

Rules to Build By

Thank you for volunteering your time and talents with Habitat for Humanity of Greater Centre County! Working on a construction site can be dangerous; we ask that you be responsible for your safety and be conscious of the safety of others. We hope you enjoy your experience and it is injury free. The following are a few basic rules we ask you to “build by.” **Please carefully read this document and sign the Release and Waiver of Liability.** This form MUST be turned in before you begin any volunteer work. Also, it’s important that you arrive to the worksite by the designated in order to participate in the safety orientation.

Construction Policies

- No one under the age of 16 is allowed on site – no exceptions. Volunteers ages 16 and 17 must have a parent or guardian sign their Release and Waiver of Liability.
- Volunteers ages 16 and 17 will be excluded from certain activities, such as but not limited to, working with power tools and working on rooftops.
- No smoking allowed on site.
- Report all injuries to the Habitat staff person immediately to be eligible for secondary health coverage.

Proper Clothing

- Volunteers should dress comfortably, but appropriately, for a hard day’s work. Loose clothing and improper shoes can be dangerous.
- Work boots or no-skid, thick-sole shoes are preferred. No sandals or open-toe shoes.
- Long pants and long sleeves are recommended as some construction materials can irritate your skin. Layering is good for added warmth in colder months.
- Bring a pair of work gloves, if possible, and always wear sunscreen.

Tools and Materials

- Habitat provides all tools needed for the build. Volunteers are welcome to bring tools, but Habitat is not responsible for lost or damaged tools. If you do choose to bring your own, please take time to clearly mark them with your name and phone number.
- Always use the right tool for the job and ask for instructions before using a tool for the first time.
- Tools should not be loose, dull or poorly adjusted. Please notify the Site Supervisor if unsafe or damaged tools are in use.
- Check for defective cords, plugs and switches; do not use anything that is unsafe.
- Never remove or disable tool guards. Ask Site Supervisor for help if a tool jams.
- Support materials properly before cutting or drilling. If necessary, use both hands to operate a tool safely.
- Never place tools where they can fall on someone or cause an accident, e.g. top rung of a ladder, rooftop, and railings.

Ladders and Scaffolding

Many tasks performed on site require a ladder and, in some cases, scaffolding.

- Inspect all ladders before use.
- Set ladder on solid ground. To level, dig a hole on the high side rather than building up the lower side.
- Use the correct size ladder; never overextend yourself.
- Do not stretch to the side, instead move the ladder (even if that means re-setting it.)
- Never stand on top rungs of a ladder.
- Keep ladder clear of any power lines.
- Always face ladder and keep hands free while climbing.
- Consult Site Supervisor for proper scaffolding erection and bracing.
- Inspect scaffolding before use; do not use damaged planks.
- Scaffolding must be level before use.

A Clean Work Site

A clean site is a safer work place. As things can quickly pile up, it is best to clean up and put tools away continuously throughout the day.

- Do not leave tools or materials where others can trip over them.
- Organize debris. Please ask the Site Supervisor for direction on what trash may be recycled.
- Always backdrive or bend nails in boards.

Parking and Automobiles

Habitat strongly encourages volunteers to carpool. Many sites have very limited parking. Also, remove anything of value from your car.

Weather Conditions

Habitat works rain or shine! Workdays are not typically canceled in advance due to adverse weather conditions. If rain or other problems persist, the decision will be made to shorten the workday on site by the Site Supervisor. In extreme conditions, such as ice and/or snow, you may call your Site Supervisor before driving to the work site.

Important: Each volunteer must sign the "Release and Waiver Liability" before working on a Habitat for Humanity site. Read this waiver very carefully before you sign.

RELEASE AND WAIVER OF LIABILITY

This Release and Waiver of Liability (the "Release") executed on this _____ day of _____, 2014 by _____ in favor of HABILITAT FOR HUMANITY OF GREATER CENTRE COUNTY, INC., a nonprofit corporation organized and existing under the laws of the Commonwealth of Pennsylvania, USA, its directors, officers, employees, agents, successors and assigns and HABILITAT FOR HUMANITY INTERNATIONAL, INC. a nonprofit corporation, its directors, officers, employees, agents, successors and assigns (collectively, "Habitat").

The individual desires to volunteer for Habitat for Humanity and engage in the activities related to being a volunteer (the "Activities"). I, the volunteer hereby freely and voluntarily, without duress, execute this Release under the following terms:

- Waiver and Release.** I, the volunteer release and forever discharge and indemnify and hold harmless Habitat 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 my Activities at Habitat. I, the volunteer understand and acknowledge that this Release discharges Habitat from any liability or claim that volunteer may have against Habitat with respect to bodily injury, personal injury, illness, death, or property damage that may result from my Activities with Habitat, whether caused by the negligence of Habitat or otherwise. It is also understood 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, death or property damage.
- Insurance.** I, the volunteer understand that Habitat does not carry or maintain health, medical, or disability insurance coverage for any volunteer. I expressly waive any such claim for compensation or liability on the part of Habitat in the event of such injury or medical expense.
- Medical Treatment.** I, the volunteer hereby release and forever discharge Habitat from any claim whatsoever which arises or may hereafter arise on account of any first-aid treatment or other medical services rendered in connection with my Activities with Habitat.
- Assumption of Risk.** I, the volunteer understand that the time with Habitat may include activities that may be hazardous to me including, but not limited to, construction activities, loading and unloading of heavy equipment and materials, transportation to and from work sites, consuming food available or provided, and potential exposure to hazardous materials. Also I, the volunteer, recognize and understand that the time with Habitat may, in some situations, involve inherently dangerous activities. As the volunteer, I hereby expressly assume the risk of injury or harm in these activities and release Habitat from all liability for injury, illness, death or property damage resulting from these activities and from my Activities at Habitat for Humanity of Greater Centre County, Inc. I further acknowledge that I have read and that I understand the "Rules to Build By" I have been provided, and that I will adhere to those and to all instructions given to me by Habitat.
- Photographic Release.** As the volunteer, I grant and convey unto Habitat all right, title, and interest in any and all photographic images and video or audio recordings made by Habitat during my Activities with Habitat (the "Materials"), including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings, and I grant Habitat the unrestricted right and permission to use the Materials for any lawful purpose whatsoever. I waive any right of publicity or privacy I might have with respect to such Materials.
- Other.** As the volunteer I expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the Commonwealth of Pennsylvania, USA, and that this Release shall be governed by and interpreted in accordance with the laws of the Commonwealth of Pennsylvania, USA. I agree 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. Further, a waiver of a right under this Release does not prevent the exercise of any other right.

To express my understanding of this Release, I sign here.

Name of Volunteer _____ Date _____
Signature of Volunteer _____ Witness _____
Street Address _____ Phone _____
City, State Zip _____ Email _____
Organization _____
Emergency Contact _____ Phone _____
Medical Conditions _____

If volunteer is 16 or 17 years of age (minor), this Release and Waiver of Liability must be signed by a parent or guardian.

Name of Parent/Guardian _____ Date _____
Signature of Parent/Guardian _____ Witness _____