



Construction Information Sheet- Sun Prairie

Habitat for Humanity of Dane County is a nonprofit, ecumenical Christian organization dedicated to eliminating substandard housing and homelessness worldwide. Habitat's policy is to build with people in need regardless of race or religion, and we welcome volunteers and supporters from all backgrounds.

Experience: No experience in building is necessary to volunteer! Habitat will provide site supervisors and crew leaders to help you throughout your volunteer day. We only ask that you come with a positive attitude and willingness to learn!

Dress Code: We encourage volunteers to dress in warm layers as the temperatures may shift during your work day. It is possible that you will be working outside or in a minimally heated space. Please wear clothing that can get dirty, stained, etc. Heavy footwear is recommended. **(No open-toed or high-heeled shoes are permitted!)**

Tools: Everything you need will be supplied. Volunteers may bring their own hand tools (work gloves, hammer, construction measuring tape, tool belt, marking pencil, and/or utility knife); however, Habitat does not take responsibility for lost or damaged items. We ask that you do not bring personal power tools to the build site.

Age Requirements:

Individuals must be at least 16 years old to volunteer on the build site. 16 and 17 year olds must first obtain and file with HFHDC a written permission form signed by a parent or legal guardian. 16 and 17 year olds may only volunteer when the activities on the build site fit the insurance restrictions. Individuals must be 18 years old to operate power tools and work at heights above six feet.

Food and Beverages: Coffee, water, and snacks are available on site each build day. Volunteers are asked to bring their own lunch.

Paperwork: All first time volunteers will be asked to fill out two forms when arriving on site. Returning volunteers will need to fill out our medical info card. The cards are:

1). A green card that will ask for basic information and requires a signature regarding our insurance and safety guidelines.

2). A yellow card that must be filled out for every site one works. This card asks for medical conditions, doctor's name and preferred hospital. In addition we require that every volunteer put down an emergency contact and phone number.

A Habitat Work Day:

8:15	Arrive to site. Sign in and fill out a registration card. Youth permission forms should be submitted at this time.
8:30	Morning speech and safety talk. Assignment of duties.
10:00	Mid-morning break. Coffee and water are available at the registration area.
12:00	Lunch. We encourage individuals to pack their own lunches.
3:30	Clean up.

Weather Line:

To learn of possible weather-related cancellations, please call the HFHDC weather line at 255-1549 ext. 211. Cancellation information is updated each work day by 7:30 a.m.

Registration location – 233 Sweet Grass Dr, Sun Prairie**From Madison**

- Take Hwy 94 towards Milwaukee
- Take exit 244 towards Hwy N
- At traffic circles take exit towards Hwy N
- Go approximately 5 miles on Hwy N
- Turn right onto Robin Drive
- Turn left onto Sweet Grass
- Arrive at 233 Sweet Grass Dr, Sun Prairie

PARKING INSTRUCTIONS:

Street parking is available at each build location. Please avoid parking in front of mailboxes or driveways.

Thank you for volunteering with Habitat for Humanity of Dane County. We look forward to seeing you on the worksite.



WORK SITE SAFETY GUIDELINES

The goal is for everyone to have a fun, rewarding, and **SAFE** experience. Safety is our #1 priority. It is important that everyone follow these rules while on the job site.

Construction

- Inform supervisors of any limitation that may prevent performance of assigned tasks.
- Report potentially unsafe conditions about the job site to the site supervisor.
- Inform Site Supervisors of concerns regarding the safety of others immediately.
- Hard hats must be worn during all indoor and outdoor framing activities and when overhead, falling or flying hazards exist.
- Ear protection shall be worn while operating loud power tools or heavy equipment.
- Eye protection shall be worn for cutting and nailing operations and breaking off foundation ties.
- Use power tools only if you have received proper instruction. Most power tools are easy to use, but ask for help and instruction if you have not used one before or feel uncomfortable using it.
- Do not disable any safety feature or guard on a power tool.
- Unplug power tools before making adjustments.
- Make sure ladder placement is stable. While climbing or descending, always face the ladder. Do NOT lean out.
- Bend your knees while lifting. If something is too heavy to lift, ask for assistance.
- Take care when moving long items. Know where both ends are going.
- Keep the job site clean and free of debris; a clean site is a safe site.
- Open toed shoes, open heeled shoes, high heels and bare feet are not permitted at a job site.
- Return all tools to their appropriate storage location at the end of your shift. Report any missing tools to a site supervisor.

General Performance

- Horseplay, practical jokes, roughness or other activities that may create a hazard are not allowed.
- Drink plenty of water. If you need a break, take it.
- Appropriate language should be used at all times on the work site.
- Site workers shall not be under the influence of drugs or alcohol while at any job site.
- Volunteers must listen to the instructions from HFHDC Site Supervisors at all times.
- Please be respectful of everyone you encounter on a HFHDC work site.
- We ask all volunteers to come with patience and a positive attitude.

Age Requirements for Site Workers (For anyone 16 or 17 years of age):

1. *Individuals must have attained the age of 16 to work on the job site*
2. *An individual who is 16 or 17 must first obtain and file with HFHDC a written permission form signed by a parent or legal guardian*
3. *Individuals must have attained the age of 18 to:*
 - *operate power tools and vehicles, or to work at heights above six feet or on roofs*

The job site is a crowded place with activity everywhere. In this environment, we need to be aware of safety at all times. We are responsible for our own safety as well as the safety of others.

Report any unsafe work practices and ANY injury or accident to any HFHDC Staff member immediately; telephone 911 for professional medical assistance for injuries requiring more than first aid.