each job site.
- Jewelry and rings are discouraged.

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 (“Habitat Competent Person”), and should be given to all workers, even experienced do-it-yourselfers. 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 must be the correct type for the job being performed.
- 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.)

In order to avoid electrical shock, the follow rules must be obeyed:

1. A three-pronged plug must be used on all electric power tools, *except for double insulated tools (most drills) that are sold with two prong plugs.*

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.
- Hold edge of tools with both hands with the cutting action away from body.
 - Avoid using fingers or thumbs as a guide.
 - Avoid placing tools on sloping surfaces or other hazardous positions.
 - Do not carry sharp tools in a pocket.
 - **Children under the age of 16 are only permitted on the work site during landscaping, caulking, painting, or similar activities as defined by the supervisors.**
 - Do not pet or feed stray animals as many are not vaccinated.

Powered Saws

1. Do not bind the blade of any saw. When cutting long panels, the blade may bind, and the sawmill will catch and kick back towards the operator. Use small wood wedges or shim shingles to spread the saw cut as you go along.
 2. Keep the blade guards working. A spring-actuated blade guard can often become bent and will not 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.
- Obtain precise instruction from the supervisor BEFORE USE.
 - Properly support material to be cut. This may require a second person depending on the situation.

Ladders

- Do not use an unsafe ladder; inspect it before you use it. Look for wear and tear, loose rungs and defects. Do not work alone. Use both hands to climb.
- Use a ladder that will reach the work. Move your ladder with your work. An extension Ladder must reach 3 feet above the work level. If, while you are working, both shoulders are extended outside the ladder, you are reaching too far. When using an extension ladder, use the four to one rule; for every 4 feet of height, move the bottom of the ladder 1 foot away from the wall.
- Place your ladder on solid footing. If there is danger of the ladder moving while you're working, tie it down. If there is danger that the ladder will be hit, barricade it.
- Never use an aluminum ladder in the vicinity of electrical power lines and never use a ladder outdoors during inclement weather or on windy days.
- Carry tools and materials in proper carrying devices and keep your hands free for climbing. When climbing, always face the ladder.

Common Types of Accidents

- Carrying ladders & long boards: You may not get hurt, but you may turn and whack somebody with the ladder or board. Get help carrying anything longer than 10 feet or anything you may need help to steady.
- Leaving a hammer or other tools on top of a plate or on top of a ladder is an accident waiting to happen. **Don't do it.**
- Power saw accidents – we have not had one, but the potential for serious injury is always there. **Keep both hands on the saw** and you will likely go home with all your fingers. **Never** let go of a saw until the blade stops spinning
- Trips and falls: Site grounds are rough, and slabs can be 18 inches or more above grade. Fill in holes in the ground with dirt if you find one.
- Sawdust in the eyes: The wind blows in South Texas. Saws and drills spit out saw dust. Wear safety glasses whenever work near face level or above. Always wear safety glasses when using a table saw.
- Nail gun injuries: Can be very serious. Our guns are as fool proof as any made but some fools can outsmart the guns and hurt themselves or others. **NO ONE MAY USE A NAIL GUN WITHOUT PROPER TRAINING** from one of the supervisors.

- We do a lot of temporary nailing (supports, etc.) and occasionally make mistakes. When we remove supports/mistakes, those boards have nails protruding from them. **Never lay a board down with nails protruding.** Take the time to bend over or remove those nails, **immediately.**
- Horseplay is exceedingly hazardous on a construction site and cannot be tolerated.

Scaffolding

Only scaffolding that is pre-built or constructed by scaffolding professionals shall be used on all construction sites, unless inspected and approved by OSHA before use. (OSHA website and reference to hydraulic scaffolding).

All scaffolding which is elevated 10 feet or more must be equipped with a safety railing. All scaffolds must be equipped with a toe board to eliminate the possibility that tools, or debris will be kicked or pushed on 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 rusting parts as their strength is unknown. When erecting scaffolding, provide adequate skills for the scaffold posts and use base plates. Use adjusting screws and not blocks, when on an uneven grade. Make sure you 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 blanking. Inspect planking daily for splits and knots and remove defective or damaged planking.

Clean Work Site

A clean work site is a safe workplace. 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 daily. Do not permit blocks of wood, nails, bolts, empty cans, pipe and wire or other materials to accumulate on the work site, since they interfere with work and can constitute a hazard. Keep tools and equipment which are not being used in chests, panels or toolboxes. This protects the tools and the workers. Never leave a work site unguarded unless all tools and materials have been properly secured.

Emergency Medical Care

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

In order to retain necessary flexibility in the administration of policies and procedures, HFHCC reserves the right to amend any of the policies and/or benefits described here.

Thank you for choosing to volunteer your time with Habitat for Humanity Corpus Christi, Inc.