

**Building homes,
building hope
Doing it safely!**



 **Habitat for Humanity**[®]
New Zealand

Thank you for volunteering to help a Habitat partner family. At Habitat for Humanity, we take everyone's safety very seriously. We ask that you read the following information.

If you require further information, please ask the site supervisor. First Aid kits and a first aider are available onsite.

General Safety

- 👉 **Think before you do your work or task. If in doubt – ASK. If you are uncomfortable about performing a task – DON'T DO IT!**
- 👉 When you are undertaking any tasks, ensure that what you are doing will not affect anyone else's health and / or safety.
- 👉 **Wear sensible clothing, including strong flat footwear (no open footwear)**
- 👉 Tie back long hair
- 👉 Report any hazards or unsafe behaviour you observe to the Site Supervisor. Better still remove the hazard, if you are able.
- 👉 In the event of an accident, report it immediately to the Site Supervisor.
- 👉 Drink plenty of water to avoid dehydration in hot weather.
- 👉 **Ensure you have adequate sun protection (hat, sunglasses and sunscreen and cover-up if appropriate.)**
- 👉 Be careful to avoid cuts from knives saws or jagged edges

- 👉 Avoid bruising from tools (such as hammers), falling objects or bumping into things.
- 👉 **Wear a hard hat when working below anyone**
- 👉 Wear gloves when working with materials containing irritants (e.g. fibreglass insulation), abrasive materials (concrete/cement products and bricks) or sharp objects (roofing iron, reinforcing steel/rebar's).
- 👉 Cover holes in the ground with solid material or protect with barriers and provide some visual warning. (I.e. signage or similar)
- 👉 Wash hands before eating to remove hazardous residues from handling treated timber, paints, cleaners, solvents etc.

Behaviour on Site

- ☀️ Enjoy yourself but act responsibly
- ☀️ **Don't run around the site.**
- ☀️ Unsupervised children 15 years or younger are not permitted on site except for visits where the Site Supervisor has given approval.

Power Tools

- 🔧 **Only use if experienced or under tuition in the use of that tool.**
- 🔧 **Wear eye and ear protection**
- 🔧 Ensure guards are in place and operating
- 🔧 Don't use power cord to lift or lower tools

Electrical Power Supply

- ⚠️ **Only use power from electrical flexes protected by Residual Current Device (RCD)**
- ⚠️ Don't use damaged electrical flexes
- ⚠️ Don't use power tools in wet conditions
- ⚠️ Don't use domestic multiboxes

Ladder Safety

- 🚫 **Ensure ladder is in good condition**
- 🚫 **1 in 4 base to height ratio**
- 🚫 **Place base of ladder on secure footing**
- 🚫 **Secure top and bottom or have ladder held by another person**
- 🚫 **Top of ladder 1m above step off level.**
- 🚫 **Don't use top two steps of ladder**
- 🚫 **Don't over reach**
- 🚫 **Don't carry loads up ladder**

Working Safely at Heights

- 🏠 **Only authorised people to be on roof**
- 🏠 **Never work on a roof that is damp or wet.**
- 🏠 **Ensure roof-edge protection in place before going onto the roof where fall height would be more than 3m.**

Scaffolding

- 🏠 Use only on stable base
- 🏠 Stand only on the scaffold planks (not on cross braces or railing)
- 🏠 Do not work off a ladder which has been placed on scaffold planks.
- 🏠 Scaffolds over 5 m high must be installed by certified scaffolder
- 🏠 Maximum of two people per span
- 🏠 Don't allow tools, materials or debris to accumulate on scaffolding.

Crane Operation

- 🚫 **Keep well clear of any crane, Hi-ab or forklift operation unless specifically asked to assist.**
- 🚫 Wear Hi-Visibility jacket or similar if assisting with Crane, Hi-ab or forklift operation.
- 🚫 **Do not walk under a suspended load.**

Site Cleanliness

- 🏠 Keep site clean and tidy
- 🏠 Dispose of waste directly to collection point or skip
- 🏠 **Never leave nails sticking out from timber**
- 🏠 Take care when placing tools to avoid causing tripping Hazard.

Lifting

- 🏠 **Lift heavy objects using correct posture (bend knees, lift with legs, and keep back straight)**
- 🏠 Involve sufficient people to avoid strain

Hearing Protection

- 🏠 Use disposable ear plugs when noise is such that conversation is difficult at a distance of 1m from another person without raising your voice.
- 🏠 Use ear muffs when noise is louder still, for example, when using power tools.

Eye Protection

- 🏠 Wear eye protection when using saws, grinders, router, planer or any other tool that may cause chips/filings or dust to be distributed through the air.
- 🏠 Eye protection is also be advised when installing fibreglass insulation or similar. (As should protective clothing and gloves)

Painting

- 🏠 Arrange good ventilation if painting indoors
- 🏠 Use face mask when sanding
- 🏠 Use appropriate respirator if using special paints – check the Material Safety Data Sheets (MSD sheets)

Thank you!

On behalf of Habitat for Humanity in New Zealand and around the world, and all our partner families, we would like to thank you so much for giving your time to assist us in partnership to give a Hand Up to a family in this community!

Giving a Hand Up, Not a Hand Out!

We help families build

Habitat is not a 'give-away' programme. Each partner family invests at least 500 hours of their own labour, called 'sweat equity', into building their homes working together with volunteers from all parts of the community. This helps partner families to develop new skills, and instils a stronger pride of ownership.



We help families buy

Habitat assists families to transition from renting, to the Kiwi dream of home ownership. After a bond payment and initial rental period, the family has the opportunity to purchase the house through affordable repayments.

We then reinvest

Regular payments from partner families are reinvested back into the programme through a revolving 'Fund for Humanity', allowing Habitat to build more homes for families in need.

VOLUNTEER AGREEMENT

"The *volunteer* wishes to work on site at a Habitat for Humanity house build, and agrees to the following:

- a. I have received, read and understood the Health and Safety Guidelines as set out in this brochure given to me. I have also attended an onsite safety briefing for this project.
- b. I agree to take all necessary steps to ensure my own safety and the safety of others at all times on a Habitat building site.
- c. I agree to follow the instructions of the Site Supervisor and Team Leaders, and to conduct myself in an orderly fashion while volunteering for Habitat for Humanity.
- d. I agree that my volunteer work for Habitat for Humanity is taken completely at my own risk. Should I incur damage to personal property or injury, Habitat for Humanity will not be held responsible.
- e. I agree to allow Habitat to take and subsequently use in any of their promotional material or events, any photographs or video footage of me working at a Habitat site, providing such is not used for commercial gain in any way.
- f. I agree to maintain the confidentiality of Habitat for Humanity, its partnership families, paid staff, and volunteers."

This **Volunteer Agreement** only needs to be signed annually. Health & Safety training must be undertaken at each and every Habitat event or building site.

Please provide the following information to us.

Items marked with an **asterisk *** are required

Title	Mr / Mrs / Ms / Miss / Dr / Other
Full Name*	
Address	
Suburb	
City	
Postcode	
Phone (home)	
Phone (mobile)	
Email	
Emergency Contact Person*	
Emergency Phone*	

- Please send me Habitat news via email
- Please send me Habitat news via post
- We do not wish to receive any Habitat news

Signature _____

Date: _____