



**GENERAL INSTRUCTIONS**  
**CONSTRUCTION VOLUNTEERS**  
**HABITAT FOR HUMANITY, ORANGE COUNTY**

**ARRIVAL:**

- If the weather is bad or there is a threatening forecast, please call the Construction Update message line at 932-7077 and follow prompts to “Volunteer/Construction Update” before coming to the site. For Saturdays, it is updated by 8:00 a.m. You can also call your HHOC Staff Site Supervisor.
- Arrive on time by 8:15 a.m. for morning shift (shift ends at 12n) and 12:15 p.m. for afternoon shift (shifts ends at 4:30 p.m.). an orientation and safety review is conducted at the beginning of each shift. **YOU MUST READ THE WAIVER AND SIGN THE SIGN IN SHEET BEFORE STARTING TO WORK.**
- When you arrive at the worksite, please sign-in and make a nametag.
- Please be patient at the beginning of the shift—it takes a while to get everyone through the orientation and ready to start to work.
- Remember to sign out at the end of your shift.

**SAFETY:**

- While working on the construction site is fun, you must remember that it can be hazardous. Please work carefully and responsibly. Look out for your self and those around you.
- **No one under the age of 16 can work on an active construction site!** Volunteers aged 16 and 17 must have a completed and signed Parental Waiver before working on a site. They cannot use power tools, climb on scaffolds or ladders or work on the roof.
- *Work is at your own risk.* By signing-in, you are accepting the risk of working on the Habitat site.
- HHOC has supplemental insurance which serves as secondary coverage to your own insurance.

**WHAT TO BRING AND WEAR:**

- Wear work clothes or clothing you do not mind getting dirty.
- Dress for the weather and the work.
- Wear boots or other comfortable closed-toed shoes (like running shoes). ***No sandals or flip-flops!***
- Bring and wear sunscreen.

**TOOLS:**

Habitat provides hand tools and a cloth nail apron, but if you have your own tools, we recommend that you bring them. Mark them for identification. We prefer that you do not bring your own power tools. Handy tools to bring are:

Tool belt	Utility Knife with retractable blade	Pencil
Hammer	Gloves	
Tape Measure (16-25ft)	Speed Square	

**END OF WORK SHIFT TASKS:**

- Help pick up trash and reorganize material on the site.
- Empty your nail apron: nails in their correct boxes, hand tools in the tool bins.
- Ask the supervisor if they need any more help.
- Sign out.

*If you have any questions, please call Susan at 932-7077 x215.*

***Thank you for supporting Habitat for Humanity, Orange County***