

VOLUNTEER RELEASE (WAIVER) FORM & OATH OF CONFIDENTIALITY

This is a legal document. Please read carefully before signing.

I understand that working on a Habitat for Humanity Edmonton construction site, at Habitat ReStore or another Habitat for Humanity project can be an inherently dangerous activity.

I am also aware and understand that while volunteering for Habitat for Humanity Edmonton I will be covered by the Workers Compensation Board in the event of worksite injury and will receive benefits as defined by the Workers Compensation Act.

I hereby release Habitat for Humanity Edmonton, and any other sponsor or organization involved in these projects, from any and all claims or liability for death, personal injury or property damage of any kind howsoever caused, including any claim or liability arising from the negligence of Habitat for Humanity, its agents, servants, or employees and of any person on site, arising out of, or in the course of, my participation in any event in which I choose to participate. This Release and Waiver extends to all claims, foreseen or unforeseen, known or unknown.

Whereas, Habitat for Humanity Edmonton's policy on partner family confidentiality has been communicated to me, I, the undersigned, agree that I will not disclose or make known any partner family information or matter which comes to my knowledge through my volunteer service with Habitat for Humanity Edmonton. I further acknowledge and agree that I will maintain this oath of confidentiality after my volunteer service with Habitat for Humanity Edmonton has been completed.

I further grant full permission to Habitat and/or agents authorized by Habitat, to use any photograph, videotapes, motion pictures, recording or any other record of this event, for any purpose.

I have read this Release and certify my agreement by my signature below.

Name: _____
(please print)

Emergency Contact Information

Signature: _____

Name: _____

Date: _____

Phone number: _____

Parent/Guardian Signature (if volunteer is under 18 years old)

Please note that volunteers under age 18 must sign as well as their parent/guardian.

Name: _____

Signature: _____

Date: _____

HEALTH AND SAFETY/GENERAL RULES

1. Construction volunteers must have the following physical abilities:

- Willingness and ability to learn new skills and apply new skills to different situations
- Follow the instructions of our Site Supervisor independently
- Ability to climb stairs comfortably
- Adequate vision to do detailed work
- Conversational English
- Ability to lift and carry at least 15 pounds

2. Working on a Habitat build can be a strenuous and sometimes physically challenging volunteer position. To ensure your safety and that of others on the job site, we require you to report to our site supervisor any limitations that could affect your ability to volunteer.

Examples of limitations to report to the site supervisor:

- Fear of heights, fear of using power tools, sore knees, no heavy lifting,
- A need to have flexible break times, feeling under the weather and requiring light duty tasks for the day.
- Anything that will affect your ability to safely perform specific tasks

Reporting limitations enables us to give appropriate and comfortable tasks for you to do.

General Rules

Mandatory Requirements for all volunteers working at Habitat for Humanity

Clothing

- Wear approved hard hats, steel-toed safety boots, and safety glasses unless otherwise instructed by the site supervisor. These are required depending on the hazard assessment done by the site supervisor.
- Wear suitable clothing. Long pants and a shirt with sleeves are required. No tank tops, shorts, skirts, or open toed shoes are allowed on site. Baggy clothes can be a hazard.

Limitations/modified work

- Report anything which may impair/affect your ability to volunteer to the supervisor before working.
- Report all unsafe acts, unsafe conditions and near miss incidents to the supervisor.
- Immediately report all injury or damage accidents to the supervisor or team leader.

Safety Orientation

- Read all safety materials provided and participate in all safety orientation sessions as indicated in your confirmation materials.

Work Procedures

- Perform all work using safe work practices and job procedures in accordance with the site supervisor's direction.
- Maintain good housekeeping in your work area. Use hand tools ONLY for the purpose intended. Do not use damaged tools; remove from use and report to supervisor.
- Do not use power tools unless you've been authorized by the supervisor to use them. Ensure all guards

are in place.

- Volunteer's personal power tools will not be allowed on site.
- Only volunteers authorized by the site supervisor may use explosive/powder-actuated tools. e.g.: Nail guns. Competency levels will be tested before authorization.

Transportation and vehicle use

- Due to insurance concerns, Habitat for Humanity volunteers will not use their private vehicles for any Habitat business, i.e.: picking up food or supplies.
- Volunteers must provide their own transportation to and from the various Habitat build sites. Habitat for Humanity Edmonton will not reimburse volunteers for travel expenses or mileage.

Smoking

- No smoking in the HfH--E warehouse, office or ReStore and use only designated areas on the construction site.

Confidentiality

- While volunteering for Habitat for Humanity Edmonton you may meet our Partner Families. We require that any information you learn about them be kept confidential – as mentioned in the waiver and release form.

WCB coverage requires that you sign in and log your hours each day that you are working. We have sign-in sheets at each site.

- Sign in and out each shift that you work. If you must leave early, let one of our staff know when you are leaving.

Grounds for dismissal:

The following are prohibited at all times on all Habitat property and all home building job sites:

- Possession or consumption of alcohol or illegal drugs
- Remaining at work when ability to perform the job safely is impaired.
- Horseplay, practical jokes
- Damaging, disabling or interfering with safety, fire-fighting or first aid equipment

The following statement must be signed before working on the construction site:

I, _____ (full name), a volunteer, have read, understood and agree to abide by the rules and guidelines outlined on the Health and Safety/General Rules sheet. I verify that I have the required abilities noted on page four, section one and I agree to report limitations that could affect my ability to volunteer for Habitat for Humanity Edmonton.

Signature: _____ Date: _____