



Construction Site Orientation— Renaissance on the Park 2504 Equity Lane, Fitchburg 53711



Experience: No experience in construction is necessary to volunteer! We provide site supervisors and crew leaders to help throughout your volunteer day. We only ask that you come with a positive attitude and willingness to learn!

Dress Code: We encourage volunteers to dress in layers appropriate to the season. Temperatures may shift during your work day, and you may be working outside or in a minimally heated space. Please wear clothing that can get dirty, stained, etc. Heavy footwear is recommended. (No open-toed or high-heeled shoes are permitted!).

Tools: Everything you need will be supplied. Volunteers may bring their own hand tools (work gloves, hammer, construction measuring tape, tool belt, marking pencil, and/or utility knife); however, Habitat does not take responsibility for lost or damaged items. We ask that you do not bring personal power tools to the build site.

Age Requirements: Individuals must be at least 16 years old to volunteer on the build site. 16 and 17 yr olds must present a signed permission form at time of registration. Contact volunteer@habitatdane.org for the proper forms.

Food and Beverages: Coffee, water, and snacks are available on site each build day. Lunch is not provided.

Weather Line: To learn of possible weather-related cancellations, please call the HFHDC weather line at 255-1549 ext. 211. Cancellation information is updated each work day by 7:30 a.m.

Habitat for Humanity of Dane County is a non-profit, ecumenical Christian organization dedicated to eliminating substandard housing and homelessness worldwide. Habitat's policy is to build with people in need regardless of race or religion, and we welcome volunteers and supporters from all backgrounds.

Directions from the Beltline

- Take exit 258 A for Seminole Highway - travel south on Seminole Highway
- Turn right onto Sentinal Pass - follow Sentinal Pass as it turns into Renaissance Drive
- Turn right onto Equity Lane.

PARKING INSTRUCTIONS:

Street parking is available at each build location. Please avoid parking in front of mailboxes or driveways.

Schedule for the day:

8:15 am—Arrive on site, registration begins.

8:30 am—Welcome, safety talk and work assignments.

10:00 am—Snack Break, coffee and snacks available at registration area

12:00 pm—Lunch. All volunteers are asked to provide their own lunch.

3:00 pm—Clean up.

Registration: Volunteer registration is handled online, through Volunteer Hub. You should have received a link to register from your group's coordinator. If you did not, please contact volunteer@habitatdane.org for instructions. To volunteer as an individual (without a group), please visit Habitatdane.volunteerhub.com. For more information about registering, please see page 3 of this document.



Worksite Safety Information and Volunteer Conduct Expectations

The goal is for everyone to have a fun, rewarding, and **SAFE** experience. Safety is our #1 priority. It is important that everyone follow these rules while on the job site.

The job site is a crowded place with activity everywhere. In this environment, we need to be aware of safety at all times. We are responsible for our own safety as well as the safety of others.

Report any unsafe work practices and ANY injury or accident to an HFHDC Staff member immediately; telephone 911 for professional medical assistance for injuries requiring more than first aid.

Construction

- Inform supervisors of any limitation that may prevent performance of assigned tasks.
- Immediately report potentially unsafe conditions about the job site to the site supervisor.
- Inform Site Supervisors of concerns regarding the safety of others immediately.
- Hard hats must be worn during all indoor and outdoor framing activities and when overhead, falling or flying hazards exist.
- Ear protection shall be worn while operating loud power tools or heavy equipment.
- Eye protection shall be worn for cutting and nailing operations and breaking off foundation ties.
- Use power tools only if you have received proper instruction. Most power tools are easy to use, but ask for help and instruction if you have not used one before or feel uncomfortable using it.
- Do not disable any safety feature or guard on a power tool.
- Unplug power tools before making adjustments.
- Make sure ladder placement is stable. While climbing or descending, always face the ladder. Do NOT lean out.
- Bend your knees while lifting. If something is too heavy to lift, ask for assistance.
- Take care when moving long items. Know where both ends are going.
- Keep the job site clean and free of debris; a clean site is a safe site.
- Open toed shoes, open heeled shoes, high heels and bare feet are not permitted at a job site.
- Return all tools to their appropriate storage location at the end of your shift. Report any missing tools to a site supervisor.

Age Requirements for Site Workers (For anyone 16 or 17 years of age):

- Individuals must have attained the age of 16 to work on the job site. No one under 16 is allowed on site.
- An individual who is 16 or 17 must provide a signed parental permissions form at registration—contact volunteer@habitatdane.org for the proper forms
- Individuals must have attained the age of 18 to operate power tools and vehicles, or to work at heights above six feet or on roofs

General Performance and Conduct

- Horseplay, practical jokes, roughness or other activities that may create a hazard are not allowed.
- Drink plenty of water. If you need a break, take it.
- Appropriate language should be used at all times on the work site.
- Site workers shall not be under the influence of drugs or alcohol while at any job site.
- Volunteers must listen to the instructions from HFHDC Site Supervisors at all times.
- Be respectful of everyone you encounter on a HFHDC work site. Report any inappropriate activity on the jobsite to a site supervisor.
- HFHDC reserves the right to ask any volunteer to leave for any reasons, not withstanding refusing to follow instructions, engaging in unsafe behavior, engaging in inappropriate behavior.

Volunteer Rights and Responsibilities

By joining us on the jobsite, both volunteers and staff:

- Agree that all of our volunteers have the right to feel safe and welcome on the jobsite.
- Provide volunteers meaningful work
- Maintain a safe, friendly working environment
- Provide effective supervision and training
- Respect one another and the work environment
- Adhere to safety precautions at all times
- Be honest and forthright when an unsafe or uncomfortable situation arises


Habitat for Humanity of Dane County – Volunteer Hub User Guide


Habitat for Humanity of Dane County is excited to have you and your group volunteer with us! In order to streamline the volunteer registration process, we are using Volunteer Hub to register all our volunteers online. Please review the following information to get you started. **If you have any difficulty using the Volunteer Hub site, or any questions about the instructions below, please contact Erin Rieser – erieser@habitatdane.org.**


Friday, September 23, 2016


12³⁰ PM

UW Chapter - Friday Build

 Friday, September 23,
12:30 PM - 3:30 PM (3 hours)

 8 slots remaining

 1 Cherbourn Court, Madison
WI



This event is reserved for UW Madison groups building with our UW Habitat Chapter
Sign up for this event by clicking the green Sign Up button on the right.
No construction experience is necessary. Habitat will provide all the tools, equipment, and training. Please come wearing appropriate footwear and attire.
[More...](#)

SIGN UP

To sign-up for volunteer opportunities:

(See first page of this packet)

- Visit habitatdane.volunteerhub.com (or other [specific link provided by your group's organizer](#))
- Find your chosen event, and hit the green Sign Up button to the right of the event.
 - This will take you to a login page—use an existing profile if you have it, or create a new user if you don't.
 - Creating a new user will launch the registration wizard and walk you through both the profile creating process and the event sign up process.
 - For existing users, logging in from the event "Sign Up" button will take you directly to event registration
- If the event says "Full" or "Reserved" it is possible there are spots available to a group you are not a member of. In most cases, simply visiting the page provided by your group's organizer will give you access to anything you should have access to register for, so if it says full, it is likely full.

*****A confirmation email will be automatically sent after you complete your registration to an event. If you do not receive a confirmation email, YOU ARE NOT REGISTERED. Please go back and register for the event after completing your profile creation.**

******A few days before the event you will be sent a reminder email including all information necessary for the day – what to wear, where to go, when to get there, etc.**

*******Each user must register for themselves. Each user can only reserve one volunteer spot.**