



**Volunteer Coordinator:** MARRISA ROBERTSON  
**Phone Number:** (509) 943-5555 x 104  
**Email:** volunteer@habitat-tcp.org  
**Office:** 1005 Knight St. Richland, WA 99352  
**Online Version :** www.habitatbuilds.com/ovaf

## Individual Volunteer Application

*Individual volunteers enjoy great flexibility in their scheduling, increased access to worksites, and limited direct supervision. It is our desire to create a safe environment for our staff, volunteers, and homeowners; and to adhere to guidelines established by Habitat for Humanity International. For this reason, we perform criminal background and sex offender checks on all of our individual volunteers.*

**\*First Name:** \_\_\_\_\_ **Middle Initial:** \_\_\_\_\_ **\*Last Name:** \_\_\_\_\_

**\*Date of Birth:** \_\_\_\_\_ **M:**  **F:**  **Alias / Maiden Name (if any):** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**How long have you been at this address?** If less than 10 years, please list other states you have resided in:

\_\_\_\_\_

**\*Phone:** (\_\_\_\_) \_\_\_\_\_ **\*Email:** \_\_\_\_\_

**Construction Skills (describe):** \_\_\_\_\_ **Skill Level:**  Skilled  Unskilled/Learning

**Employer:** \_\_\_\_\_ **Occupation:** \_\_\_\_\_

**Church affiliated with** \_\_\_\_\_

**Anticipated Volunteer Frequency:**  Special Event  One-time  Weekly  Monthly

**Where would you like to volunteer?**  Office  Store  Tri-Cities Construction Site  Walla Walla Construction Site

**Under RCW 43.43.834:**

(2) A business or organization shall require each applicant to disclose to the business or organization whether the applicant:

- (a) Has been convicted of a crime;
- (b) Has had findings made against him or her in any civil adjudicative proceeding as defined in RCW [43.43.830](#); or
- (c) Has both a conviction under (a) of this subsection and findings made against him or her under (b) of this subsection.

(3) The business or organization shall pay such reasonable fee for the records check as the state patrol may require under RCW [43.43.838](#).

**(Please answer ALL of the following)**

**\*Have you been:**

- A.** Convicted of any crime against children or other persons (aggravated murder, first or second degree murder; first or second degree kidnapping, first, second or third degree assault; first, second or third degree assault of a child; first, second or third degree rape; first second or third degree rape of a child; first or second degree robbery, first degree arson; first degree burglary; first or second degree manslaughter; first or second degree extortion; indecent liberties; incest; vehicular homicide; first degree promoting prostitution, communication with a minor; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment; child abuse or neglect as defined in RCW 26,44.020: first or second degree custodial interference; malicious harassment; first, second or third degree child molestation; first or second degree sexual misconduct with a minor; patronizing a juvenile prostitute; child abandonment; promoting pornography; sell or distributing erotic material to a minor; custodial assault; violation of child abuse restraining order; child buying or selling; prostitution; felony indecent exposure; or any of these crimes as they may be renamed in the future?) Yes:  No:
- B.** Found in any dependency action or by a court in a domestic relation proceeding or in any disciplinary board final decision to have physically or sexually assaulted, exploited or abused any minors? Yes:  No:
- C.** Released from prison? Yes:  No:
- D.** Convicted of any offense that involved drugs/alcohol? Yes:  No:
- E.** Convicted of any felony other than those listed in part A in Washington or any other state? Yes:  No:

\_\_\_\_\_ **Please initial** I certify under the punishment of perjury under the state of Washington that the statements above are true and correct. I understand that this offer to volunteer with Tri-County Partners: Habitat for Humanity is contingent upon an acceptable response from the Washington State Patrol and/or federal law enforcement agency, whose criminal history review will be sought of all applicants upon application and as necessary thereafter. I agree that Tri-County Partners Habitat for Humanity may, at its discretion, preclude me from volunteer service, if, among other reasons, I provide misleading or incomplete statements. I hereby grant permission for Habitat for Humanity to conduct a criminal background check and sex offender registry check.

**I would like to receive periodic e-mails with updates and information about Tri-County Partners Habitat for Humanity.**

\_\_\_\_\_ **Please initial** to indicate that you have read and understand all safety requirements outlined in the Work Crew Safety Guidelines (beginning on page 4). Please keep the Guidelines document for future reference.

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Release & Liability Waiver

This is a legal document. If you do not understand any of the words or language of this document, please contact the Volunteer Coordinator for clarification. **ALL volunteers must sign this waiver before working, and annually thereafter.**

There are inherent health and safety risks involved with residential construction. We promote safe and healthy work habits through our jobsite Health & Safety Plan and oversight by construction supervisors; however, what is safe and healthy for one person under certain circumstances may not be safe nor healthy for you under different circumstances. Do not conduct a work task unless you are certain that you can conduct the task safely. Do not volunteer if you feel your health is at risk, or if you cannot commit to follow the Health & Safety Plan.

I, (please print full name) \_\_\_\_\_, the Volunteer, hereby freely, voluntarily and without duress execute this release under the following terms:

I, for myself and on behalf of my heirs, successors, and representatives, do hereby knowingly and voluntarily waive any and all claims against Tri County Partners Habitat for Humanity and HFHI, its officers, directors, employees, agents and volunteers for any illness, bodily or personal injury, including death, property damage, and/or economic or non-economic losses which I may suffer arising from the performance of construction and related activities for, on behalf of or in partnership with Tri-County Partners Habitat for Humanity and HFHI.

I understand that my activities may include work that may be hazardous to me, including, but not limited to the following: typical construction activities such as working at heights, use of power tools & electrical equipment, working in excavations, slips/trips/falls, lifting heavy loads; travel between worksites; exposure to illness, and exposure to hazardous substances/materials (i.e. caulk, solvents, paint, etc.).

I understand and acknowledge that by this release I knowingly assume the risk of illness and injury, harm and loss associated with the activities. I release the released parties from all liability for harm and loss cost, expense, injury, illness, death, or property damage resulting directly or indirectly from the activities.

**Are there any limitations (medical or otherwise) that would restrict you from performing general construction tasks that might be assigned?**

**No**  **Yes**  please list, as appropriate: \_\_\_\_\_

**Photo Release:** I hereby grant and convey unto Tri County Partners Habitat for Humanity and HFHI all rights, titles, and interest in any and all photographic images and video or audio recordings made by Habitat during the volunteer's activities with Habitat, including, but not limited to any royalties, proceeds, or other benefits derived from such photographs or recordings.

**Insurance:** I understand that, except as otherwise agreed by Tri County Partners Habitat for Humanity and HFHI in writing, the Affiliate does not carry or maintain health, medical, or disability insurance coverage for any volunteer. Each volunteer is expected and encouraged to obtain his or her own disability and health insurance coverage. The volunteer's disability and health insurance is primary to any coverage that may be obtained by Habitat or HFHI.

**Transportation and Medical Treatment:** I consent to the use of first aid treatment and the use of generic and over the counter medications and treatments as directed by manufacturer labels, whether administered by the Released Parties or first aid personnel. In an emergency, I understand the Released Parties may try to contact the individual listed below as an emergency contact. If an emergency contact cannot be reached promptly, I hereby authorize the Released Parties to act as an agent for me to consent to any examination, testing, x-rays, medical, dental or surgical treatment for me as advised by a physician, dentist or other health care provider. This includes, but is not limited to, my assessment, evaluation, medical care and treatment, anesthesia, hospitalization, or other health care treatment or procedure as advised by a physician, dentist or other health care provider. I also authorize the Released Parties to arrange for transportation of me as deemed necessary and appropriate in their discretion. I, the Volunteer, do hereby release, forever discharge and hold harmless the Released Parties from any liability, claim, demand, and action whatsoever brought by me or on my behalf which arises or may hereafter arise on account of any transportation, first aid, assessment, care, treatment, response or service rendered in connection with my Activities with any of the Released Parties.

**Other:** I expressly agree that this release is intended to be as broad and inclusive as permitted by the State of Washington, and that this release shall be held to be valid in any court with jurisdiction. The invalidity of such clause or provision shall not otherwise affect the remaining provisions of the release which shall continue to be enforced. I represent that I am duly authorized to execute and deliver this waiver for myself or for the above-mentioned minor. I understand the effect of this waiver and recognize my right to seek legal counsel before signing.

**Volunteer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Emergency Contact Name:** \_\_\_\_\_ **Contact Phone:** (\_\_\_\_\_) \_\_\_\_\_

**To turn in your volunteer application, please bring it into our office and hand it in to the Volunteer Coordinator. You may also fill out the online version of the application, which can be found on our website. Please contact our Volunteer Coordinator with any questions.**



**For Volunteer Applicants Ages 16-18 Only**  
***(Must be completed by Parents/Legal Guardians)***

**Volunteers must be above the age of 16** to work on the site. Volunteers between the ages of 16 and 18, are not allowed to handle any power tools, excavation, demolition, working on rooftops, or similar activities without prior classroom training.

**THE FOLLOWING TO BE COMPLETED BY PARENTS/LEGAL GUARDIANS IF THE VOLUNTEER IS UNDER THE AGE OF 18:**

\_\_\_\_\_ **Please initial** to indicate you have read and approve of your child's application responses on page 1, including granting permission for Habitat for Humanity to conduct a criminal background check and sex offender registry check.

\_\_\_\_\_ **Please initial** to indicate that you have read and understand the Release/Waiver Liability (beginning on page 2).

\_\_\_\_\_ **Please initial:** As the parent(s) having legal custody and/or the legal guardian(s) of the Volunteer, we also hereby release, forever discharge and hold harmless the Released Parties from any liability, claim, demand and action whatsoever brought by such volunteer or on his/her behalf which arises or may hereafter arise on account of the decision by any representative or agent of the Released Parties to exercise the power to transport, administer first aid, and consent to assessment, examination, x-rays, medical, dental, surgical or other such health care treatment as set forth in the Parental Authorization for Treatment of, and Travel With, a Minor Child.

\_\_\_\_\_ **Please initial** to indicate that you and your child have read and understand all safety requirements outlined in the Work Crew Safety guidelines (beginning on page 5). Please keep the Guidelines document for future reference.

**Parent/Guardian Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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## Work Crew Safety Guidelines

### Introduction

Safety is everybody's concern and is always an important consideration at any construction site. Building construction can be one of the most dangerous occupations, and since Habitat work crews normally have a high proportion of inexperienced people, everyone must pay particular attention to safety. Try to be conscious 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 attempt a task if you are uncertain 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. Supervisors should instruct each worker about the correct and proper procedures for performing each task. This should familiarize the worker with the potential hazards of doing the tasks and advise him or her as to how such hazards can be minimized or eliminated. It is very important that we at Habitat know about safe work practices and follow them.

**Do not conduct a work task unless you feel certain that you can conduct the task safely and have been provided with all necessary safety equipment. Inform your supervisor if you have any safety concern or reservations about an assigned work task.**

### Guidelines for a safe attitude

- 1) THINK before you do your work task.
- 2) If you are uncertain about how to do a task or how to operate a power tool - ASK A SUPERVISOR.
- 3) Concentrate on your work 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, and ladders prior to use.
- 6) Advise your supervisor IMMEDIATELY of any unsafe or hazardous tool or condition.

### Proper safety equipment

Proper clothing is as essential to safety as the proper selection and use of tools. You are expected to wear clothing that is appropriate for the work and weather conditions. Loose clothing (i.e., long sleeves, shirt tails, necklaces, jewelry, etc.) is dangerous around power tools with rotating components.

- **"Substantial footwear"** (i.e., work boots or thick-soled shoes) must be worn by workers at all times when on a construction site. Any worker wearing sandals or other types of inappropriate footwear will not be permitted to remain at a construction site.
- **Safety glasses** will be available for every construction worker. A worker must wear protective eyewear any time he or she is creating or working near an eye hazard such as the operation of power tools, nailing hard materials such as siding, breaking up concrete, handling of loose materials such as insulation or when instructed by a supervisor.
- **Hard hats** are to be worn while doing demolition work, during the framing phase of construction, whenever working below others or when required by a supervisor, and will be made available to workers on each job site at all times.
- **Hearing Protection** must be worn when using a high noise generating power tool for a prolonged period of time or when instructed by a supervisor. Hearing protection will be provided to any worker on the construction work site that desires them.
- **Dust mask** must be worn by each worker when installing insulation, sanding or when instructed by a supervisor. Dust masks will be provided.

- **Work Gloves** may be worn as desired to protect hands from such things as blisters, wood splinters or cold. Some work gloves are available, but workers are encouraged to bring their own to ensure proper fitting.

### Power tools and other electrical equipment

A power tool should not be used without proper instruction on its operation and on what can happen if the tool is not used properly. Instruction will be provided by a qualified supervisor and will be provided to all workers, even experienced do-it-yourselfers. Workers will use the power tool in the presence of the supervisor, until the supervisor is satisfied that the worker knows how to use the power tool properly.

Never lower or carry a power tool by its cord. Power tools should be checked before each use for defective switches, cords, plugs and proper grounding. Do not operate a power tool if the manufacturer installed safety guards are missing or non-functional. Defective tools should either be reported to the supervisor immediately or labeled and brought to the construction trailer for repair. (Do not wait until the end of the day.)

To avoid electrical shock, the following rules must be obeyed:

- 1) A three-pronged plug must be used on all electric power tools or the tool must be double insulated.
- 2) Extension cords must not have frayed insulation or be fastened with staples, hung from nails or suspended from wires.
- 3) Ensure electrical extension cords are not sitting in water.

A special word on power saws:

- 1) Wearing of safety glasses is mandatory during all power saw use.
- 2) Use caution to avoid binding the blade of any saw. When cutting long panels, the blade may bind, and the saw will catch and kick back toward the operator. Use small wood wedges or shim shingles to spread the saw cut as you go along.
- 3) Maintain the blade guard. A spring-actuated blade guard often 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.
- 4) Always properly support what you are working on. Never attempt to cut something that could tilt or fall and cause the saw to slip. Make sure that there are no nails in the saw path and that there are no damaging objects below the piece being cut.

### Hand tools

Always select the correct type and size of tool for your work task and be sure it is in sound condition, sharp and properly adjusted as appropriate. Do not use any tool if the handle is loose or in poor condition. Dull tools are hazardous to use because excessive force must be used to make them cut. Oil or dirt on a tool may cause it to slip and cause an injury.

When using tools, handle and carry them with care. Most edged tools should be held in both hands with the cutting action away from you. Avoid using your hand or fingers as a guide to start a cut. 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. Do not carry sharp tools in your pockets.

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 in a precarious position, such as the top platform step of a ladder.

When holding stakes, pegs or other similar items for someone using a sledge or hammer to drive them, hold with pliers or other such devices.

Avoid driving (hammering) metal stakes or tools with mushroomed heads. Set them aside for maintenance.

When finished with tools use, return them to their storage location in the construction trailer.

### **Ladders**

Inspect a ladder before you use it. Look for wear and tear, loose rungs and defects. If the ladder appears unsafe, don't use it. Take it out of service and mark it for repair or disposal.

Use a ladder that is appropriate for the work task being conducted. 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. If the feet of the ladder are not level, dig the ground out under one foot with the claw of a hammer rather than shimming one foot with blocks. Move your ladder with your work. If both of your shoulders or your belt buckle is not between the ladder rails while you are working, you are reaching too far and the ladder requires adjustment.

An extension ladder should reach three feet above the work level. When using an extension ladder, use the "4-to-1" rule: For every four feet of height, the bottom of the ladder should be one foot away from the wall. A ladder is pitched at the proper, safe angle if you can grasp a rung at shoulder height.

Step ladders should not be used as straight ladders and do not stand on the top two steps.

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

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

### **Scaffolding**

A scaffold is designed to support four times the weight of the workers and the materials resting on it. All scaffolding that is elevated 10 feet or more will be equipped with a safety railing. When erecting scaffolding, adequate sills must be provided for the scaffold posts and use base plates. Use adjusting screws, not blocks, when on an uneven grade. Make sure to plumb and level scaffolding and do not force end braces when constructing the scaffolding. A work site supervisor will inspect all scaffolding each day before use.

### **Excavations**

Holes or trenches over 4 foot deep must be shored or sloped to prevent anyone in the hole/trench being trapped. When working in any excavation, keep your shoulders above the opening or slope the hole. Mark or barricade any excavation to warn others of the hazard. Consider access by the public when marking excavations.

### **Clean work site**

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

Building materials and supplies should be stored in carefully laid out piles to allow adequate aisles and walkways. All rubbish and scrap materials (i.e., blocks of wood, nails, bolts, empty cans, pipe, wire or other materials) will be cleaned up as you work and again at the end of the work day so that they do not accumulate on the work site and interfere with work and constitute a safety hazard to you or your fellow workers.

Always remove nails and screws from used lumber as it is removed. Don't just pound over protruding nails as they might still catch on clothing and footwear.

Tools and equipment that are not being used should be returned to their storage location in the construction trailer. This protects the tools and the workers.

### **Emergency medical care**

If you or someone you observe is injured on the job, contact the HFH site supervisor immediately and summon any needed medical help. You also should use the supplies located in the first-aid kit located in the construction trailer to stabilize the injury as much as possible until medical help arrives. Your supervisor will help any injured worker.

### **Age Restrictions on the HFH Construction Work Site**

In recognition of federal labor laws regarding children and the potential risk to children's safety on a construction site, volunteers **under the age of 16 are not allowed on a construction site while construction is going on.** Federal regulations specifically prohibit children ages 14 and 15 from working in general construction; however, they may engage in limited activities such as clearing lots, landscaping or painting as long as they are conducted on days when there is no active construction going on at the site.

Further, while volunteers **under the age of 18** (i.e., 16 & 17 year olds) may perform general construction work, they **will not be allowed** to do any ultra-hazardous activities, including the following:

- Use of power tools
- Use of motor vehicles
- Demolition
- Roofing
- Working from a height of six feet or more
- Excavation operations.

All volunteers under the age of 18 will be required to have a waiver of liability signed by a parent or legal guardian and on file with the Affiliate Volunteer Coordinator.

***Please initial on Application page 1*** to indicate you have read and understand all safety requirements outlined in this 2-page Tri-County Partners Habitat for Humanity Work Crew Safety Guidelines document. ***Keep this page for your reference.***

***Parent / Guardian must initial and sign on Application page 3*** for all volunteers under the age of 18. ***Keep this page for your reference.***