



## Habitat For Humanity TriState Work Day Rules

 Please have your waivers and any other forms filled out in advance and review the "Work Crew Safety Policy".

 When you arrive, please sign-in into the logbook. Plan to arrive 10 minutes before the assigned start time.

1. Please be there ready to work at the assigned starting time. This is critical for delegating and completing workday task.
2. The site leader will then give you an orientation of the work, habitat and, safety. This will start at the beginning of the workday.
3. This is a break for lunch, the Site Leader will announce when lunch is ready.
4. If you are uncomfortable with a task or have limitations, please let the site leader know this in advance if possible. We want everyone to have a fun and rewarding experience.
5. The site leader (or crew leader) will give out work assignments if you were assigned to a specific crew for the day. If you do not fully understand, ask questions. When you have finished an assignment, report to the site or crew leader, so that you can receive your next assignment.
6. Be willing to wait patiently for the site leader to explain what he/she wants you to do. The site leader has other people to coordinate and your patience is appreciated.
7. Please check in with the site leader before you leave. We ask you to sign out before you leave.
8. The job site will be cleaned before everyone leaves and all the tools are to be put away.

### Tools:

You are not required to bring your own tools but it is helpful if you do, here is a list of tools, which would be desirable to have on site. Please label/initial the tools you bring on site. Take them with you when you leave the site: hammer, tape measure, sharpened pencil, tool apron or belt, work gloves, safety glasses, utility knife, and combination or speed square.

**Habitat has tools available on site to use. If you do borrow tools, make sure you ask and return them to the owner or to the storage place before you leave the site.**

### Work Clothes:

This is a jobsite and clothing can get ruined so make sure that you are wearing cloths that you can replace. Shirts must be worn at all times, Short are allowed however the inseam must be at least four inches, closed heel and toes shoes required, boots are not required but recommended.

### Safety:

- Be Aware.
- Never work under other people.
- Do not use tools/power equipment you are not trained on without supervision.
- Do not let yourself be distracted from your task.
- Hard hats and dust masks will be available as needed.
- A first aid kit is on site.

### Work Site:

- No smoking or alcohol is permitted on the jobsite.
- Please keep the work site clean. This promotes an accident free work environment.
- If you do not understand what you are to do – ASK!
- Inappropriate language and sexual harassment will not be tolerated

The Site Leader is completely in charge of the site. He or She can ask anyone to leave the jobsite immediately for acting in unsafe, not respecting other volunteers, or improper clothing.