



1002 chemin d'Oka

Deux-Montagnes (Québec)

VOLUNTEER MANUAL

2009

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HABITAT FOR HUMANITY

BACKGROUND

Habitat for Humanity is a non-profit, non-government funded, faith-based, volunteer organization that builds simple, decent and affordable homes in partnership with low-income working families.

This is accomplished by securing donations of land, building materials and services as well as money and volunteers to sit on committees and to help build the houses. Homes are sold to partner families who contribute hundreds of hours of “sweat equity”. The no-interest mortgages are repaid and recycled to build more homes in our community and give a hand up to even more families. The Habitat program is about home ownership, a long-term solution designed to break the poverty cycle.

There is an affordable housing crisis in our region and many hard working families are caught in a cycle of struggle. Habitat serves a large segment of our population whose need for affordable housing goes largely unrecognized - the thousands of working families who do not qualify for government assistance yet live in substandard, inadequate or unaffordable housing conditions because they earn a salary too low to qualify for a conventional mortgage. The unique and self-perpetuating Habitat model offers them a “hand-up not a hand-out”.

Habitat pour l’humanité région des Deux-Montagnes was incorporated in 2005. After many years of hard and dedicated work, we are now at the stage of building our first house. Work has begun in early June.

Decent, affordable housing has the power to transform whole neighbourhoods, just as it does individuals and families. It also has the power to significantly improve the quality of life in communities and the MRC Region as a whole.

Our builds offer an opportunity for members of our community to come together, work side by side and see tangible results of how their efforts have improved the lives of fellow members of their community.

A safe, healthy living environment contributes to the positive growth and development of children. Statistics shows that children within Habitat families improve their grades and their hope of the future.

LETTER FROM THE PRESIDENT OF HPHRDM

Dear Volunteers,

On behalf of the Board of Directors, I would like to express my heartfelt appreciation for your commitment to Habitat pour Humanity région des Deux-Montagnes.

Habitat for Humanity has built more than 300,000 homes in 100 countries around the world with more than 1 200 of those homes in Canada. Habitat pour l'humanité région des Deux-Montagnes partners with the community, sponsors, donors and dedicated volunteers to build homes with working low income families. Through your efforts, this year, we will build our 1st home in the region!

On a personal note, I am very proud to be a part of Habitat pour l'humanité région des Deux-Montagnes. I am the Chairperson for Agapé, an organization regrouping Deux-Montagnes churches, the city of Deux-Montagnes and Dépannage Saint-Agapit. Agapé has sponsored the launching of the Habitat project. Since then, I had the opportunity to work with volunteers who have contributed to the evolution of the affiliate and brought it up to the stage of building a first home. I am continually impressed with the enthusiasm and unwavering dedication of our volunteers.

Thank you for living the Habitat vision of a community in which all families and individuals are living in safe, decent housing they can afford. All contributions to Habitat for Humanity are invaluable. These houses could not be built without our volunteers and sponsors who make this all possible.

Again, I wish to express our deepest gratitude and I look forward to seeing you on the build!

Donald Tremblay, prêtre-curé
President, Habitat pour l'humanité region des Deux-Montagnes

Visit the Habitat website at www.habitatrdm.org

FAMILY PROFILE

The Wallace-Bélanger family is a large family with Mom, Dad and 4 children.

Jason, the father was raised in Aylmer and his parents have lived in the same home for the past 25 years. Denis, a hard worker, is now auto parts manager at Canadian Tire in Aylmer.

Shawnie is a full time homemaker who babysits part time to help supplement the family's income. Fulltime babysitting is not possible as the Cardinal children have many different sicknesses and special needs which require many trips to CHEO and other specialists. Since her move to Aylmer, she has been active in the community and church. She has even started a support group for families with special needs children.

Since the family was told that they would be receiving their Habitat home, they requested a cross boundary transfer so the 3 younger children could start school in that area. Owen who is 12, Kissandra who is 8 and the youngest, Nikolas, who is 5 are now attending the Lord Aylmer School. Tiffinie is 13 and the oldest; she attends Symmes Jr High school.

Over the past 10 years, the family has lived in many different homes that were rented. The family has often lived in cramped spaces and had to share rooms. This past fall, the family had the opportunity to see the plans for their home. They are very excited to have a place that will be their own.

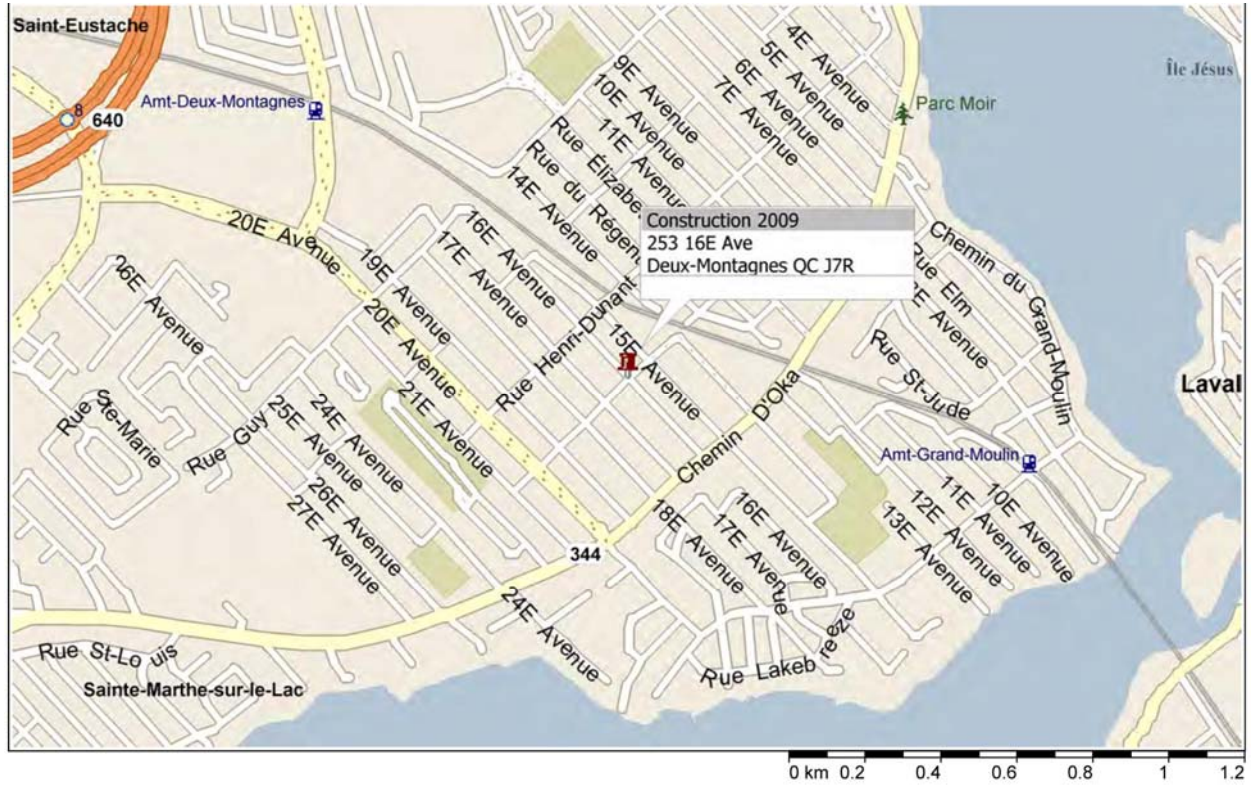
As the build date moves closer, the family is busy packing their belongings, and working at there 500 sweat equity hours, which are almost completed. They all know that this is just the beginning of their life as a Habitat For Humanity family and look forward to helping Habitat help others to receive their home.

To many others, the construction of a house is just nails and wood. To the Cardinal family, its far more. It is a start to their new life and stability. It is not a house being built it's a HOME!

For this family, the words said by its littlest member say it all "Our Forever House". Habitat is helping them achieve that.

SITE MAP

253, 16^e avenue
Deux Montagnes
Québec



LOGISTICS

Site Supervisor: Daniel Dagenais

Assistant Site Supervisor: Ronald Blanchard

Transportation to Construction Site

Each volunteer is responsible for his/her own transportation to the site.

Parking

If you are driving to the site, please park on a transversal street. We ask that you please be considerate of our new neighbours and mindful of the noise level in the early morning.

Check in

When arriving on site, report to the Site Supervisor (grey T-shirt and white hat).

Lunch

You must bring your own lunch except for days with special events. During those days, people with special food requirements/allergies are responsible for their own lunch. Habitat is unable to provide an ingredient list for food served on site.

Important!
Only volunteers who have attended
1 - an Orientation Session,
2 - signed a waiver and
3 - who are scheduled to work
will be allowed on site.

Please do not bring friends to the build site.

CALENDAR OF SPECIAL EVENTS

Meeting the new neighbors	May 25 th
Ground breaking On site 253, 16 th Avenue	June 1 st at 11:00 AM
First day of build	June 8 th
Dedication Day On site	October 9 th (to be confirmed)

DAILY BUILD SCHEDULE

Time	Activity
8: 15	Check in at site
8:30	Devotions, work
10:00 - 10:15	Break
12:00 - 13:00	Lunch
14:30 - 14:45	Break
16:00	Check out

BUILD SCHEDULE

Date	Tâches	Ressources
June	Excavation work	Enterprise
June	Basement forms	Enterprise
June	Heavy foundation work	Enterprise
June	Ground floor deck	Contractor
1st week	Start-up in August	
Aug. 3, 4, 5	Framing 1st and 2 nd floor	Contractor
Aug. 6, 7	Roof trusses	Contractor
Aug. 6, 7	Plumbing	Plomberie GBD
Aug. 8	Electric panel	Serge and companions
Aug. 8	Cement slab and front stairs	Mr. Gorgi
2nd week		
Aug. 10, 11	Plumbing	Contractor
Aug. 10, 11	Air exchanger	Serge and companions
Aug. 12	Insulation	Volunteers
Aug. 13	Insulation	Volunteers
Aug. 14	Insulation	Volunteers
Aug. 15	Electricity	Serge and companions
Aug. 15	Bricklaying	Max and companions
3rd week		
Aug. 16	Electricity	Serge and companions
Aug. 16	Bricklaying	Max and companions
Aug. 17	Drywall delivery	Volunteers
Aug. 18	Hanging drywall / general work	Volunteers
Aug. 19	Hanging drywall / general work	Volunteers
Aug. 20	Hanging drywall / general work	Volunteers
Aug. 21	Hanging drywall / general work	Volunteers
Aug. 22	Bricklaying	Max and companions
4th week		
Aug. 23	Bricklaying	Max and companions
Aug.24,25, 26,27, 28	Drywall and pargeting	Contractor
Aug. 24	Exterior – siding	Volunteers
Aug. 25	Exterior – siding	Volunteers
Aug. 26	Exterior – siding	Volunteers
Aug. 27	Exterior – siding	Volunteers
Aug. 28	Exterior – siding	Volunteers
5th week		
Aug. 31	Back patio / roof insulation	Volunteers
Aug. 31	Ceramic	
Sept. 1	Ceramic	
Sept. 2	Ceramic	

Sept. 3	Doors and mouldings	Volunteers
Sept. 4	Doors and mouldings	Volunteers
6th week		
Sept. 8	Painting	Volunteers
Sept. 9	Painting	Volunteers
Sept. 10	Painting	Volunteers
Sept. 11	Painting	Volunteers
Sept. 12	Electricity final work	Serge and companions
7th week		
Sept. 13	Electricity final work	Serge and companions
Sept. 14	Interior finishing – floors	Volunteers
Sept. 15	Interior finishing – floors	Volunteers
Sept. 16	Interior finishing – floors	Volunteers
Sept. 17	Interior finishing – floors	Volunteers
Sept 17	Kitchen cabinets	Contractor
Sept.18	Kitchen cabinets	Contractor
8th week		
Sept. 21	Gutters	Contractor
Sept. 22	Land and lawn	Volunteers
Sept. 23	Land and lawn	Volunteers
Sept. 24	Land and lawn	Volunteers
10th week		
October 9	Dedication – all invited	

HEALTH AND SAFETY

A successful build happens only when the construction site maintains the highest standards of health and safety for the volunteers.

It is the responsibility of all participants in a Habitat build to conduct themselves in a way that ensures their own protection and that of their fellow volunteers. It is also important that the policies and procedures protect the public, the volunteers and the homeowners during construction.

While Habitat cannot guarantee there will not be an injury on the construction site, accident prevention is the goal. All volunteers must read these guidelines before they work on a construction site to increase their awareness of health and safety issues.

Safety is based on knowledge, skill and an attitude of care and concern. The site supervisor and crew leaders will instruct each worker about the correct procedures for performing each task. They will familiarize workers with the potential hazards of doing the assigned tasks and how the hazards can be minimized.

There are also certain precautions volunteers should take to have a rewarding building experience.

Pre-build Preparations

Spending the day on a construction site can be exhausting when you are not used to physical labour. It is important to prepare for the build by getting adequate sleep before you start work and remember to do some warm-up and stretching exercises to reduce your risk of injuries.

On-Site Personal Protection

For your personal protection, it is your responsibility to notify the crew leader of any **health or physical conditions** that may affect your ability to perform the tasks required. They include but are not exclusive to:

- health conditions (e.g. heart problems, allergies);
- physical conditions (e.g. back problems);
- fears (e.g. anyone with a fear of heights should not go on the roof).
- medication taken (e.g. insulin).

Never use alcohol or drugs on or before going on site. This includes drugs that have drowsiness warnings (e.g. antihistamines).

For your personal protection, you **must not** wear :

- loose clothing or cuffs;
- greasy or oily clothing, gloves or boots;
- rings, chains around the neck, long loose scarves, bracelets;

Please do not bring more money to the site than you require for the day. All your valuables should be left at home. There will be no security at the parking lot or on site.

For your personal protection, you **should** :

- wear sun screen (SPF 15 or higher) and reapply it several times during the day;
- bring water bottles although some water will be provided on site;
- bring any medications that may be required during the day to the site;
- inform the site supervisor of any changes to your emergency contact for the day.

On-site Safety Measures

Alert workers reduce the quality and seriousness of injuries.

Staying alert, especially later in the day when you are tired, requires planning:

- avoid distractions;
- pace your work, so you do not get overtired or strain your muscles;
- drink plenty of water, do not wait until you are thirsty;
- take a break if you are tired.

Always be cautious and ask questions. Do not proceed with a task if you are uncertain about how it is done. Accidents often happen when someone is rushing and cutting corners. Always take the time to work safely.

Being prepared to work safely includes knowing where the First Aid station is located and how to summon emergency assistance. Upon arrival, find out who is the designated First Aid person.

Working safely means wearing the proper equipment

Head Protection

You **must wear a CSA certified class “B” hardhat**. The hat must be clean and inspected for damage daily. Habitat will provide hardhats for those who do not have their own. **Failure to wear a hardhat will result in you being requested to leave the site.**

Foot Protection

You **must wear CSA certified footwear** (preferably with a steel shank). This footwear has a green triangle patch stamped with the registered trademark of the Canadian Standards Association on the outside and a rectangular green label on the inside. **Failure to wear CSA certified footwear will result in you being requested to leave the site.**

Hand Protection

Hand injuries are the most common injuries on all work sites. Therefore, it is very important that you use gloves when transporting debris or building materials or doing any repetitive movement that may result in blisters. Leather gloves are the most common gloves worn on a construction work site. If a hand injury occurs, stop working and get immediate First Aid treatment.

Eye Protection

Avoid wearing contact lenses to the work site; wear glasses instead. Always wear proper eye protection when using power tools, installing insulation, and when doing demolition or any work in areas with excessive dust.

Hearing Protection

When operating or assisting others who are operating power tools for an extended period of time, hearing protection is highly recommended. The crew leader will provide information on this safety requirement.

Respiratory Protection

When working with insulation or in areas with excessive dust, the use of a mask that will provide appropriate protection is required.

Working safely means using the safety devices properly.

Ladders

All work assignments requiring the use of ladders mandate a minimum of two persons; one to work on the ladder and one to hold/secure the ladder. Never stand on the last two rungs of a ladder. When using an extension ladder, extend the ladder well beyond the target area. Never over-reach when working on ladders as this can cause you to lose your balance. Volunteers using ladders must be supervised by others who have successfully completed Fall Protection Training and who are carrying the associated Fall Protection Training Card.

Scaffolding

Habitat provides scaffolding for application of exterior finishing and roofing edge. Keep person loads on scaffolding to a minimum with no more than two workers per vertical section. Safety regulations mandate that all workers operating above a potential fall height of 3 meters be trained in fall protection. Any volunteer working on roofs where no scaffolding is erected must be trained in fall protection and must be wearing the appropriate fall protection harness. Only those volunteers who have successfully completed Fall Protection Training and are carrying the associated Fall Protection Training Card may use a safety harness or other fall systems.

Power Tools and Other Equipment

You are not required to use any power tools but if you volunteer to use equipment that has a power source remember the following:

- always get instructions on how to use the power tools;
- wear your eye and ear protection;
- be aware of all operating procedures;
- never remove or tamper with any safety devices attached to the power tools.

There are things you **should do** and **should not do** when you are working with power tools:

- always report any damaged power tool to the crew leader immediately;
- always use three-prong plugs for your power tools (unless another type of plug is specified);
- keep all cords and extensions out of water, oil and other material;
- report any electrical shocks or tingles to the crew leader immediately;
- never lower or carry a power tool by the electrical cord;
- never use electric tools where flammable materials or gases are being used.

If you are not comfortable using any power tools, do not be pressured. However, if you want to and would like to have additional instruction, please contact the crew leader to get more information. Use of power tools by volunteers will be at the discretion of crew leaders and under strict supervision of volunteers deemed experienced in the use of such tools.

Hand Tools

Always select the correct type of tool for the job and be sure you can handle the tool you have selected. Do not use any tool that is in poor shape.

Tools to bring

You **should**, if possible, bring the following:

- hardhat
- safety glasses or glasses with plastic lenses
- dust mask
- nail apron or hammer loop
- hammer
- putty knife
- tape measure
- combination square
- pencil
- 4 in 1 screwdriver
- retracting utility knife
- tool belt
- gloves

Please mark all your tools so you can identify them when you complete the workday.

Habitat is not responsible for your tools. Take care not to lose them on the worksite.

Tool Control Procedures

Habitat's tools and equipment are one of its valuable assets and are essential to the success of this, and future projects.

Please help to ensure that all its tools are cared for and kept track of during the build, and take care to prevent their loss.

- Take care of them as if they were your own.
- During the build, a system will be in place to keep track of Habitat's construction tools and equipment that are lent out to volunteers. A volunteer will be assigned to this job at all times.
- Keep track of these tools while they are being used and ensure that they are returned when you are done with them, when changing jobs, or when your shift is over.
- Keep the person in charge of tools (material and tool handler) informed when blades get broken, bits get lost, or anything gets used up to the point it has to be replaced. This way, these things can be replaced and bought, if necessary, before the tool is required the next time.

THERE IS NO "I" IN TEAMWORK!

Most importantly... enjoy your volunteer experience, get to know your teammates, work hard and have fun!

EMERGENCY CONTACT LIST

Ambulance

Police

Fire

911

HOSPITAL

Hospitals	Telephone	Address	Directions
Centre hospitalier Saint-Eustache	(450)473-6811	520 Arthur Sauvé	<ul style="list-style-type: none">Saint-Eustache

WALK-IN CLINIC

Clinic	Address	Directions / Hours
Jean Coutu	809 ch. D'Oka Deux-Montagnes	In front of IGA/8 am to 5 pm
Private family medicine	2871 Boul Promenades, Deux-Montagnes	Near Promenades Deux-Montagnes

PHARMACIES

Pharmacies	Address	Hours
Pharmacie Jean Coutu	809 ch. D'Oka	9 am to 5 pm
Uniprix	2801 Boul Promenades	
Pharmaprix	2500 Boul.Promenades	

THINGS TO REMEMBER

All volunteers must:

- be a minimum of 16 years of age;
- wear CSA approved footwear;
- wear hardhats;
- follow the instructions of the site supervisor and crew leaders at all times;
- not attempt any task that they don't feel comfortable doing.

Contact Number

For schedule problems **before the day the volunteer is scheduled to work :**

Eustache Prud'homme (514) 842-7007 # 6

For schedule problems **on the morning the volunteer is scheduled to work :**

Eustache Prud'homme (514) 842-7007 # 6

SPONSORS

Promenades Deux-Montagnes–Cromwell Management Inc.
Home Depot Canada
Schneider Electric Canada
Genworth Financial Canada
Construction St-Aubin
Agapé Deux-Montagnes
Ville de Deux-Montagnes
Coffrage Caouette Inc.
Couvre-Toit Coulombe
Dessins Drummond
Excavation Brunet & Brunet
Rebutmenage.ca
Fraco
Gestion Benoît Dumoulin
Groupe Mathers
Hotel Delta
Labres et Associés
Location Michel Trudel Inc.
Me Pierre-Benoît Forget
Méga Pompage Béton
Paroisse Sainte-Marie-du-Lac
Pharmacie Jean Coutu – M. Angelo Zaccara, pharmacien
Saputo
Société de Vin Internationale Inc.
Yves Ménard
3i-Technologies

Habitat pour l'humanité région des Deux-Montagnes

VOLUNTEER RELEASE, WAIVER OF LIABILITY AND INDEMNITY AGREEMENT

This Release, Waiver of Liability and Indemnity Agreement (the "Release") is executed on this date, _____ by _____ (the "Volunteer") and (in the case of a minor child) _____ the parent having legal custody and/or the legal guardian of the Volunteer (the "Guardian"), in favour of Habitat pour l'humanité région des Deux-Montagnes and Habitat for Humanity Canada, their directors, officers, members, employees, independent contractors, agents, partner families and all sponsors and companies or individuals donating or providing goods and services to Habitat for Humanity (collectively known as "Habitat").

The Volunteer (and Guardian) desires that the Volunteer work as a volunteer for Habitat and engage in the activities related to being a volunteer (the "Activities"). The Volunteer (and Guardian) understands that the Activities may include, but are not limited to, construction, deconstruction, rehabilitating buildings, landscaping, working in Habitat's office and working at special events.

The Volunteer (and Guardian) hereby freely, voluntarily and without duress executes this Release under the terms below.

1. RELEASE AND WAIVER: Volunteer (and Guardian) and Volunteer's heirs, executors, estate trustees with or without a Will, administrators, successors and assigns do hereby release, waive, discharge and covenant not to sue or commence any action against Habitat and its successors and assigns from or for all liability and does hereby waive against Habitat all recourses, proceedings, claims and causes of action of any kind or nature whatsoever, in respect of any personal injury, illness, death, property damage or loss which Volunteer may suffer, from or arising out of or connected with Volunteer's participation in the Activities, whether caused by the negligence of Habitat or otherwise.

2. INDEMNITY: Volunteer (and Guardian) and Volunteer's heirs, executors, estate trustees with or without a Will, administrators, successors and assigns do hereby acknowledge and agree to hold harmless Habitat from any loss, liability, damage, expenses, costs, claims or proceedings they may incur due to Volunteer's participation in the Activities, whether caused by the negligence of Habitat or otherwise. Volunteer (and Guardian) hereby assumes full responsibility for and risk of personal injury, illness, death, property damage or loss due to the negligence of Habitat or otherwise, arising out of or connected to Volunteer's participation in the Activities.

3. MEDICAL TREATMENT: Volunteer (and Guardian) and Volunteer's heirs, executors, estate trustees with or without a Will, administrators, successors and assigns do hereby release, waive and forever discharge Habitat from any claim whatsoever which arises or may hereafter arise on account of any first aid treatment or service rendered in connection with Volunteer's Activities with Habitat. Volunteer (and Guardian) acknowledge and accept that such medical services as may be available may be performed by volunteers or outside agencies and that Habitat has no control or responsibility for the quality of medical attention that may be provided.

4. ASSUMPTION OF RISK: The Volunteer (and Guardian) understands that the Activities include work that may be hazardous to the Volunteer and that Habitat's goods and equipment may be donated to Habitat and may be beyond the control of Habitat. The Volunteer (and Guardian) hereby expressly and specifically assumes the risk of injury or harm in the Activities and releases Habitat from all liability for personal injury, illness, death or property damage or loss resulting from the Activities.

Habitat retains the right to limit or prohibit participation of the Volunteer in any activities of Habitat if Habitat determines that such participation will not be in the best interests of either it or the Volunteer. The Volunteer (and Guardian) understands that s/he will be responsible for the payment of any expenses incurred as a result of application of this section.

5. INSURANCE: The Volunteer (and Guardian) understands that, except as otherwise agreed to by Habitat in writing, Habitat does not carry or maintain health, medical or disability insurance coverage for any Volunteer. Volunteer is expected and encouraged to obtain his or her own medical or health insurance coverage.

6. PHOTOGRAPHIC RELEASE: Volunteer (and Guardian) does hereby grant and convey unto Habitat all right, title 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.

7. OTHER: Volunteer (and Guardian) expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the Province of Quebec and that this Release shall be governed by and be interpreted in accordance with the laws of the Province of Quebec. The Volunteer (and Guardian) agree that if any portion of this Release is held invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue in full legal force and effect. Volunteer (and Guardian) also acknowledge that no oral representations, statements or inducements apart from this Release, Waiver of Liability and Indemnity Agreement have been made.

8. HABITAT POUR L'HUMANITÉ RÉGION DES DEUX-MONTAGNES – PRIVACY OF INFORMATION STATEMENT: Habitat pour l'humanité région des Deux-Montagnes does not sell, trade, rent or in any way distribute Volunteer's personal information. We use your information to provide services and to keep you periodically informed of our activities including programs, funding needs, special events, and opportunities to volunteer or to give. If you do not want us to contact you, please notify us by email at info@habitatrdm.org, by telephone, or by mail, with your full name and address. We will remove your name from our confidential list within 30 days of receipt. Otherwise, by signing this Release, you are consenting to the use of your personal information for the above-noted purposes.

By signing below, the Volunteer and, if applicable, the parent/guardian, acknowledges having read, understood and executed this Release as of the date first above written.

Name of Volunteer (print): _____

Signature: _____

Name of parent/Guardian (if applicable): _____

Signature (if applicable): _____

Address: _____

City, Province & Postal Code: _____

Telephone No. (home): _____ work _____

Date of Birth: _____ E-mail address: _____

Name of Witness (print): _____

Signature: _____

Build information: Location of Build Site: 253, 16th Avenue, Deux-Montagnes

Medication taken: _____

Allergies to medication or food (if life threatening)* :

***In case of allergies, volunteer is responsible to bring any medication required and/or to bring his/her own lunch.**

Physical Limitations/Special needs:

Yes, I have seen the Safety Presentation

HABITAT POUR L'HUMANITÉ RÉGION DES DEUX-MONTAGNES
1002 Chemin d'Oka, Deux-Montagnes, (Québec) J7R 1L7
Téléphone : (514) 842-7007

INFO FORM

PERSONAL EMERGENCY INFORMATION

Name: _____

Home phone number: _____

Emergency contact name: _____

Emergency contact phone number: _____

Medical conditions: _____

Allergies: _____

Health card number: _____

This information is imperative to assist you should you become unconscious.

Please keep this form on you at all times while on the build.