



St. Croix Valley Habitat for Humanity  
749 Ryan Drive, Hudson WI 54016  
Office: (715) 350-8575  
[www.scvhhabitat.org](http://www.scvhhabitat.org)

## **Information for St. Croix Valley Habitat for Humanity Volunteers**

Before your scheduled volunteer date on a job site, you must:

- 1.) Read this informational document
- 2.) Read, complete, and return your Liability Waiver & Emergency Contact Form
- 3.) View the informational safety video "[Volunteering on a Habitat for Humanity Job Site](#)" on our insurance provider's website. **If asked to enter a code, use: W8NAEBTG**

### **A Typical Workday**

- A typical workday during the spring/summer begins at 8:30 AM and ends at 3:30 PM. Please arrive on time and plan to stay for the day; if you must leave early, arrive late, or cannot come as scheduled please let our Construction Assistant know as soon as possible.
- Once arriving on site, please sign in with St. Croix Valley Habitat for Humanity staff.
- When you sign in, complete and turn in your volunteer Liability Waiver & Emergency Contact form to SCVHFH staff if you have not already done so.
- After sign-in, the SCVHFH staff will begin orientation. During this time, the day's tasks will be explained, and safety guidelines will be discussed. *(Remember—no construction experience is necessary and there are no silly questions! Habitat for Humanity staff is there to help you feel comfortable, be safe, and do a good job no matter the task!)*
- Breaks can be taken by individuals as needed, and group breaks will be given as deemed necessary by SCVHFH staff. There will be a lunch break that occurs around noon. Unless otherwise specified, SCVHFH does not provide lunch or snacks. Please plan to bring or order food accordingly.
- Construction tasks will conclude around 3:00 PM, with a brief clean-up period taking place from 3:00-3:30 PM.
- After clean-up is completed, make sure you sign out before leaving for the day. Accurately signing in and out is very important for Habitat for Humanity record-keeping, so please do not forget to sign out!

### **On the Job Site**

- Parking: **We ask that volunteers carpool as much as possible; parking will vary depending on job site location.**
- Restroom facilities will be provided on-site.
- Water will be provided, but please also plan to bring your own.

### **Tools and Safety Equipment**

- All needed tools and safety equipment will be provided—however, you may bring your own if you prefer to use them. Be sure to label your tools and safety equipment with your name. Safety equipment that will be necessary for the day will be discussed during orientation.
- If you plan to bring your own power tools:
  - Have the Construction Supervisor inspect them before use.
  - Do not allow others to use them without the Construction Supervisor's permission.
- Minor volunteers are not allowed to use power tools.

### **Clothing and Personal Items on Active Construction Sites**

- Wear work boots or sneakers that are slip resistant and fully enclose the foot—open-toe and open-heeled shoes are not allowed on site.
- Clothes should not be excessively baggy, as this creates potential for them to get caught on hand and power tools.
- Long pants are recommended.
- Dress in layers so that you can add or remove them based on weather conditions.
- Only wear clothing that you don't mind tearing, staining, or otherwise damaging.
- Bring sunscreen and wear it!
- Bring water and drink it!
- Bring snacks and lunch if you have not been told otherwise by your organization or SCVHFH.

- Do not forget to bring your inhaler, EpiPen, or any other necessary medications.

### Medical Emergencies, Weather, and Unforeseen Circumstances

- Get a tetanus shot if necessary—adults need a booster every 10 years.
- Let the Habitat for Humanity staff and the people you are working with know if you have a medical condition of which we should be aware (allergies, asthma, lifting restrictions, heart problems, etc.)
- A basic first aid kit will be available on site; at least one SCVHFH staff member or representative certified in first aid will be present on site during build days.
- Report all injuries to Habitat for Humanity staff *immediately*.
- In the case that transport to a medical facility is necessary, a representative from SCVHFH will accompany the individual to the facility.
- We will work in all but the most hazardous weather conditions, which may include but are not limited to rain, high humidity, high heat, cold, and snow. **If cancellation or rescheduling of a volunteer day is necessary due to weather, we will contact you to let you know as soon as we have made the decision to do so (typically no later than 7:30 am that morning).**
- **Due to the nature of home building, all volunteer dates are subject to change and cancellation. In the event of changes or unforeseen circumstances that will require a cancellation or rescheduling of your volunteer date, we will contact you to let you know as soon as possible (typically no later than 7:30 am that morning).**

### Cold Weather Injury/Illness Prevention

To prevent the onset of cold-related injury and illnesses in the winter months, St. Croix Valley Habitat for Humanity will:

- Provide all individuals on site with access to drinking water in sufficient quantities at all times.
- Have volunteers take breaks out of the cold.
- Regularly sand, salt, or clear frequently used walkways on site.
- Cancel work for the day or start late when the temperature is 20 degrees Fahrenheit or less, if working outside.
- Cancel work for the day or start late when the windchill is 20 degrees Fahrenheit or less, if working outside.
- Cancel work for the day or start late when an accumulation of ice and/or snow causes unsafe driving conditions (as determined by area school closures).
- If an individual shows signs of cold-related illness or injury, 911 will be called and the individual will be assessed by medical professionals for treatment on-site or at a medical facility. In the case that transport to a medical facility is necessary, a representative from SCVHFH will accompany the individual to the facility.

A copy of the complete Cold Weather Illness/Injury Prevention Plan will be available on site or can be sent via email upon request.

### Heat Stress/Illness Prevention

To prevent the onset of heat-related illnesses in the summer months, St. Croix Valley Habitat for Humanity will:

- Provide all individuals on site with access to drinking water in sufficient quantities at all times.
- Provide all individuals on site with access to shade whenever needed; anyone suffering from heat illness or believing a preventative recovery period is needed may take a shaded break in an open-air or ventilated area at any time.
- **When the temperature reaches 90 degrees, all site work will stop immediately.** Until that point, work is at the discretion of the Construction Supervisor. The Construction Supervisor will monitor the weather conditions frequently, as well as checking in with individuals to monitor their condition.
- If an individual shows signs of heat illness, 911 will be called and the individual will be assessed by medical professionals for treatment on-site or at a medical facility. In the case that transport to a medical facility is necessary, a representative from SCVHFH will accompany the individual to the facility.

A copy of the complete Heat Stress/Illness Prevention Plan will be available on site or can be sent via email upon request.

## Volunteer Code of Conduct

Becoming a Habitat for Humanity (HFH) volunteer comes with great rewards and responsibilities. Volunteers like you are representatives of HFH and its ministry. When you accept a volunteer role with Habitat for Humanity, you are committing to act in a way that promotes HFH's mission, respects the local community, and ensures the safety of all participants. In addition to complying with all laws, regulations and Habitat for Humanity policies, all volunteers are expected to follow the volunteer code of conduct, a summary of which is outlined below.

1. **Promote a respectful community:** Treat everyone with respect and dignity. Avoid the use of offensive or insensitive language. Promote a welcoming environment by following all rules and policies set forth by SCVHFH. Use of social media when sharing your volunteer experience should be governed by the principles of respecting and protecting vulnerable populations while preserving their dignity and privacy.
2. **Respect the human rights of all people and protect beneficiaries and community members from exploitation and abuse:** All SCVHFH volunteers must model behavior consistent with the HFH International Safeguarding Policy which protects staff, beneficiaries, and community members (especially vulnerable adults and children) from exploitation and abuse.
3. **Prioritize site safety:** Safety rules and guidelines on the volunteer site have been created to keep you and others safe and must be followed. Activities that pose a safety risk to yourself or others should be avoided. Report any unsafe working conditions to the onsite supervisor.
4. **Uphold a zero-tolerance policy for alcohol, drugs, and weapons:** The purchase or possession of drugs, alcohol, or weapons is strictly prohibited on SCVHFH property and volunteer sites.
5. **Follow the gift giving policy:** Volunteers are asked not to exchange gifts with Habitat beneficiaries, staff members or community members without first consulting SCVHFH staff.
6. **Protect ministry assets:** Use reasonable care to protect all Habitat for Humanity resources. Stealing, misappropriation or diversion of HFH resources for personal benefit is not permitted, nor is engaging in fraudulent activity regarding HFH assets, operations, or beneficiaries.
7. **Maintain confidentiality:** Build trust by respecting the confidentiality of volunteers, staff, SCVHFH beneficiaries, and community members. Unless you receive prior written approval from SCVHFH, you will not disclose confidential SCVHFH information or confidential information given to you by others.
8. **Speak up!:** SCVHFH embraces a "see something, say something" culture. If you become aware of misconduct, reinforce our culture of courage and accountability by sharing your concerns with an appropriate SCVHFH staff or supervising volunteer. You can also anonymously report potential misconduct by reporting a claim to the confidential [Habitat Ethics and Accountability Line](#).

A copy of the complete Volunteer Code of Conduct is available on our [website](#) or can be sent via email upon request.

### **Additional Information**

- All volunteers working on site **MUST** have turned in their Liability Waiver and Emergency Contact Information, as well as having viewed the "Volunteering on a Habitat for Humanity Job Site" video.
- **Volunteers on an active construction site MUST be at least 16; 16 to 17-year-olds must turn in a signed parental waiver and have a guardian on-site with them at all times.** Volunteers under 18 are not allowed to use power tools.
- Be considerate of the diversity of our volunteers and neighborhood; be mindful of volume, language, and behavior.
- Be a good neighbor—do not leave trash or a mess on site.
- By volunteering on a St. Croix Valley Habitat for Humanity job site, you are giving Habitat for Humanity permission to take and use your photo and/or video on our website, social media, newsletter, and in other forms of media and communication. If you do not want your photo and/or video taken for use by Habitat for Humanity, please let us know before you begin volunteering.

**St. Croix Valley Habitat for Humanity Contact Information**

Please direct any questions related directly to volunteering to:

**Jessie Timme – Construction Assistant**

Office: (715) 318-9029

Cell: (715) 690-7725

community.outreach@scvhabitat.org

**Kristie Smith – Executive Director**

Office: (715) 575-8739

executivedirector@scvhabitat.org

*The need for housing does not discriminate.*

*At St. Croix Valley Habitat for Humanity, an inclusive culture that encourages openness, acceptance and individual authenticity is at the foundation of the work we do together with our homeowner partners, volunteers, staff, board and communities.*

*Equitable opportunity and service is at the heart of our mission. As stewards of Pierce and St. Croix Counties, we envision and work toward a diverse workplace and community that celebrates all races, ages, ethnicities, genders, sexual orientations and physical or mental abilities. Everyone is welcome and everyone should be comfortable being their authentic selves each day.*

*Revised 4/10/2023*