

Construction Safety Guide

Home construction is a very dangerous occupation, added to the fact that a high proportion of inexperienced people participate on a Habitat work site. Everyone must pay attention to safety; try to be conscious of the safety of others as well as yourself. Be cautious at all times and ask questions. Know your limitations and do not exceed them. Federal law mandates that age 16 is the minimum age for all job site volunteers. All volunteers must sign a liability waiver and youth under the age of 18 must have their form signed by a parent or guardian.

Guidelines for a Safe Attitude

- Think before you do your work or task.
- If you are uncertain on how to do a task or how to operate a power tool, ask 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 before using.
- Always look where you are walking. If working on a roof, never step backwards.
- Advise the supervisor immediately of any unsafe or hazardous tools or condition.

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. Loose clothing is dangerous around power tools. Avoid wearing jewelry that hangs out.
- Workers must wear work boots or thick-soled shoes at all times on a construction site. Any worker wearing sandals or open-toed footwear will not be permitted to remain at the construction site. Sneakers or tennis shoes are acceptable but should be in good condition.
- Protective eyewear must be worn when operating a power tool or when required by a supervisor.

Power Tools

- 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. An inexperienced worker should use the power tool in the presence of an instructor until the instructor is satisfied that the worker knows how to use the power tool properly.
- Check for defective switches, plugs, or cords on a power tool. Defective tools should not be used and must be reported to the supervisor immediately.
- A power tool must be carried by its handle and not by its cord. Always place the power tool on a clean, dry, stable surface; do not leave it on the soil or on places where it can fall.
- Do not disable the safety devices of a power tool. If a tool's safety devices are not functional, report it to the supervisor immediately.
- Clean power tools when you are done using them; remove excess dust or dirt from them. Return them to their cases if possible.

Hand Tools/Nails

- Do not use a tool if its handle is loose or in poor condition.
- Be sure tools such as knives and saws have sharp blades. Dull tools are hazardous because excessive force must be used to make them cut.
- Do not carry sharp tools in your pocket. Use a nail apron or tool belt instead.
- Do not leave tools lying around on the ground. Put them back in tool boxes/buckets when no longer being used.
- Nails sticking out of lumber are dangerous. Remove them or bend the nails into the wood.

Ladders/Scaffolds

- Only workers who are comfortable with heights, be physically fit, and have good balance should use ladders and scaffolds.
- Inspect a ladder or scaffold before using it.
- Use a ladder that will reach the work. If both of your shoulders are extended outside the ladder, you are reaching too far. Move the ladder to get closer. When using an extension ladder, use the "4-to-1" rule: for every four feet of height, move the bottom of the ladder one foot away from the wall.
- When using a ladder to get on the roof, extend the ladder three feet above the edge of the roof.
- Place ladder on solid footing. If the feet of the ladder are not level, dig around the ground under one foot rather than raise one foot with blocks.
- For long ladders, have someone hold the ladder at the bottom. You can also prevent the top of the ladder from swinging left and right by adding guards on each side.

Clean Work Site

A clean work place is a safe work place. 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. Do not permit blocks or wood, nails, empty cans, and trash to accumulate. They interfere with work and can create a hazard.

Release and Waiver of Liability

PLEASE READ CAREFULLY! THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS!

This Release and Waiver of Liability (the "Release") executed on this ____ day of, _____ 2009, by (the "Volunteer") in favor of Habitat for Humanity, Inc., a nonprofit corporation, and Habitat for Humanity Chicago South Suburbs, Inc., a Illinois nonprofit corporation, their directors, officers, employees, volunteers, and agents (collectively, "Habitat").

The Volunteer desires to work as a volunteer for Habitat and engage in the activities related to being a volunteer (the "Activities"). The Volunteer understands that the Activities may include constructing and rehabilitating residential buildings, working in the Habitat offices, and living in housing provided for volunteers of Habitat. The Volunteer hereby freely, voluntarily, and without duress executes this Release under the following terms:

Release and Waiver. Volunteer does hereby release and forever discharge and hold harmless Habitat and its successors and assigns 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 Volunteer's Activities with Habitat.

Volunteer understands that this Release discharges Habitat from any liability or claim that the Volunteer may have against Habitat with respect to any bodily injury, personal injury, illness, death, or property damage that may result from Volunteer's Activities with Habitat, whether caused by the negligence of Habitat or its officers, directors, employees, or agents or otherwise. Volunteer also understands 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 or illness.

Medical Treatment. Volunteer does hereby release and forever discharge Habitat from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment, or service rendered in connection with the Volunteer's Activities with Habitat.

Assumption of the Risk. The Volunteer understands that the Activities include work that may be hazardous to the Volunteer, including, but not limited to, construction, loading and unloading, and transportation to and from the work sites. Volunteer hereby expressly and specifically assumes the risk of injury or harm in the Activities and releases Habitat from all liability for injury, illness, death, or property damage resulting from the Activities.

Insurance. The Volunteer understands that, except as otherwise agreed to by Habitat in writing, Habitat does not carry or maintain health, medical, or disability insurance coverage for any Volunteer. Each Volunteer is expected and encouraged to obtain his or her own medical or health insurance coverage.

Photographic Release. Volunteer does hereby 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 the Volunteer's Activities with Habitat, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

Other. Volunteer expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Illinois, and that this Release shall be governed by and interpreted in accordance with the laws of the State of Illinois. Volunteer agrees 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.

IN WITNESS WHEREOF, Volunteer has executed this Release as of the day and year first above written.

Witness: _____ Volunteer: _____

Address: _____

Phone (H): _____

(W): _____

Release and Waiver of Liability for Minors

PLEASE READ CAREFULLY!

THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS!

This Release and Waiver of Liability (the "Release") executed on this ___ day of _____, 2009, by, a minor child (the "volunteer"), and the parents having legal custody and/or the legal guardians of the volunteer (the "Guardians"), in favor of Habitat for Humanity International, Inc., a nonprofit corporation, and Habitat for Humanity Chicago South Suburbs Inc., a Illinois nonprofit corporation, their directors, officers, employees, and agents (collectively, "Habitat").

The Volunteer and Guardians desire that the Volunteer work as a volunteer for Habitat and engage in the activities related to being a volunteer (the "Activities"). The Volunteer and the Guardians understand that the Activities may include constructing and rehabilitating residential buildings, working in the Habitat offices, and living in housing provided for volunteers of Habitat. The Volunteer and Guardians do hereby freely, voluntarily, and without duress execute this Release under the following terms:

Release and Waiver. Volunteer and Guardians do hereby release and forever discharge and hold harmless Habitat and its successors and assigns 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 Volunteer's Activities with Habitat.

Volunteer and Guardians understand that this Release discharges Habitat from any liability or claim that the Volunteer or Guardians may have against Habitat with respect to any bodily injury, personal injury, illness, death, or property damage that may result from Volunteer's Activities with Habitat, whether caused by the negligence of Habitat or its officers, directors, employees, or agents or otherwise. Volunteer and Guardians also understand 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 or illness.

It is the policy of Habitat that children under the age of 16 not be allowed on a Habitat worksite while there is construction in progress. It is further the policy of Habitat that, while children between the ages of 16 and 18 may be allowed to participate in construction work, ultra hazardous activity such as using power tools, excavation, demolition or working on rooftops is not permitted by anyone under the age of 18.

Medical Treatment. Volunteer and Guardians do hereby release and forever discharge Habitat from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment, or service rendered in connection with the Volunteer's Activities with Habitat or with the decision by any representative or agent of Habitat to exercise the power to consent to medical or dental treatment as such power may be granted and authorized in the Parental Authorization for Treatment of a Minor Child.

Assumption of the Risk. The Volunteer and Guardians understand that the Activities may include work that may be hazardous to the Volunteer, including, but not limited to, construction, loading and unloading, and transportation to and from the work sites. Volunteer and Guardians hereby expressly and specifically assume the risk of injury or harm in the Activities and release Habitat from all liability for injury, illness, death, or property damage resulting from the Activities.

Insurance. The Volunteer and Guardians understand that, except as otherwise agreed to by Habitat in writing, Habitat does not carry or maintain health, medical, or disability insurance coverage for any Volunteer. Each Volunteer is expected and encouraged to obtain his or her own medical or health insurance coverage.

Photographic Release. Volunteer and Guardians do hereby 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 the Volunteer's Activities with Habitat, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

Other. Volunteer and Guardians expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Illinois, and that this Release shall be governed by and interpreted in accordance with the laws of the State of Illinois. Volunteer agrees 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.

IN WITNESS WHEREOF, Volunteer and Guardians have executed this Release as of the day and year first above written.

Witness: _____ Volunteer: _____

Witness: _____ Parent/Guardian: _____

Witness: _____ Parent/Guardian: _____

Address: _____

Phone (H): _____

(W): _____