



## Habitat for Humanity Detroit

Dear Habitat Volunteer Coordinator:

Thank you for taking the time to make the arrangements for your team to become a part of Habitat for Humanity Detroit. The mission of Habitat for Humanity Detroit, in partnership with God and families in need of adequate housing, brings together people from all walks of life to eliminate substandard housing, revitalize deteriorated neighborhoods and serve families in need through the provision of affordable housing solutions. Our mission can only be accomplished through the generous volunteer support of people like you. Please read this Volunteer Package thoroughly; it describes what you need to know regarding a construction volunteer date with Habitat for Humanity Detroit. **We build between the hours of 8:00 a.m. and 4:00 p.m. Wednesday through Saturday.** Current projects are located in the MorningSide Neighborhood off of I-94, (between Warren and Mack, near Alter Road). We began building in this area in the fall of 2007.

### AGE REQUIREMENTS:

Volunteers should be at least 18 years old, although 14 – 17 year old volunteers may come if accompanied by one adult supervisor for every four youths. Volunteers ages 14 and 15 can only assist with non-construction tasks. Volunteer's ages 14 – 17 years old agree not to use any power tools or work from heights (on a roof or on scaffolding) on the construction site. Adult supervisors accompanying 14 – 17 year old persons assume responsibility of compliance.

**IMPORTANT:** Individuals ages 14 – 17 without an adult supervisor and persons younger than 14 years of age are not permitted to volunteer on the construction site due to Human Resources guidelines.

### CONSTRUCTION VOLUNTEER WORK DAY:

If you are unable to keep your commitment to participate, contact us immediately.

**Plan to arrive for the Volunteer Orientation by 8 a.m. at the meeting site located at 4178 LAKEPOINTE STREET (near Alter Road and Mack Avenue) See enclosed map.**

The workday begins at 8 a.m. and ends at 4 p.m., with a break for lunch. Please bring a bag lunch and a beverage (cooler or thermos) to eat at the job site. Lunch is a good time to get to know the other volunteers working with you.

The Habitat Construction team's set-up time is 7 to 7:45 a.m.

Therefore, volunteer check-in begins no earlier than 7:45 a.m. for any early-birds.

### APPROPRIATE DRESS ATTIRE:

You should expect to be working outside (rain or shine) so please make sure you dress appropriately in accordance with the weather. During the winter months, there may be indoor work to be completed. Hard-soled shoes, or work boots are recommended for the volunteer's safety.

### VOLUNTEER SIGN-IN PROCESS:

When you arrive at the job site, please introduce your group to the Volunteer Director/Volunteer Coordinator or Construction Supervisor and have each volunteer complete the ***sign-in sheet***. Arrival time should be no earlier than 7:45 a.m. and no later than 8 a.m. Included in this volunteer package is a Waiver of Liability form that each member of your group must sign and bring with them to the construction site on your confirmed date.

**IMPORTANT:** All volunteers must complete the Waiver of Liability form in order to participate.

### TOOLS:

Please bring a hammer with your name identified on it. If you have them, you may also bring gloves, dust masks, hard hats, and safety goggles/glasses since many volunteers prefer to use their own personal protective equipment if they have them. We will provide these items if they are needed while on the site. **IMPORTANT:** SEE ATTACHED INFORMATION SHEET REGARDING OPTIONAL TOOLS TO BRING, IF YOU HAVE THEM.

Sincerely yours,

Sandra Cobb,  
Chief of Community Development  
Habitat for Humanity Detroit

Crystal M. Bell, Coordinator  
Volunteer Program  
Habitat for Humanity Detroit



## CONSTRUCTION VOLUNTEER INFORMATION SHEET

Many volunteers prefer to bring and use their own tools. This is highly encouraged. If you bring your own tools ***please clearly label all your tools with your name.*** Place tools in a container that is easy to carry.

If you have the following items on hand, it would be helpful to bring them:

Work gloves	Nail apron
Hammer	Pencil
Square	Tape measure
Utility knife	

The following tools would be handy and much appreciated if you can bring them, but not mandatory.

Chalk line	Utility bar
Cordless drill	Cat's paw nail puller
Sanding block	Extension poles
Tapered 2" brush	Nail guns and screw guns

## HEALTH & PERSONAL SAFETY

- ***Please work safely at all times!*** Keep the work site clean and be aware of those around you.
- First aid supplies will be available on site and our staff members are all certified in first aid and CPR. EMS will be called for any serious injuries.
- Please leave personal valuables at home. There will no place to secure wallets, purses, etc. other than on your person.
- We encourage that you wear work boots for safety reasons.  
**If you don't have work boots, then wear hard soled shoes.**

## FOOD & DRINK

- Eat a good breakfast before you arrive at the site.
- Lunch should not be heavy or greasy because of the heat, it could cause sickness.
- **Bring plenty of drinking water**, we typically have water available throughout the day, but just in case we can't provide any; make sure you have some of your own.

## TAKING CARE OF YOURSELF DURING CONSTRUCTION

- On hot days, move slowly and take occasional breaks.
- Drink lots of fluids. Water is best.
- Wear adequate SPF sunscreen. Reapply as required.
- Expect to perspire a lot. This is your body's method of temperature control.
  - If you feel dizzy, get a headache, or stop perspiring, **STOP WORK AT ONCE!**
  - Inform the house leader, get into the shade, and slowly drink a lot of water.

Thank you again for volunteering! Your commitment is vital to achieving our goal of providing decent, affordable housing to those in need.

**If you have questions, please contact:**

**Sandra Cobb, 313-521-6691 Ext. 107**  
**email: [volunteer@habitatdetroit.org](mailto:volunteer@habitatdetroit.org)**

**Crystal Bell, 313-521-6691 Ext. 115**  
**email: [cbell@habitatdetroit.org](mailto:cbell@habitatdetroit.org)**

**Volunteer Release & Waiver of Liability** *Please read carefully! This is a legal document, which affects your legal rights!*

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

**1. WAIVER AND RELEASE**

The Volunteer has decided without duress to work as a volunteer for Habitat for Humanity Detroit, Inc. ("Habitat") and engage in the activities related to being a volunteer. Volunteer does hereby release and forever discharge and hold harmless Habitat, its affiliated organizations 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 arises or may hereafter arise from the Volunteer's work for 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 work for Habitat whether caused by the negligence of Habitat or its affiliated organizations, officers, directors, employees, agents or otherwise. Volunteer also understands that, except as Habitat has disclosed in writing, 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.

**2. 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 work for Habitat.

**3. ASSUMPTION OF THE RISK**

The Volunteer understands that Habitat's work may consist of activities that could be hazardous to the Volunteer including construction & rehabilitation of residential dwellings, deconstruction, NRI Weatherization Program activities ("A Brush With Kindness" & "Critical Home Repair" project work on Habitat & non-Habitat owned homes), working at the Habitat ReStore or Main Office, traveling to & from work site locations, etc. The Volunteer also understands that the food, accommodations and medical facilities may be donated to Habitat and beyond the control of Habitat. Volunteer hereby expressly and specifically assumes the risk of injury or harm in these activities and releases Habitat from all liability for injury, illness, death or property damage resulting from the activities of the Volunteer's work for Habitat.

**4. INSURANCE**

Habitat does not carry or maintain, and expressly disclaims responsibility for providing any special health, medical or disability insurance coverage for the Volunteer. EACH VOLUNTEER IS EXPECTED AND ENCOURAGED TO ARRIVE WITH MEDICAL OR HEALTH INSURANCE COVERAGE IN EFFECT.

**5. 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 Habitat's work, including, but not limited to, any royalties, proceeds or other benefits derived from such photographs or recordings.

**6. AGE RESTRICTIONS**

Volunteers ages 14 and 15 can only assist with non-construction tasks. Volunteer's ages 14 - 17 years old agree not to use any power tools or work from heights (on a roof or on scaffolding) on the construction site. Adult supervisors accompanying 14 - 17 year old persons assume responsibility of compliance.

**7. SAFETY REMINDERS**

Volunteer has read the Construction Safety Reminders given with this Waiver of Liability form prior to volunteering on the construction site.

**8. OTHER**

Volunteer understands that it is inappropriate behavior to report for volunteer assignment intoxicated or under the influence of non-prescribed drugs and volunteer will be asked to leave the volunteer site for such inappropriate behavior.

Volunteer expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Michigan, and that this Release shall be governed by and interpreted in accordance with the laws of the State of Michigan. Volunteer agrees that in the event that any clause or provision of this Release shall be held to be invalid by a 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.

\_\_\_\_\_  
Printed Name of Volunteer

Date \_\_\_\_\_ to Date December 31, 2012

\_\_\_\_\_  
Signature of Volunteer

Date \_\_\_\_\_ to Date December 31, 2012

\_\_\_\_\_  
Signature of Parent/Guardian  
(Required if volunteer is 14 - 17 years of age)

Date \_\_\_\_\_ to Date December 31, 2012

GROUP NAME: \_\_\_\_\_

**VOLUNTEER OATH OF CONFIDENTIALITY**

*This should be read and signed by all volunteers before his or her placement begins. The principle of confidentiality requires that information about staff, volunteers and clients be protected from unauthorized disclosures.*

I, \_\_\_\_\_, hereby undertake as part of my volunteer role at HFH Detroit, to keep in strict confidence any information concerning HFH Detroit staff, other volunteers or clients that I may have knowledge of. I will not engage in discussions about HFH Detroit clients, staff or other volunteers outside the auspices of the HFH Detroit Affiliate, except as required for the appropriate conduct of business.

I understand that I will have access to protected HFH Detroit company information including websites, databases, etc. I will use all HFH Detroit company resources in a professional and ethical manner to assist in the performance of my assigned tasks.

I will never remove any confidential written, electronic or verbal material or information of any kind from the premises of the HFH Detroit Affiliate, unless under express instruction from my supervisor to do so. I recognize that failure to comply with these regulations may result in termination of my volunteer role. I have read and understand the policy on confidentiality.

Volunteer \_\_\_\_\_

Witness \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Please fill-out and bring this completed Waiver of Liability form with you to the work site.

Make copies of this form for each person volunteering. Do Not Fax Waiver

## Construction Site Safety Reminders

### **Personal Safety**

Equipment Provided by HFHD:

- Hard Hats
- Gloves
- Hearing Protection
- Safety Glasses

Volunteer-Provided Equipment:

- Steel-toe boots
- Prescription safety glasses when needed

Your Vehicle and Personal Belongings:

- Store items such as tools, purses, etc. out of view in your vehicle's trunk prior to arriving at the construction site.
- Park your vehicle in a safe area off the street near the work site to which you are assigned.
- Traffic on the street moves fast. Be careful when walking into the street.

### **General Site Safety**

- Uneven ground
- Don't walk backward
- Two-person carry

### **Ladder Safety**

A-Frame Ladders:

- Firmly plant all four feet on the ground
- Do not step above second-to last step
- Do not overreach
- Have someone steady the ladder

Extension Ladders:

- Firmly plant both feet on the ground
- OSHA's 4:1 ratio
- Have someone steady the base of the ladder
- Ladder should extend at least three (3) feet above the landing surface

### **Tool Safety**

- Power tools
- Hand tools (Safety Glasses)
- Always ask first: If you have not operated a particular tool before, ask to be shown how to use it properly.

### **Heavy Equipment Safety**

- Keeping clear of construction equipment
- What Habitat equipment can volunteers operate?

### **Lifting and carrying heavy objects**

- Lift with your knees
- Do not try to do too much

### **Staying Hydrated**

- Drink plenty of water!
- You may be asked to take a break, if you look flushed or disoriented

## CONSTRUCTION SITE SAFETY ADDENDUM

HFHD strives to make your volunteer experience both enjoyable and rewarding. Following the guidelines below will help to ensure everyone has a safe and meaningful experience.

- Work in groups of at least two
- Use the Buddy System. Always take someone with you when you return to the yard to get tools or materials, walk to the restroom, etc.
- Never leave the jobsite alone. Always take someone with you
- Be alert and aware. If you see something that doesn't look right, notify your Crew Leader immediately
- Let your Crew Leader know if you need to leave early for any reason
- Make sure you sign out when you leave



## Habitat for Humanity Detroit

### HABITAT FOR HUMANITY DETROIT Directions to MorningSide Construction Build Site

#### **FROM THE NORTH:**

- Take I-75 SOUTH, to I-94 EAST and exit at 222A – CHALMERS/OUTER DRIVE.
- Continue on service drive to OUTER DRIVE EAST (2<sup>nd</sup> traffic light).
- Turn RIGHT onto OUTER DRIVE EAST. This will turn into ALTER RD. at Chandler Park/Outer Drive (Traffic Light).
- Continue on ALTER RD. past E. Warren Ave. to WAVENEY ST (Traffic Light).
- Turn LEFT onto WAVENEY ST. Take WAVENEY ST. to LAKEPOINTE ST. (Lakepointe is the 3<sup>rd</sup> block).
- Turn RIGHT onto LAKEPOINTE ST. to 4178. The fenced in construction yard will be on your left.

#### **FROM THE WEST:**

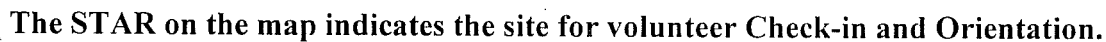
- Take I-94 EAST and exit at 222A – CHALMERS/OUTER DRIVE.
- Continue on service drive to OUTER DRIVE EAST (2<sup>nd</sup> traffic light).
- Turn RIGHT onto OUTER DRIVE EAST. This will turn into ALTER RD. at Chandler Park/Outer Drive (Traffic Light).
- Continue on ALTER RD. past E. WARREN AVE. to WAVENEY ST (Traffic Light).
- Turn LEFT onto WAVENEY ST. Take WAVENEY ST. to LAKEPOINTE ST. (Lakepointe is the 3<sup>rd</sup> block).
- Turn RIGHT onto LAKEPOINTE ST. to 4178. The fenced in construction yard will be on your left.

#### **FROM THE EAST:**

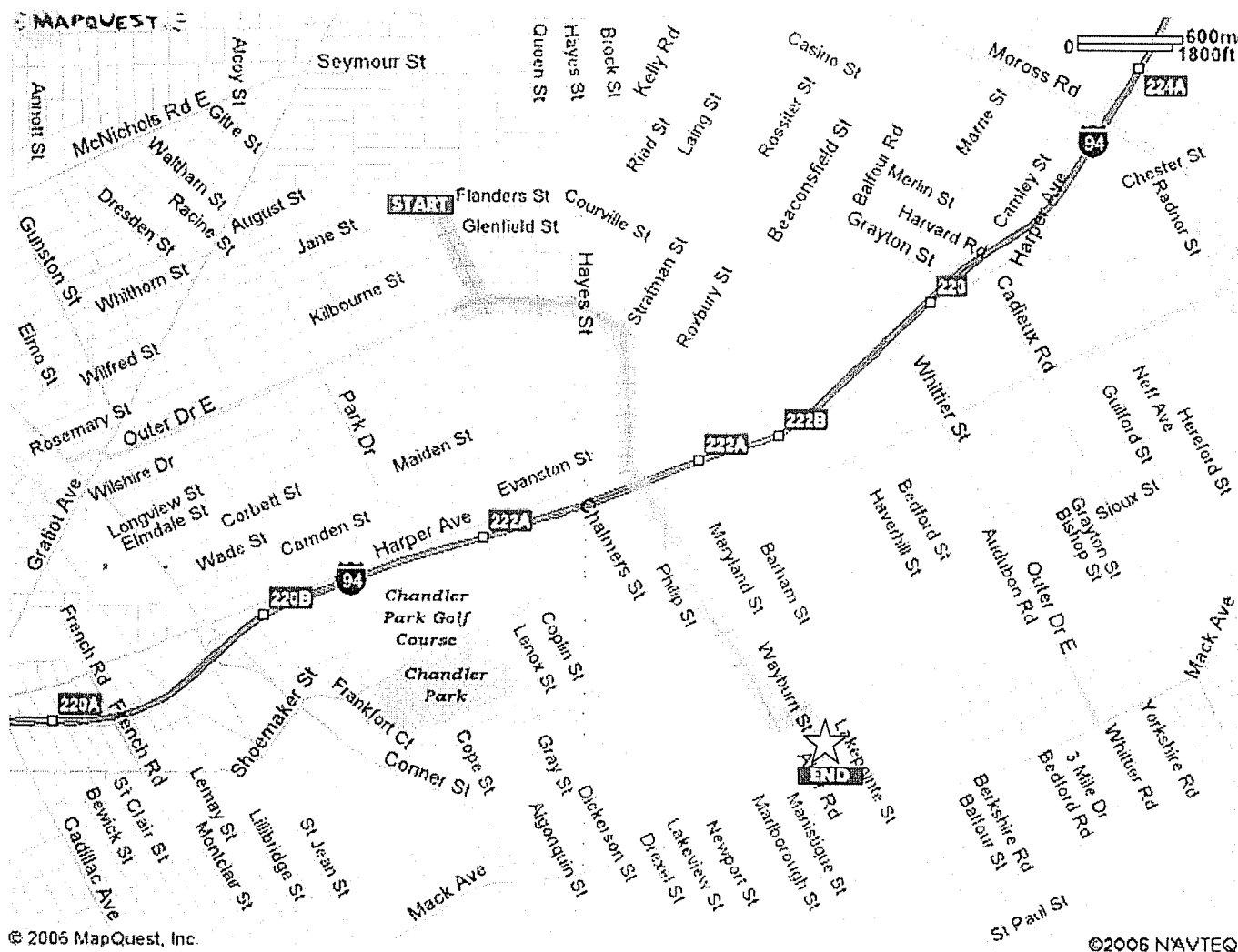
- Take I-94 WEST and exit at 222A – CHALMERS/OUTER DRIVE.
- At the end of the exit ramp, Turn LEFT onto OUTER DRIVE EAST. This will turn into ALTER RD. at Chandler Park/Outer Drive (Traffic Light).
- Continue on ALTER RD. past E. WARREN AVE. to WAVENEY ST (Traffic Light).
- Turn LEFT onto WAVENEY ST. Take WAVENEY ST. to LAKEPOINTE ST. (Lakepointe is the 3<sup>rd</sup> block).
- Turn RIGHT onto LAKEPOINTE ST. to 4178. The fenced in construction yard will be on your left.

#### **FROM THE SOUTH:**

- Take I-75 NORTH or SOUTHFIELD FREEWAY NORTH to I-94 EAST.
- Take I-94 EAST and exit at 222A – CHALMERS/OUTER DRIVE.
- Continue on service drive to OUTER DRIVE EAST (2<sup>nd</sup> traffic light).
- Turn RIGHT onto OUTER DRIVE EAST. This will turn into ALTER RD. at Chandler Park/Outer Drive (Traffic Light).
- Continue on ALTER RD. past E. WARREN AVE. to WAVENEY ST (Traffic Light).
- Turn LEFT onto WAVENEY ST. Take WAVENEY ST. to LAKEPOINTE ST. (Lakepointe is the 3<sup>rd</sup> block).
- Turn RIGHT onto LAKEPOINTE ST. to 4178. The fenced in construction yard will be on your left.



**The address is:**  
***4178 Lakepointe Street***  
***Detroit, MI 48224***



**IF YOU HAVE ANY QUESTIONS CALL**  
**Sandra 313-521-6691 Ext. 107 or 313-231-5108**  
**Crystal 313-521-6691 Ext.115 or 313-377-3668**