



Building houses in partnership with God's people in need

Tel: (361) 289-1740 Fax: (361) 289-1901
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, decent homes for qualified low-income families

We definitely 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.

Let's face it! We can't complete these homes without your help! Any amount of time you provide us would be greatly appreciated.

Thank you,

Bridgette Breaux
Home Owner Services Manager

All Volunteers must Read & **Completed the Appropriate Forms**). Please contact the office and we will give you the location site. The Office # 361-289-1740.

You can fax) 361-289-1901,
 (email) – Volunteer@corpuschristihfh.org
 (mail) PO Box 3032, CC TX 78463

PLEASE RETURN ONLY the following forms:

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

Important Information: Proper working attire and closed toed shoes are a must, to make your day more comfortable and enjoyable. Regardless of the tasks being performed, volunteers should, at all times, wear appropriate clothing to the site including **thick soled and closed toed shoes**. Keep track of all of your belongings, as HFH CC assumes no responsibility for lost, damaged or stolen items. Other suggested items are plastic drinking cups, work boots, gloves, wide brimmed hat/visor, sunglasses, and sun block. We also have very specific Age Regulations for the Worksite.

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.
3. For safety reasons, we are unable to accommodate youth under the age of 16 on the build site, in the warehouse, or as a volunteer in the Habitat for Humanity office.

16 and 17 years olds are allowed to do general carpentry, which can include activities such as hammering w/ hand held 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.

CONSTRUCTION VOLUNTEER INFO

MONDAY, TUESDAY, FRIDAY, & SATURDAY (7:30 AM – 12:00 PM) (Unless otherwise requested)

Current Construction Job Site Locations: 1914 Lipan
 Construction Site Supervisor: Mark Blankenship – 361-765-1462

HFH ReStore – 1901 Lipan Street – (361) 885-7944

Tuesday – Saturday 10:00 am – 6:00 pm (shifts can vary to your schedule)
 picking up donations, ticketing items, organizing merchandise

Office: 5541 Bear Lane, Suite 236

Monday – Friday, 9:00am – 5pm (shift times can vary to your schedule)
 data entry, answer/return phone calls, writing thank you notes, fundraising, social media/marketing



Volunteer Information Form

Phone: (361) 289-1740

Fax: (361) 289-1901

Email: volunteer@corpuschristihfh.org

Website: www.corpuschristihfh.org

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

Name _____ Date _____

Address _____ Phone # _____

City _____ Zip _____

Email _____

Affiliation, or church, club, school: _____

**Volunteers are
Habitat for Humanity's
GREATEST Strength!**

**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 gifts.

Please indicate your skill level. 1 – 2 – 3 – 4 1 = Expert Licensed or paid for work. 3 = Home Experience 2 = Experiences Paid for work or training 4 = Willing to learn		Please indicate your preference:
<p style="text-align: center;"><u>CONSTRUCTION</u></p> <p><u>Construction is Active</u> Monday _____ Tuesday _____ Friday _____ Saturday _____</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>____ Lunch Box (Provide Lunch/Snack for entire work crew). What day(s)? _____</p> <p style="text-align: center;"><u>ReStore 10 a.m. – 6 p.m.</u></p> <p>____ Tues. ____ Wed. ____ Thurs. ____ Fri ____ Sat.</p>	<p style="text-align: center;"><u>SPECIAL SKILLS</u></p> <p>____ Foreign Language: _____</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 construction. **Health insurance by each volunteer is required.** 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.**

Thank you for filling out this volunteer form.

PLEASE MAIL TO: Habitat for Humanity-Corpus Christi
 P.O. BOX 3032,
 CORPUS CHRISTI, TX, 78463-3032

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") is executed on this ____ day of _____, 20 _____,

by _____, (the "Volunteer"), in favor of Habitat for Humanity - Corpus Christi, Texas,

Habitat for Humanity International, Inc., and any other Habitat for Humanity affiliated organization, and their respective directors, officers, trustees, employees, volunteers and agents (collectively, the "Released Parties").

I, the Volunteer, desire to work as a volunteer for one or more of the Released Parties and engage in the activities related to being a volunteer ("Activities"). I understand that my Activities may include but are not limited to the following: working in Habitat for Humanity offices or Habitat for Humanity ReStore operations; traveling to and from work sites, towns, cities or countries; consuming food available or provided; living in housing provided for volunteers; constructing and rehabilitating residential buildings; and other construction-related activities.

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

Release and Waiver. I, the Volunteer, do hereby release and forever discharge and hold harmless the Released Parties and their successors and assigns from any and all liability, claims and demands which I or my heirs, assigns, next of kin or legal representatives may have or which may hereinafter accrue with respect to any bodily injury, personal injury, illness, death or property damage which arise or may hereafter arise from or is in any way related to my Activities with any of the Released Parties, whether caused wholly or in part by the simple negligence, fault or other misconduct, other than intentional or grossly negligent conduct, of any of the Released Parties or of other volunteers.

I understand and acknowledge that by this Release I knowingly assume the risk of injury, harm and loss 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.

It is the policy of Habitat for Humanity that children under the age of 16 are not allowed because of liability issues. It is further the policy of Habitat for Humanity that, while minors between the ages of 16 and 18 may be allowed to participate in construction work, using power tools, & working on roof tops and similar activities are not permitted for anyone under the age of 18.

Medical Treatment. I, the Volunteer, do hereby release and forever discharge the Released Parties from any claim or action whatsoever which arises or may hereafter arise on account of any first aid, treatment 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 Volunteer and the parents having legal custody and/or the legal guardians of the Volunteer (the "Guardians") also hereby release and forever discharge the Released Parties from any claim whatsoever 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 consent to medical or dental treatment as such power may be granted and authorized in a Parental Authorization for Treatment of a Minor Child.

Assumption of the Risk. I, the Volunteer, understand that my Activities may include work that may be hazardous to me, including, but not limited to, the following: construction; loading and unloading; travel to and from the work sites.

I hereby expressly and specifically assume the risk of injury or harm in the Activities and release the Released Parties from all liability for any loss, cost, expense, injury, illness, death or property damage resulting directly or indirectly from the Activities.

Insurance. I, the Volunteer, 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.

Photographic Release. I, the Volunteer, do hereby grant and convey unto Habitat for Humanity Corpus Christi, Inc. all right, title and interest in any and all photographs and video or audio recordings of or including my image or voice, made by any of the Released Parties during my Activities with the Released Parties, including, but not limited to, the right to use such photographs or recordings for any purpose and to any royalties, proceeds or other benefits derived from them.

Other. I, the Volunteer, expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Texas. I further agree that in the event 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 clauses or 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.

My signature expresses my understanding of agreement with this Release.

Volunteer Name: (please print): _____

Signature: _____

Address: _____

Phone:(H) _____ (Cell) _____

E-mail: _____ Date of Birth: _____

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

Required for age limitations

EMERGENCY CONTACT INFORMATION

Name: _____ Relationship: _____

Address: _____

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

Acknowledgment

- I have read and understand Habitat for Humanity-Corpus Christi safety policies and .

Name of worker: (please print) _____

Signature of worker: _____

Date: _____

**Complete all four sections on this form entirely and return to Volunteer Coordinator:
1. Volunteer Information, 2. Release and Waiver of Liability, 3. Emergency contact information and 4. Constructions safety rules**



Construction Safety Policies

For

Habitat for Humanity Corpus Christi

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 particular 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 at all times 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 on a daily basis for faulty and unsafe conditions.
- Advise your supervisor immediately of any unsafe condition or hazard.

Proper Safety 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. Loose clothing is dangerous around power tools.
- Workers shall wear work boots or other sturdy shoes at all times 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 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 of time or when instructed by a supervisor. Ear plugs are to be made available to workers on each job site at all times.
- 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, 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
- 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 or painting.**
 - Do not pet or feed stray animals as many are not vaccinated.

A Special Word on Saws

1. Don't bind the blade of any saw. When cutting long panels, the blade may bind, and the saw mill 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 won't 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.
 - Properly support material to be cut.

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're 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 don't get hurt – you 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 haven't had one, but the potential for serious injury is always there. **Keep both hands on the saw** and you'll 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 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 on a daily basis. 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 tool boxes. 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 located in every first aid kit.

Thank you for wanting to volunteer with Habitat for Humanity.