

Rules to Build By

Thank you for volunteering your time and talents with Gwinnett County Habitat for Humanity! Working on a construction site can be dangerous; we ask that you be responsible for your safety and be conscious of the safety of others. We hope that you enjoy your experience and that it is injury free. The following are a few basic rules we ask you to "build by." Please read this document carefully, and then sign your Release and Waiver of Liability. This form MUST be turned in before you begin any volunteer work. Also, it is important that you arrive to the worksite by 8 am in order to participate in the safety orientation.

Construction Policies

- No one under the age of 16 is allowed on an active build site – **no exceptions**. Volunteers under age 18 must have a parent or guardian sign their Release and Waiver of Liability. **There are restrictions for anyone under age 18 so please check the Construction Site Age Policy before signing up to work.**
- No smoking or drug use is allowed on site. No one under the influence of drugs and or alcohol will be permitted on site. Inappropriate behavior or language will not be tolerated on site.
- Report all injuries to the Gwinnett Habitat house leader immediately to be eligible for secondary health coverage.

Proper clothing

Volunteers should dress comfortably, but appropriately. Loose clothing and improper shoes can be dangerous.

- Work boots or no-skid, thick sole shoes are preferred. No sandals or open-toe shoes.
- Long pants and long sleeves are recommended as some construction materials can irritate your skin. Layering is good for added warmth.
- Bring a pair of work gloves, if possible.

Tools and Materials

Gwinnett Habitat provides most tools needed for the build. Volunteers are welcome to bring tools, but Gwinnett Habitat is not responsible for lost or damaged tools. If you do choose to bring your own, please clearly mark them with your name and phone number.

- Always use the right tool for the job and ask for instructions before using a tool for the first time.
- Tools should not be loose, dull or poorly adjusted. Notify the house leader if unsafe or damaged tools are in use.
- Check for defective cords, plugs and switches; do not use anything that is unsafe.
- Never remove or disable tool guards. Ask house leader for help if a tool jams.
- Support materials properly before cutting or drilling. Use both hands (if required) to operate a tool safely, if not, keep other hand firmly placed on solid surface but clear of blade or bit of tool.
- Never place tools where they can fall on someone or cause an accident, e.g. top rung of a ladder, rooftop, railings.

Ladders and Scaffolding

Many tasks performed on site require a ladder and, in some cases, scaffolding.

- Inspect all ladders before use.
- Set ladder on solid ground. To level, dig a hole on the high side rather than building up the lower side.
- Use the correct size ladder; never overextend yourself.
- Do not stretch to the side, instead move the ladder (even if that means re-setting it!).
- Never stand on top rungs of a ladder.
- Keep ladder clear of any power lines.
- Always face ladder and keep hands free while climbing.
- Consult house leader for proper scaffolding erection and bracing.
- Inspect scaffolding before use; do not use damaged planks.
- Scaffolding must be plumb and level before use.

A Clean Work Site

A clean site is a safer work place. As things can quickly pile up, it is best to clean up and put tools away continuously throughout the day.

- Do not leave tools or materials where others can trip over them.
- Organize debris. Please ask the house leader for direction on what trash may be recycled.
- Always backdrive or bend nails in boards.

Parking and Automobiles

Gwinnett Habitat strongly encourages volunteers to carpool. Many sites have very limited parking. Also, remove anything of value from your car.

Weather Conditions

Gwinnett Habitat works rain or shine! Workdays are not typically canceled in advance due to adverse weather conditions. In extreme conditions, such as ice and/or snow, you may call your house leader before driving to the work site or contact Lewis Chapman, the Construction Manager, at 404-787-2075.