

# BROOME COUNTY HABITAT FOR HUMANITY REQUIRED SAFETY COURSE FOR CONSTRUCTION VOLUNTEERS

Thank you for your interest in volunteering with Broome County Habitat for Humanity. To ensure a safe environment for our construction volunteers, it is imperative that they take these online safety courses prior to joining our team.

## **Safety course instructions**

- The safety courses are available online at [www.hfhvolunteerinsurance.com](http://www.hfhvolunteerinsurance.com)
  - Click the Volunteer tab
  - Click the blue "Online Safety Training Course: Begin Now" button.
  - Note the Access Code on the instruction page; read the instructions and follow the prompts.
  - Required courses take about 20" to view and complete the quizzes and include:
    - Fall Safety
    - Volunteering on a Habitat for Humanity Job Site

Upon receipt of all documentation and required paperwork, Habitat will contact you with your first work day orientation, the current project and job site information.

## ***General Construction Workday information***

1. **Construction days and hours:** Our regular workdays are Wednesdays and Saturdays. We begin at 8AM and clean up around 2PM. Occasionally, we will work other days and ask our volunteers to support those days if possible.
2. **What should I wear?** Always wear sturdy shoes – work boots or sneakers; no sandals, Crocks or open toes - and dress for the weather. Wearing layers prepares you for indoor or outdoor work. Long pants protect legs from sun, bug and construction debris. Select items that you don't mind getting dirty. A baseball cap, sunhat, sunglasses, or hair tie may make you more comfortable. Avoid loose jewelry.
3. **What should I bring?** A water bottle and seasonal items such as sunscreen and bug spray are strongly recommended. Safety glasses and work gloves are provided, but many people prefer to bring their own. If you have a work belt and basic hand tools, you are welcome to bring them, but be aware that Habitat is not responsible for lost or damaged personal tools. It is a good idea to label your items. (Please do not bring power tools and saws. Those used on site will be the property of Habitat, and safety inspected. Prior to use, volunteers will be well educated on how to operate power tools and saws.)
4. **What should I expect on the work day?** Upon arrival at the work site, there will be a short orientation and overview of the tasks for the day, and be introduced to the site supervisors. Site supervisors will give safety talks, and assign partners and tasks. Coffee is provided for our morning break at 10 AM, and lunch is at noon for a half-hour. Unless otherwise noted, please bring a bag lunch.

## **Additional helpful information:**

- When arriving at the work site, please be mindful that we strive to be good neighbors and do not block driveways or park in a way that makes the street unsafe or impassable.
- You will never be asked to do a task that you are not comfortable with, so don't be afraid to speak up!
- Please be sure to arrive on time in the morning. Individuals who arrive late may not be able to work that day if partners and tasks have already been assigned.
- Please note that our office is closed on weekends and we have limited office hours on Fridays. If you are unable to make it to your scheduled day, need help locating the work site, or need to reach someone outside of normal business hours regarding your volunteer day, email [mari@broomehabitat.org](mailto:mari@broomehabitat.org) or call (607) 321-5563.

**THANK YOU!      HOPE TO SEE YOU SOON!**