



Volunteer Guidelines and Safety Checklist

Volunteers are central to the mission of Habitat for Humanity of Greater Bangor. It is because of our volunteers' collective energy, compassion and enthusiasm that we are a successful non-profit homebuilder. Many of our projects carry inherent risks which are often difficult or impossible to avoid. Habitat for Humanity of Greater Bangor takes all necessary precautions when working with volunteers on our site.

We work hard to lower the risks as much as possible by giving all volunteers a safety orientation at the beginning of the work day and supervising volunteers throughout the day.

In order to ensure everyone's safety when on our worksites, it is important that all volunteers understand the following information before we begin working with us. We want to work with as many volunteers as we can, and these guidelines help us ensure a productive and fulfilling day for everyone involved.

[1.] Volunteering with Habitat for Humanity of Greater Bangor is a privilege.

Our sites are supportive environments in which everyone should be comfortable. All volunteers are asked to maintain a mature and respectful demeanor towards others the entire time they are with us. Behavior that is aggressive, demeaning, non-complaint or otherwise detrimental to team functioning will not be tolerated. This includes: racist, sexist, profane or otherwise discriminatory/offensive language; all forms of harassment (including sexual harassment); violations of the law; and any behavior deemed to be serious misconduct. Volunteers behaving inappropriately may be required to leave the site with or without prior warning from staff.

[2.] Volunteers should make sure they can meet the physical criteria of the project.

We encourage you to challenge yourself while remaining safe and keeping your well being in mind. If you have questions or are concerned about the physical demands of a project, please talk to the site supervisor. It is your responsibility to inform us of any physical or other limitations that might be relevant to volunteering on a build site, or any accommodations you'd like us to try to make for you (if the project permits). If we can't make these changes we'll match you with a volunteer opportunity that's better suited to your needs, or we'll work with you to come up with other ways you can support our cause. Remember that volunteers are involved in many different aspects of our organization - at our ReStore, in our offices, on committees and all kinds of support projects. Habitat for Humanity of Greater Bangor does lots of things besides construction work.

[3.] Volunteers should have the ability to fully understand and follow all directions given by the site supervisor. When appropriate or requested by the site supervisor, an individual volunteer should be accompanied by a companion (such as a caseworker, support person, job coach, etc.) to ensure his or her personal safety.

[4.] All volunteers work at the sole discretion of Habitat for Humanity of Greater Bangor and its employees and/or lead volunteers.

We reserve the right to assign volunteers to a new task as needed. We may ask an individual not to sign up for further volunteer days with us. We may ask an individual to leave the worksite in the middle of the day, if this is deemed to be in the best interest of the project.

[5.] We ask all volunteers to initial the following statements and sign to indicate their understanding and agreement with the aforementioned statements.

_____ I have watched the safety video(s):

HFH ReStore Safety Video Course

<https://hfhaffiliateinsurance.com/restores/>

HFHI Construction Safety Orientation

<https://hfhaffiliateinsurance.com/volunteers/>

<https://www.youtube.com/watch?v=gpwrFUt3OqM>

_____ I have reviewed the Safety Manual

_____ I agree to comply with all requirements of the Safety Manual.

_____ I know who the site supervisor is.

_____ I know where all safety equipment and first aid kits are located.

_____ I have informed the site supervisor of any physical limitations I have.

_____ I won't use any tools until I have received proper training.

_____ I have signed the Waiver of Liability.

My signature signifies that I accomplished the above assignments:

Volunteer/Associate Signature: _____ Date: _____

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