



Habitat
for Humanity[®]
Winnipeg

2010
VOLUNTEER MANUAL



LOGISTICAL INFORMATION

**BUILD SITE FOR 2010 - Sir Sam Steele School Site
Located at the corner of Nairn Avenue and
Chester Street
2 Blocks East of the Nairn Overpass**

IMPORTANT INFORMATION

Please help us eliminate plastic waste by bringing your own reusable water bottle.

Weather

Please show up at build site, rain or snow – We will decide at the job site if we need to cancel the build for the day. Wear weather appropriate clothing. Wear layers of clothing that can be added to or peeled off as necessary. Please bring your own rain gear, mosquito repellent and sunscreen. Drink fluids before you get thirsty. Water is best; avoid too much coffee. If you feel dizzy or have a headache, let your crew leader know, and stop work at once.

Parking

We have been given permission to park at *Carpet Girl* on the EAST SIDE OF THE BUILDING on the corner of Nairn and Chester. Please do not park on the same side as her receiving doors. Parking is available on McCalman Avenue – please be respectful about parking as the current homeowners in the neighbourhood will also be using McCalman Avenue. **There is no parking in the back lane on the site.** All parking restrictions apply (ie. Do not park in front of a fire hydrant)

Safety

Safety standards will be enforced through all phases of construction. All volunteer must take a safety training course provided on line. Go to the Habitat website www.habitat.mb.ca and click on the link. You will be required to wear a hard hat (provided by Habitat for Humanity), and Green triangle CSA approved steel toed footwear. Volunteers should wear comfortable clothing that can get dirty. We encourage long pants and long sleeved shirts. We encourage all volunteers to bring their own personal protective equipment (PPE) for your own comfort. This includes steel toed shoes, hard hat, safety glasses and hearing protection. If you are not providing your own PPE, please bring a bandana to wear under the hard hat, as these are communal.

Medical Care

All Habitat construction and volunteer services staff are trained in First Aid, and there will be a Manitoba Health and Safety First Aid kit on site at all times.

Messages/Emergencies

If there is a message or emergency and you need to be contacted at the work site the number to call is 391-0081 (Rhonda Lanouette, Volunteer Coordinator). **Please give this number out for emergency calls only!**

Valuables

Habitat cannot accept responsibility for lost or stolen articles. We recommend you do not bring items with high monetary or sentimental value. Tools being brought to the worksite should be clearly marked with your name. When using Habitat's tools, please return them to the checkout site, or trailer when finished.

NOTE: Please insure wherever you park, you lock your vehicle and keep all valuables, including tools, out of sight.

Pre-build

Important information for volunteers signed up for April 14th to July 16th

8:45 am	Safety and Orientation on site(South side of Sir Sam Steele School Site) <i>(B on the attached map)</i>
10:30 am	Morning break on site – coffee & water are supplied
12:00 pm	Lunch – Bring your own – eat on site
2:30 pm	Afternoon break on site - coffee & water are supplied
4:00 pm	Clean-up
4:30 pm	End of work day

Evening shift Wednesdays & Thursdays

5:45 pm	Safety and Orientation on site(South side of Sir Sam Steele School Site) <i>(B on the attached map)</i>
8:30 pm	Clean-up
9:00 pm	End of work

Blitz Build

Important information for volunteers signed up for July 17th to July 30th

7:30 am	Arrive at St. Gerard's School 40 Foster Street (A on the attached map) Registration and Continental Breakfast
8:00 am	Safety and Orientation (Then head to build site) (South side of Sir Sam Steele School Site) (B on the attached map)
10:00 am	Morning break on site
12:00 pm	Lunch at St. Gerard's School, 40 Foster Street
2:30 pm	Afternoon break on site
4:00 pm	Clean-up
4:30 pm	End of work day

Post-build

Important information for volunteers signed up for Aug 24th to Oct 30th

8:45 am	Safety and Orientation on site (to be announced)
10:30 am	Morning break on site – coffee & water are supplied
12:00 pm	Lunch – Bring your own – eat on site
2:30 pm	Afternoon break on site - coffee & water are supplied
4:00 pm	Clean-up
4:30 pm	End of work day

Evening shift Tuesdays & Wednesdays

5:45 pm	Safety and Orientation on site (to be announced)
8:30 pm	Clean-up
9:00 pm	End of work

SAFETY GEAR REQUIREMENTS

The following items are available on the build site for all volunteers.

1. Hard Hats (available on site)
2. Safety Glasses (available on site)
3. Ear Plug (available on site)
4. Dust Masks (available on site)
5. Steel Toed Shoes or Boots **

** We do have a limited “lending library” of Steel Toed Shoes available on site. Please note that it is preferable for you to wear your own shoes.

TOOL REQUIREMENTS

We realize that you may not have everything on the list below. Please bring what you can. Make sure that all your personal tools are clearly labeled with your name.

Basic Tool List For All Construction Volunteers

1. Tool Belt or Apron that has a Hammer Loop.
2. Hammer
3. 25' Measuring Tape
4. Pencil
5. Good Quality Retractable Utility Knife
6. Good fitting, comfortable Work Gloves

SAFETY INFORMATION (please read carefully)

Introduction

Safety is everybody's concern and is always an important consideration on any construction site. Building construction can be one of the most dangerous occupations. Since Habitat work crews normally have a high proportion of untrained people, everyone must pay particular attention to safety. Try to be conscientious of the safety of others as well as yourself. An observer can often see danger better than the worker involved in the project. Be cautious at all times and ask questions. Do not go ahead with a task if you are uncertain as to how it is done, or if you are unable to do it.

Safety is based on knowledge, skill, and an attitude of care and concern. The Site Supervisor, House Leaders and/or Crew Leaders will instruct each worker about the correct and proper procedures for performing each task and familiarize the worker with the potential hazards of doing the tasks and how such hazards can be minimized or eliminated. It is very important that we follow safe work practices.

Guidelines for a Safe Build

1. Think before you do your work or task.
2. **Never operate a power tool without proper authorization and training on its use** – ask the Site Supervisor or your House Leader for the appropriate training.
3. Concentrate on your task and eliminate distractions.
4. Know where the first aid kit is located and how to get emergency help.
5. Inspect all power tools, hand tools, ladders, and scaffolding on a daily basis.
6. Advise your House leader immediately of any unsafe conditions or hazards.
7. **Do not take on any tasks you are uncomfortable with.**

Proper Safety Equipment

1. Suitable footwear is required. Green triangle CSA approved steel toed boots or shoes must be worn at all times.
2. Hard hats must be worn at all times.
3. Long pants are strongly encouraged
4. Each worker must wear a dust mask when installing insulation, sanding, or when instructed by a supervisor.
5. Earplugs must be worn when using a power tool for prolonged periods of time or when instructed by a supervisor.
6. Safety glasses must be worn whenever eye hazards are present, or requested by a supervisor.

Proper clothing is as essential to safety as the proper selection and use of tools. Wear clothes and gloves that are appropriate for the work and weather conditions. Loose clothing and long hair are dangerous around power tools, so tuck in shirts and tie back long hair.

Power Tools and other Electrical Equipment

A power tool should not be used without proper instruction on its use. The instruction should be done by a qualified person and will be given to all workers, even experienced do-it-yourselfers. The trainee should use the power tool in the presence of the instructor, until the instructor is satisfied that the trainee knows how to use the power tool properly. If you are comfortable using power tools, please let the Site Supervisor or your House leader know.

Never lower or carry a power tool by its cord. Clean tools daily. Power tools should be checked for defective switches, cords, plugs, and proper grounding. Defective tools should not be used and should be reported to the House Leader or Crew Leader, tagged, and brought to the tool room for repair immediately. (Do not wait until the end of the day.)

In order to avoid electrical shock, the following rules must be obeyed:

1. A three-pronged plug must be used on all electric power tools.

2. Extension cords must not have frayed insulation or be fastened with staples, hung from nails, or suspended from wires.
3. All temporary lights must be equipped with non-conductive guards.

Hand Tools

Always select the correct type and size of tool for your work, and be sure it is sharp and properly adjusted. Guard against using any tool if the handle is loose or in poor condition. Dull tools are hazardous to use. Oil or dirt on a tool may cause an injury. When using tools, hold them correctly. Most edge tools should be held in both hands with the cutting action away from yourself. Avoid using your hand or fingers as a guide to start a cut, but if it is necessary, use extreme caution.

Handle and carry tools with care. Keep edged and pointed tools turned downward. Carry only a few tools at one time unless they are mounted in a special holder or carried in a tool belt. Anyone working with a hammer at a height should wear a hammer loop or tool belt, and when not in use, the hammer should be kept in the loop or belt and not placed on a sloping surface or other precarious position. Do not carry sharp tools in your pockets. When not in use, tools should be kept in special boxes, chests, or cabinets. If you are working with hand tools on a roof, ladder, or scaffolding, please remember that there are people below you most of the time.

A Special Word on Saws

1. Don't bind the blade of any saw. When cutting long panels, the blade may bind, and the sawmill will catch and kick back toward the operator. Use small wooden wedges or shim shingles to spread the saw cut as you go along.
2. Keep the blade guard working. A spring-actuated blade guard can often become bent and won't slide quickly, or the spring can become stretched so the return is slow. Repair any damage to the guard as soon as it happens, and never tie the guard back out of the way.
3. Support what you are working on properly. Never attempt to cut something that could tilt or fall and cause the saw to slip.

Ladders

Inspect a ladder before you use it. If the ladder is unsafe, don't use it. Look for wear and tear, loose rungs, and defects.

Use a ladder that will reach the work. An extension ladder should reach three feet above the work level. Move your ladder with your work. If, while you are working, both of your shoulders are extended outside the ladder, you are reaching too far. When using an extension ladder, use the four to one rule: for every four feet of height, move the bottom of the ladder one foot away from the wall.

Place your ladder on solid footing. If there is a danger of the ladder moving while you work, tie it down. If there is a danger that the ladder will be hit, barricade it.

Never use an aluminum ladder in the vicinity of electrical lines, and never use a ladder outdoors during inclement weather or on windy days.

Carry tools and materials in proper carrying devices, and keep your hands free for climbing. When climbing, always face the ladder.

Scaffolding

Ensure that the base of the scaffolding is solidly shored and leveled. All scaffolds should be equipped with a toe-board to eliminate the possibility that tools or debris will be kicked or pushed on people below. A scaffold should be designed to support four times the weight of the workers and the materials resting on it. Scaffolding components that are not designed to be compatible should not be mixed.

Inspect all scaffolding each day before using it. Never use damaged or defective equipment, and avoid rusted parts, as their strength is unknown. When erecting scaffolding, provide adequate sills for the scaffold posts, and use base plates. Use adjusting screws, and not blocks, when on an uneven grade. Make sure you plumb and level scaffolding, and do not force end braces when constructing the scaffolding.

Many scaffolding accidents are caused by defective planking. Use only properly graded and inspected lumber for planking. Inspect planking daily for splits and knots, and remove defective or damaged planking.

Clean Work Site

A clean work place is a safe work place. This refers to the neatness and good order of the construction site. Maintaining good housekeeping contributes to the efficiency of the worker and is important in preventing accidents.

Position building materials and supplies in carefully laid out piles to allow adequate aisles and walkways. Clean up all rubbish and scrap materials on a daily basis. Do not permit blocks of wood, nails, bolts, empty cans, pipe, wire, or other materials to accumulate on the work site, since they interfere with work, and can constitute a hazard. When working with boards with nails in them, please remove all nails before discarding on the ground. Useable nails should be picked up. Keep tools and equipment which are not being used in chests, panels, or tool boxes. This protects the tools and the workers. Never leave a work site unguarded unless all tools and materials have been properly secured.

House Leaders will allow a ½ hour at the end of each day for cleaning and putting tools away. This will allow for a clean start to the next day. A clean site is a safe site.

Habitat for Humanity Mission Statement

By mobilizing volunteers and community partners, Habitat for Humanity Winnipeg works with people from all walks of life to build safe, decent, affordable housing for low-income working families.

Introducing our 2010 Families

Habitat is proud to partner with these wonderful families ~ each with their own story of strength and determination. The following families want to thank you for your generosity, kindness, and commitment

Selahadine and Genet and their children Selam, Maria, Zeraria, Samia and Imran

Samuel and Bolaji and their children Israel, Joy and Shalom

Chei and Grace and their children Duah, Emmanuel, Patience, Mercy Jeremiah, Nehemiah,
Godwyn, Joyce and Faith

Cyril and Michelle and their children Tamara, Tanya, Tabetha, Vanessa and Marissa

Janna and her son Isaiah

Roda and Ali and their children, Elmi, Saad, Waise and Naima

Daphne and her children Kris and Victoria

Chris and Eugenie and their children Ezekeil, Codyn and Alissa-Jadyn

Phil and Isabelle and their children Stuart and Jennifer

Henry and Nyallay and their children Emma, Julie, John and Mahgia

Abdo and Roza and their children Yussra, Yumna, Roza's brothers Jafa and Mohammed

Robert and Linda and their children Tylor and Cheyenne

Thank you for making our dreams come true!!

