

**Volunteer Release and Waiver of Liability 2017**



**For Office Use Only**

Date Entered: \_\_\_/\_\_\_/\_\_\_

**Please bring this document with you to the work site for check-in.**

Form with fields for: (First and Last Name), (Birth Date), (Email Address), (Address), (City), (State / Zip), (Telephone), Group / Organization Name, Individual Volunteer: Yes / No, Employer (or Retired From) Name, School, Church, Thrivent Member: Yes / No, I would like to receive an electronic newsletter and mailings from Habitat: Yes / No

**EMERGENCY CONTACT**

Contact's First and Last Name (Printed)

Contact's Telephone

Alternate Telephone

**Please read carefully! This is a legal document that affects your legal rights!**

This Release and Waiver of Liability (the "Release") executed on the signed date by Print Name (the "Volunteer"), and, if the "Volunteer" is a minor or under legal disability, also by, Print Guardian Name if Volunteer is under 18, the parent having legal custody or legal guardianship of the "Volunteer" (the "Responsible Party") who, by signing this Release shall make each of the declarations of the Volunteer on his or her own behalf as the Responsible Party and on behalf of the Volunteer, in favor of Habitat for Humanity International, Inc., a nonprofit corporation, and Habitat for Humanity of McLean County Inc., an Illinois nonprofit corporation, their directors, officers, employees, 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, deconstructing, & rehabilitating buildings, working in the Habitat offices, resale store, & warehouses, and working at special events.

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 of 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, disability or worker's compensation insurance in the event of injury or illness. It is the policy of Habitat that individuals under the age of 14 not be allowed on a Habitat work site while there is construction in progress. Federal regulations prohibit individuals between the ages of 14 and 15 from working in general construction. Individuals between the ages of 16 and 17 may perform general construction work with a guardian signature, but may not engage in certain activities that are considered ultra hazardous. These activities include the use of power tools and motor vehicles, demolition, roofing, and excavation operation. Individuals 18 years of age and older are considered to be adults.

**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, disability or worker's compensation insurance coverage for any Volunteer. Habitat does, however, provide GAP insurance to all Volunteers under its medical insurance. This means that in the event that medical attention is sought, the Volunteer and/or Guardian's primary medical insurance pays first. Habitat's medical insurance would only pay as secondary coverage or in the case that the Volunteer does not have any medical insurance. 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.

**Drug and Alcohol Policy:** It is a violation of our drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs, or intoxicants while volunteering for the organization. A volunteer may not be under the influence of alcohol, illegal drugs, or intoxicants while serving with Habitat. A volunteer cannot be under the influence of any substance, which substantially affects the individual's ability to perform essential job functions. If a volunteer violates this policy, the volunteer will be dismissed.

**Safety Policy:** Volunteer acknowledges that he or she was provided with and has read a copy of Habitat's current Safety Policy, separate from this form.

**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.

**By signing below, the Volunteer and, if applicable, the parent/guardian, has read, understood, and executed this Release as of the date first above written.**

**Volunteer Signature:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_

**Parent/Guardian (if applicable):** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_

# Safety Policy

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## INTRODUCTION

Safety is everybody's concern and is always an important consideration at any construction site. Without proper preparation, construction can be dangerous. Since Habitat work crews normally have a high proportion of inexperienced people, everyone must pay particular attention to safety!

- Try to be conscious of the safety of others as well as yourself. An observer can often see danger better than the worker involved in the project.
- Be cautious at all times and ask questions. Do not go ahead with a task if you are uncertain how it is done or if you are unable to do it. Safety is based on knowledge, skill and an attitude of care and concern.
- Supervisors should instruct each worker about the correct and proper procedures for performing each task. This should familiarize the worker with the potential hazards of doing the tasks and advise him or her as to how such hazards can be minimized or eliminated.
- Wear appropriate clothing and footwear. More coverage is better, but do not wear flowing or very loose fitting clothing. Do not have dangling hair or jewelry. Always wear closed-toed shoes on the worksite.

It is **VERY IMPORTANT** that Habitat volunteers know about safe work practices and follow them.

## GENERAL SAFETY INFORMATION

- Be aware of situations which can lead to risky or dangerous situations.
- Help maintain a clean work area. Clutter leads to accidents.
- Be sure you are wearing the necessary protective equipment including: glasses, hard hats, shoes, dust masks.
- Do not take chances.
- Report all unsafe conditions to your supervisor.
- Be particularly careful about power tools and saws.

## EMERGENCY MEDICAL CARE

If someone is injured on the job, contact a member of the Habitat Staff (bright green shirts) or a Project Director (bright orange shirts). Immediately summon medical help (911) if necessary. You should also use the supplies located in the first-aid kit to stabilize the injury as much as possible until medical help arrives.

## CLEAN WORKSITE

A clean work place is a safer 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 before leaving the site. Do not permit blocks of wood, nails, bolts, empty cans, pipe, wire or other materials to accumulate on the worksite.
- Keep tools and equipment that are not being used in tool boxes, sheds, of trailers. This protects the tools and the workers.
- Never leave a worksite unguarded unless all tools and materials have been properly secured.

## TASK SPECIFIC SAFETY GUIDELINES

You may participate in any number of tasks on the worksite. For each task, there are specific safety considerations. Here are a few common activities and some basic safety guidelines for each:

- **Hand and Power Tools**
  - Wear safety glasses when operating power tools and nailing.
  - Use tools for their intended purpose.
  - Never hold material in your hands while cutting. Place on a firm surface.
  - Guards on saws must be in place and operating.
  - Tools should be in good condition- make sure wooden handles do not have splinters or cracks. Note whether the saw blade is sharp and free from rust.
  - Take care not to bind (obstruct) the blade of any saw. If a saw blade binds, it will kick back toward the operator.
  - Do not over-reach.
  - Select the correct tool for your work. Carry only those tools you need. Regularly inspect tools for broken or missing pieces. Inspect cords for frayed wires or damaged insulation.
  - Use grounded plugs on tools appropriately.

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- If unfamiliar with a tool's use, ask for assistance and take time to practice using the tool.
- Do not operate tools without proper training, approval, and/or supervision.
- Do not overexert yourself or the tool; this can lead to slips and strains.
- Be mindful of your body position – most hand tool injuries are the result of being struck by the tool or flying chips.
- Disconnect power source before moving the tool, making adjustments or changing bits or blades.
- Do not use the cord to lift or lower the tool.
- Do not fasten cords with staples, nails, or suspend them from wire.
- Pneumatic nail guns are not allowed for framing and roofing. They may be used to hang doors and trim.
- **Ladders**
  - Use ladders for the purposes for which they were designed. Do not use ladders for skids, braces or work benches.
  - Do not step on the top rung or platform or a step ladder.
  - Provide a stairway or ladder for any point of access where there is a break in elevation of 19-inches or more.
  - Do not use step ladders as straight ladders – always open all four feet, and lock spreaders on a step ladder and place in a level condition.
  - Do not place tools or materials on steps.
  - Use proper angles when using straight and extension ladders.
  - When using a ladder that is not self-supporting, use the “four-to-one” rule: For every four-feet of height, move the bottom of the ladder one-foot from the wall.
  - Always secure straight and extension ladders by tying off the top and/or securing the base.
  - Top extension ladders must extend and least three-feet beyond the supporting object when used as an access to an elevated work area.
  - Before climbing on ladders, make sure latches are properly engaged.
  - Extension ladders must be overlapped a minimum of three rungs.
  - Keep your body near the middle of the ladder.
  - Avoid leaning off the edge of the ladder.
  - Move the ladder frequently so as not to be tempted to lean too far.
  - Do not carry anything that will prevent holding on with both hands while ascending or descending the ladder. Use a tool belt or a tool bag to lift tools.
  - Only one person on a ladder at a time.
  - If it becomes necessary to place a ladder in- or over a doorway, barricade the door.
  - Do not use metal ladders near an electrical exposure.
- **Scaffolding**
  - Inspect all scaffolding before starting work to determine if safety features are in place and construction is sound.
  - Ensure that the footing and anchorage for scaffolds are sound. Scaffold frames should be erected level and plumb, and on a firm base.
  - Never change or remove scaffold members unless authorized. Do not alter scaffolding members or use make-shift moorings. Have a “competent person” (the project director, HFH staff) review any adjustments.
  - Know safe working loads of scaffolds and work within those limits.
  - Do not allow tools, materials, and/or debris to accumulate on scaffold.
- **Rough-in Carpentry**
  - Observe all rules and precautions specified under *General, Power Tools, and Ladders*.
  - Remove all nails from discarded lumber as soon as possible.
  - Always wear a hard hat during the framing stage. Watch for materials falling from above.
  - As a sub-floor is installed, cover stair openings with suitable materials, screwed to the sub-floor with deck screws.
  - Install a temporary 2 x 6 about 6-inches from the bottom of the first course of roof sheathing as soon as it is installed to prevent tools or personnel from sliding off the roof.
  - Install GFCI circuits in the temporary power system.
  - Install a stair, ladder or ramp to provide access for personnel to any break in elevation over 19-inches.
  - Stairways with four or more risers, or which rise more than 30-inches, must include a handrail at 36-inches high from the plane of the horizontal surface.

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- When standing up walls, make sure there are enough people to hold up the wall, and have bracing ready so it can be fastened as soon as possible.
- Make sure the wall is fully supported until the bracing is up.
- Pneumatic nail guns are not allowed during the framing process.
- **Roofing**
  - Take precautions when climbing onto or off of the roof. This is when many roof-related falls occur.
  - NEVER step backwards on a roof. Every year experienced roofers fall off roofs by stepping backwards off the edge.
  - When roofing, wear shoes with soft soles and some tread left.
  - Loose materials and sawdust should be removed frequently from the roof surfaces.
  - Do not allow personnel to work directly beneath areas being roofed.
  - Never work on a roof alone.
  - Hard hats must be worn by workers on the ground while roofing is in progress.
  - Pneumatic nail guns are not allowed during the roofing process.
- **Siding**
  - Observe all rules and precautions specified under *General, Power Tools, and Ladders*.
  - Move materials close to the work area to minimize carrying distances.
  - Remove all nails from scrap – discard properly.
  - Use proper hand tools.
- **Insulation and Drywall**
  - Observe all rules and precautions specified under *General, Power Tools, and Ladders*.
  - Utility knives are very sharp – keep your hands out of the path of the blade. Always retract the blade or uninstall a guard when not in immediate use.
  - Fiberglass particles can be particularly harmful. When handling insulation, wear sturdy, loose, long-sleeved clothing, gloves, and goggles (even glasses are inadequate protection), face mask, respirator, and a hat.
  - If particles get into your skin, do not scratch. Shower as soon as possible.
  - Drywall is very heavy. Stack drywall materials so that they are stable and secure. Do not pull a stack away from the wall, as many bones have been broken by shifting stacks.
  - Safety glasses and masks help prevent drywall dust from getting in your eyes and lungs, especially when working on the ceiling.
- **Painting, Floor and Interior Trim**
  - Observe all rules and precautions specified under *General, Power Tools, and Ladders*.
  - Ensure ladders are in good condition.
  - Maintain good housekeeping in the work area.
  - Wear appropriate respiratory protection when sanding and painting.
  - Be aware of others working in the vicinity. You don't want to miss your mark and strike someone working in the adjacent area.
  - Place ladders on solid footing and don't leave any tools or paint on top of the ladders.
  - Don't cross hands to stabilize material when using a miter saw. Have someone else hold it for you.
  - Pneumatic nail guns may be used while installing doors and trim.
- **Landscaping**
  - Use proper tools for the job.
  - Do not over lift – place supplies as close to the work area as possible. Get help if needed.
  - Contact electric, gas, and phone companies for the location of lines prior to digging.