



AGC Future Leaders Forum Newsletter

○ 2011 | ○ February

The benefits of Talking vs. Typing

A classic study by Dr. Albert Mehrabian at the University of California found that the total impact of a message is based on 7 percent words, 38 percent tone of voice, and 55 percent body language. Of course this has limits as you cannot watch someone speaking a foreign language and understand 93% of what they are saying but what does this tell us about the mass e-mails that we send out daily?

Now I am not saying that we should stop e-mailing and every one of our conversations should be face-to-face as e-mails are still very effective and make our lives a lot easier. But the majority of our generation sends out way too many e-mails with information that should be communicated over the phone in order to be the most effective.

Below are a few reminders of why we should pick up the phone every once in a while instead of typing up an e-mail:

1. When problems arise, a quick telephone call is often all that's required to resolve things amicably. On the other hand, a heated exchange of emails can quickly escalate issues past the point of no return.
2. You have no control over how quickly someone responds to your email. When you need an immediate answer, use the telephone.
3. The telephone is intimate – you have the chance to really connect with another human being. Email is less personal – you miss the chance to build trust and rapport with your clients and candidates.



Unknown, . (n.d.). Nine reasons to call instead of sending email. *Recruiting software by BlackDog - Best tip of the month, 09/09*. Retrieved from http://www.go4recruitingsoftware.com/best-tip-of-the-month_091809.html

Join the FLF



Nomination, application forms as well as more information can be found at <http://www.agccolorado.org>

If you have questions or would like more information about membership with the Future Leaders Forum, contact:

Lee Blum at:
lee@agccolorado.org

Baird Cook at:
bcook@usengineering.com

Brendan Lynch at:
b.lynych@saundersci.com



The Importance of Teamwork

Wakeling, Ben. "The Importance of Effective Teamwork in the Workplace Read more at Suite101: The Importance of Effective Teamwork in the Workplace 2 June 2010

standard possible. The team works as one unit to overcome any problems, decides upon a strategy to manage the project and achieves the goal together.

The Importance of Effective Teamwork: Many of us are able to function well on our own; however, working as a team means that a diverse range of skills, talents and resources are brought to a project/company to ensure the best possible result. This also means a wide range of personalities that must learn to work together in order to be effective.

The Qualities and Requirements of a Good Team: COMMUNICATION. An effective team is built on the foundation of open and honest communication, with each team member being able to suggest ideas, ask questions and provide feedback throughout the progression of the project. A team must also be made up of a

number of individuals who have a range of skills and expertise at their disposal, and are willing to use their skills to help themselves and others fulfill the requirements of the objective.

The Results of Effective Teamwork: The results and benefits of having an effective team working on a project are numerous. The task will be dealt with thought, with the objective having been reviewed from every perspective possible to ensure that the final results are accurate, complete and correct. A good team will generate a culture of trust and honesty, boosting confidence in themselves and one another. This will nurture a good team spirit and raise morale, increasing productivity – resulting in improved overall profit.

The construction industry heavily depends on teams to complete projects that are too complex for one individual to tackle alone. When a team works effectively, and strives to work together to complete a task, the results often reach a higher standard and quality than if a team struggles to work cohesively. Therefore, effective teamwork is vitally important for success.

Business Dictionary defines teamwork as "the process of working collaboratively with a group of people, in order to achieve a goal." It is important that people do work collaboratively, working with and motivating one another to complete the task to the highest



Did you know that approximately 61.8 million Americans (26.4% of the population) contribute 8 billion hours of volunteer service worth an estimated 162 billion dollars each year? Well mark your calendars everyone because we are going to join the ranks. Last year we had a lot of fun getting out of the office and into the field at last year's successful community service event and as a result, we have scheduled another event with Habitat for Humanity on **February 26th**. Please see the attached documents for additional information.



Calendar of Events:

February: *FLF Alumni and Executive Discussion*
****February 26th:** *Habitat for Humanity*

March: *DU Leadership Presentation*

April: *Economic and Industry Outlook – A Different Point of View*

May: *Jobsite Tour (Location to be Determined)*

June: *Lessons learned / CU or CSU presentation*

July: *AGC / CCA Joint Summer Event*

August: *To Be Determined*

September: *Denver Chamber of Commerce / AIA*
****September 16th – Clay Shoot at Kiowa Creek**

October: *FLF Strategic Planning Session*

November: *To Be Determined*

December: *FLF Christmas Party*

Steering Committee:

Justin Stein - Concrete Frame Associates *Chair*

Kurt Stitser – Golden Triangle Construction *Co-Chair*

Matt Paull – GH Phipps *Treasurer*

Baird Cook – US Engineering *Membership Chair*

Brendan Lynch - Saunders Construction *Membership Co-Chair*

Amy Powell – Golden Triangle Construction *Marketing Chair*

Shad Cloeter - The Weitz Company *General Membership*

Brad Schmahl - JHL Constructors *General Membership*

Richard Volk - RK Mechanical *General Membership*

Graham Coddington - Saunders Construction *Past Chair*

Lee Blum – AGC of Colorado *Staff Liaison*



Together We Build Great Things

Thank you so much for dedicating your time and energy to volunteering with Habitat for Humanity of Metro Denver. We hope you will enjoy this opportunity to work side by side with other volunteers as we truly make a difference in our community.

ALL volunteers play a vital role in the project's completion. **It is extremely important that all scheduled volunteers in your group attend their work day and that you only bring the scheduled number of volunteers.** A shortage of volunteers slows down productivity and delays the homeowner's move-in date. If you bring more than the scheduled number of volunteers, there will not be enough supervision, materials or work. **Additional volunteers will be sent home.**

If you need to **cancel** your volunteer day or do not have the requested number of volunteers, please let us know as soon as possible and **at least** one week in advance. If you are interested in using our logo for t-shirts please contact Robyn Burns, Communications and Marketing Manager, Robyn@habitatmetrodenver.org.

Included in this packet are:

- Instructions on when to arrive and what to bring (**Please Read**)
- Directions, map to site and parking instructions
- Adult Waiver (**2 Pages**)
- Youth Waiver & Medical Release for volunteers 16-17 years of age (**3 Pages**)

Important Reminders:

- **Do not fax or mail the waiver forms to the Habitat Office. Bring them with you to the construction site.**
- **No volunteers under 16 years of age are permitted on site.**
- **All volunteers must arrive on site by 9 a.m. Only volunteers who are on site by 9 a.m. are permitted to stay and work.**
- **If there is poor weather on your workday please call the construction hotline after 7 a.m. to learn about site delays and closures. The number is 720-496-2736.**

We know this will be a fun and rewarding experience for your group, and we hope you all enjoy your volunteer day! Please feel free to email or call with any questions.

In partnership,

Leanna Powell
Volunteer Coordinator
leanna@habitatmetrodenver.org
720-496-2717



Volunteer Department 303-534-2929 X 317
Construction Hotline: 720-496-2736
www.habitatmetrodenver.org
3245 Eliot St. Denver, CO 80211

Construction Volunteer Information

How can I volunteer to work at a site?

All volunteers are required to sign up for construction site volunteer opportunities. For the safety of all volunteers and to ensure a quality volunteer experience, only those who have signed up to volunteer will be permitted to stay and work. Volunteers can sign up online by visiting the website or by calling the Construction Hotline.

What days and times can I volunteer?

Our workdays are typically Wednesdays through Saturdays from 9:00 am to 4:30 pm. We do ask that you arrive a few minutes before 9:00 and that all volunteers commit to working a full day until 4:30. If you do not arrive in time to hear the safety orientation you will be asked to leave.

What happens at a Habitat construction site?

A Habitat staff construction supervisor or Habitat Host will greet you for sign in promptly at 9:00 and will give you an orientation. Everyone will be shown what tasks need to be accomplished. The work will be broken down into small, manageable tasks. You will never be asked to do something you are not comfortable with such as getting on the roof or operating power tools.

Do I need construction experience?

All of our homes are built primarily with inexperienced volunteers a willingness to learn. Our construction supervisors will teach you what you need to do.

What should we wear?

The most important item to wear is sturdy shoes. Hiking shoes, leather boots, or at least a solid pair of athletic shoes are a must. During the winter months please be sure to wear wool socks, long johns, a hat and bring a winter coat you don't mind getting dirty. Please bring work gloves.

What if we have inclement weather?

Call the Construction Hotline at 720-496-2736. Depending on the work to be done we may try to accomplish what we can or may have to close the site. The hotline will be updated by 7am on bad weather days.

What if I can't make it after all?

Please contact the Volunteer Department as soon as you learn that you will be unable to fulfill your commitment. The more advance notice we are given the more likely it is that we'll be able to recruit additional volunteers.

What should we bring?

You need to bring a sack lunch, a water bottle and sunscreen. It is very helpful if you can also bring work gloves and a pencil. All volunteers must wear hard hats and safety glasses which will be provided for your use on your volunteer day. However, if you would like to bring your own, this would be greatly appreciated. If you bring your own hard hat make sure that it is OSHA approved. Please do not bring your own power tools.

Is there an age requirement?

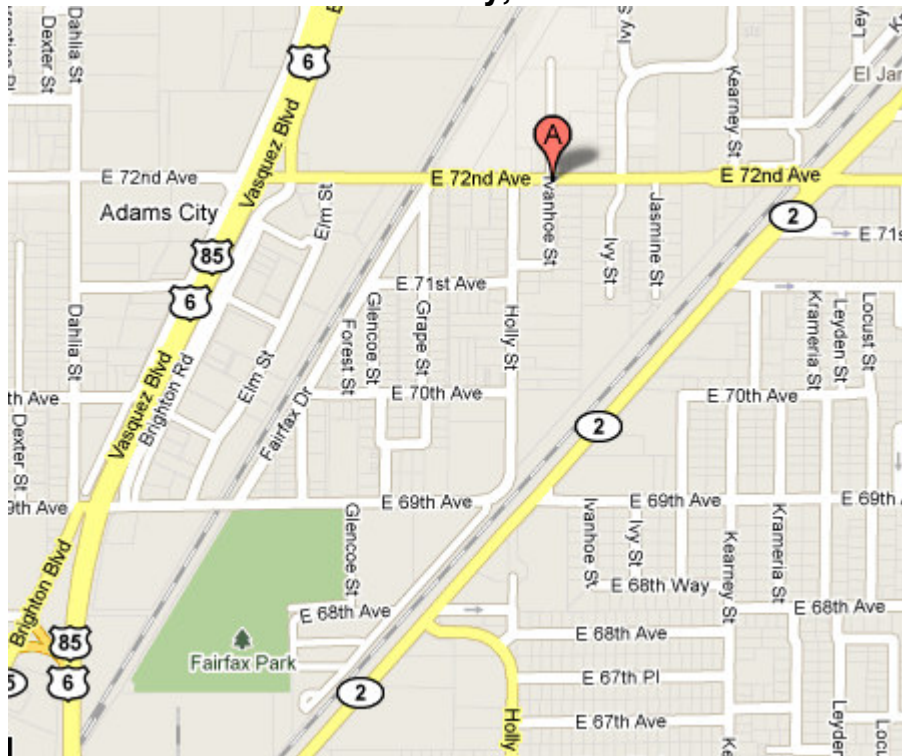
All volunteers must be at least 16 years old. No one under the age of 16 is allowed on site. 16-17 yr. olds are not allowed to roof or use power tools and *must* have a parental waiver and medical release signed. These forms are available on the website. Please note that even if accompanied by a parent, children under 16 are *not* permitted on our construction sites.

Are there other ways to help Habitat?

Yes! There are many ways to help Habitat. We have volunteers who serve on committees, on special projects, or at our Outlet store. You can also help by making a monetary contribution. Our largest source of income comes from local individual donations. If every volunteer donated \$10, we could build one more home each year!



7134-7194 Ivanhoe Street Commerce City, CO 80022



Driving Directions: (from the south)

From I-70 or I-270, take the exit for **Vasquez Blvd/US-85 N**

Turn **right** at **E 72nd Ave** (signs for **Commerce City**)

Turn **right** at **Ivanhoe St**

The site will be on your left.

Driving Directions: (from the north/ I-76)

Exit onto **US-6 W/US-85 S/Vasquez Blvd** toward **Commerce City**

Turn **left** at **E 72nd Ave**

Turn **right** at **Ivanhoe St**

The site will be on your left.

Driving Directions: (from the north/ I-25)

Take exit **217B** on the **left** to merge onto **I-270 E** toward **Aurora/Limon**

Take the next exit for **Vasquez Blvd/US-85 N**

Turn **left** at **E 72nd Ave**

Turn **right** at **Ivanhoe St**

The site will be on your left.

Public Transportation:

Bus lines 48, 72 and 88

Please see rtd-denver.com to plan your trip.

Parking:

Parking is available on neighborhood streets. However, please be considerate of our neighbors and **avoid parking in front of driveways and mailboxes.**

All volunteers are asked to arrive at the site a few minutes before 9:00 am and commit to working the full day until 4:30 pm. Please bring with you a sack lunch, water bottle, and sunscreen, and wear sturdy shoes. All necessary tools, hardhats, and safety glasses will be provided for your use on your workday. Volunteers under 16 years of age are not permitted.

PLEASE READ CAREFULLY! THIS IS A LEGAL DOCUMENT WHICH AFFECTS YOUR LEGAL RIGHTS!
HABITAT FOR HUMANITY OF METRO DENVER RELEASE AND WAIVER OF LIABILITY

THIS RELEASE AND WAIVER OF LIABILITY (the "Release") executed on [**DATE**] _____, 20____, by

_____ [**PLEASE PRINT YOUR NAME**] (the "Volunteer") in favor of HABITAT FOR HUMANITY OF METRO DENVER, INC., a Colorado nonprofit corporation, and HABITAT FOR HUMANITY INTERNATIONAL, INC., a Georgia nonprofit corporation (collectively, "Habitat"), and their respective directors, officers, employees and agents. The Volunteer desires to provide services on behalf of Habitat as a volunteer. The Volunteer understands and acknowledges that that the services performed by the Volunteer, from time to time, may include a broad range of volunteer activities, including but not be limited to the construction or rehabilitation of single family or multi-family residential buildings, assisting Habitat staff at either the Habitat outlet store, the Habitat office or at special events or dedications, travel to and from work site locations and for other purposes, as well as the operation of Habitat vehicles (collectively, "Volunteer Services"). As used in this Release, the term "Volunteer Services" is intended to be used in its broadest sense and shall include any and all activities of any kind or nature, at any time and in any place that is performed by the Volunteer on behalf of Habitat.

The Volunteer does hereby freely, voluntarily and without duress execute this Release under the following terms:

1. Waiver and Release. Volunteer does hereby release and forever discharge and hold harmless Habitat and its successors and assigns from any and all liability, claims and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from Volunteer Services. Volunteer understands that this Release discharges Habitat from any liability or claim that the Volunteer may have against Habitat with respect to any bodily injury, personal injury, illness, death, disability, property damage, incidental or consequential damages, punitive damages or special damages that may result from Volunteer Services, whether caused by the negligence of Habitat or its officers, directors, employees or agents, other Habitat volunteers, or otherwise. Volunteer also understands that Habitat does not assume any responsibility for or obligation to provide financial aid or other assistance, including but not limited to, medical, health or disability insurance except as Habitat has specifically disclosed in writing to the Volunteer.

2. Medical Treatment. Volunteer does hereby release and forever discharge Habitat from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment or service rendered by any person in connection with Volunteer Services.

3. Assumption of the Risk. Volunteer acknowledges that there are potential hazards ("Hazards") involved in Volunteer Services. The term "Hazards" is intended to be used in its broadest sense and includes, but is not limited to natural hazards (land, weather, etc.) and man-made hazards (concrete, steel, etc.), food contamination, as well as hazards typical for construction sites, the operation of vehicles, tools or equipment, physical labor and the conduct of warehouse operations. The Volunteer understands and acknowledges that the Volunteer Services may include Hazards that could harm the Volunteer, and that such Hazards may or may not always be obvious. Volunteer hereby expressly and specifically assumes the risk of injury or harm for all such Hazards and releases Habitat from all liability for injury, illness, death or property damage resulting from the Volunteer Services.

4. Insurance. Habitat may elect, in its sole discretion, to provide group accident insurance for special projects. Any coverage so provided will be governed by the policy language. Except to the extent it makes available such group accident insurance, Habitat does not carry or maintain, and expressly disclaims responsibility for providing any health, medical or disability insurance coverage for the Volunteer. Volunteers are not to be deemed employees or agents of Habitat and Habitat shall not be responsible for the purchase of worker's compensation insurance.

EACH VOLUNTEER IS EXPECTED AND ENCOURAGED TO ARRIVE WITH MEDICAL OR HEALTH INSURANCE COVERAGE IN EFFECT. EACH VOLUNTEER EXPRESSLY ACKNOWLEDGES THAT THERE HAS BEEN NO EXPRESS OR IMPLIED AGREEMENT BY HABITAT TO PROVIDE INSURANCE COVERAGE OF ANY KIND TO THE VOLUNTEER.

5. Photographic Release. Volunteer 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, including but not limited to, any royalties, proceeds or other benefits derived from such photographs or recordings.

6. Other. Volunteer expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Colorado, and that this Release shall be governed by and interpreted in accordance with the law of the State of Colorado. Volunteer agrees that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the validity of the remaining provisions of this Release which shall continue to be enforceable.

7. Construction, Outlet Store, Office Work Site Volunteer Rules and Procedures. Volunteer acknowledges reading and understanding the Volunteer Rules and Procedures set forth below and agrees to fully conform to such Rules and Procedures in connection with all Volunteer Services performed on or about Habitat construction, Outlet store, or office work sites.

Rev 5/05

Volunteer Rules and Procedures

Rules

1. Only persons 16 years of age or older are permitted at the construction, Outlet store, office work sites.
2. Only persons 18 years of age or older are permitted to use power tools, or work above ground level.
3. If you are uncomfortable with an assigned job, **DO NOT DO IT**. Let your supervisor know and you will be reassigned accordingly.
4. Hard hats and safety glasses must be worn at all times on construction sites.
5. Wear sturdy footwear – no open-toed shoes permitted.
6. No smoking.
7. No horseplay.
8. No alcohol or illegal drugs.
9. Never enter a ditch or hole without approval from a construction supervisor.

Procedures

1. Pull or bend over all nails from boards, doorframes and scrap pieces of wood.
2. Keep work area clean and safe.
3. If you see an unsafe act or condition, report it to a supervisor or correct it if safe to do so.
4. Return tools to Tool Trailer (or Tool Desk at Outlet); put nails and tools in proper containers.
5. Don't lift beyond your strength; get a partner to help. Remember to bend your knees and lift with your back straight.
6. Keep an eye on your load as you move and turn so as not to hit someone.
7. Walk; do not run, when carrying tools or materials.
8. Report any damaged tools or power cords to a supervisor for repair.
9. Tell the supervisor immediately in the event of an injury.
10. First aid kits, fire extinguishers, maps to the nearest hospitals and MSDS notebooks are located on-site.
11. When using a non-self supporting ladder, use the 4-to-1 rule: For every 4 ft of height, move the bottom of the ladder 1 ft from the wall.
12. Think and concentrate on your work task.

Rules/Procedures Specific to the Outlet

1. Always wear back braces when lifting objects.
2. When moving a refrigerator, have at least two people (one to guide the dolly, a second to help stabilize the appliance).
3. Volunteers are never allowed to operate the forklift, unless they are forklift certified.
4. Never climb on top of unstable stacked items.
5. Only stack items if they are stable, and stack items so that they do not protrude into the aisles. Do not stack items if they have the possibility of falling over.
6. Keep aisles clear of debris.
7. Clean up all spills as soon as you become aware of them—concrete can be slippery when wet.
8. Clean up broken glass immediately. Be careful and do not use your bare hands.
9. Never let a customer climb up on the shelves, pallet racks, or ladders.

Rules/Procedures Specific to the Office

1. Keep your work area clean and orderly. Clean up and put equipment away when finished.
2. Be alert for, and heed all, warning signs and tags.
3. Make sure all fire exits and fire doors are kept clear.
4. Follow safe lifting practices.

IN WITNESS WHEREOF, Volunteer has executed this Release as of the day and year first above written.

VOLUNTEER:

Printed Name: _____

Signature: _____ Address: _____

Phone: (H) _____ (W) _____

WITNESS Signature: _____

Rev 05/05

MINOR WAIVER FORM FOR 16-17 YEAR OLD VOLUNTEERS
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HABITAT FOR HUMANITY OF METRO DENVER RELEASE AND WAIVER OF LIABILITY

THIS RELEASE AND WAIVER OF LIABILITY (the "Release") executed on [**DATE**] _____, 20____, by _____ [**PLEASE PRINT MINOR'S NAME**], a minor child (the "Volunteer") and _____ [**PLEASE PRINT PARENT/GUARDIAN NAME**], the parent having legal custody and/or the legal guardian of the Volunteer (the "Guardian"), in favor of HABITAT FOR HUMANITY OF METRO DENVER, INC., a Colorado nonprofit corporation, and HABITAT FOR HUMANITY INTERNATIONAL, INC., a Georgia nonprofit corporation (collectively, "Habitat"), and their respective directors, officers, employees and agents. The Volunteer desires to provide services on behalf of Habitat as a volunteer. The Volunteer understands and acknowledges that the services performed by the Volunteer, from time to time, may include a broad range of volunteer activities, including but not be limited to the construction or rehabilitation of single family or multi-family residential buildings, assisting Habitat staff at either the Habitat outlet store, the Habitat office or at special events or dedications, travel to and from work site locations and for other purposes, as well as the operation of Habitat vehicles (collectively, "Volunteer Services"). As used in this Release, the term "Volunteer Services" is intended to be used in its broadest sense and shall include any and all activities of any kind or nature, at any time and in any place that is performed by the Volunteer on behalf of Habitat.

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2. Medical Treatment. Volunteer does hereby release and forever discharge Habitat from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment or service rendered by any person in connection with Volunteer Services.

3. Assumption of the Risk. Volunteer acknowledges that there are potential hazards ("Hazards") involved in Volunteer Services. The term "Hazards" is intended to be used in its broadest sense and includes, but is not limited to natural hazards (land, weather, etc.) and man-made hazards (concrete, steel, etc.), food contamination, as well as hazards typical for construction sites, the operation of vehicles, tools or equipment, physical labor and the conduct of warehouse operations. The Volunteer understands and acknowledges that the Volunteer Services may include Hazards that could harm the Volunteer, and that such Hazards may or may not always be obvious. Volunteer hereby expressly and specifically assumes the risk of injury or harm for all such Hazards and releases Habitat from all liability for injury, illness, and death or property damage resulting from the Volunteer Services.

4. Insurance. Habitat may elect, in its sole discretion, to provide group accident insurance for special projects. Any coverage so provided will be governed by the policy language. Except to the extent it makes available such group accident insurance, Habitat does not carry or maintain, and expressly disclaims responsibility for providing any health, medical or disability insurance coverage for the Volunteer. Volunteers are not to be deemed employees or agents of Habitat, and Habitat shall not be responsible for the purchase of worker's compensation insurance.

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7. General Construction, Outlet Store, Office Work Site Volunteer Rules and Procedures. Volunteer acknowledges reading and understanding the Volunteer Rules and Procedures set forth below and agrees to fully conform to such Rules and Procedures in connection with all Volunteer Services performed on or about Habitat construction, Outlet store, or office work sites.

Rev 5/05

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Rules

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11. Only persons 18 years of age or older are permitted to use power tools, or work above ground level.
12. If you are uncomfortable with an assigned job, **DO NOT DO IT**. Let your supervisor know and you will be reassigned accordingly.
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14. Wear sturdy footwear – no open-toed shoes permitted.
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16. No horseplay.
17. No alcohol or illegal drugs.
18. Never enter a ditch or hole without approval from a construction supervisor.

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18. Keep an eye on your load as you move and turn so as not to hit someone.
19. Walk; do not run, when carrying tools or materials.
20. Report any damaged tools or power cords to a supervisor for repair.
21. Tell the supervisor immediately in the event of an injury.
22. First aid kits, fire extinguishers, maps to the nearest hospitals and MSDS notebooks are located on-site.
23. When using a non-self supporting ladder, use the 4-to-1 rule: For every 4 ft of height, move the bottom of the ladder 1 ft from the wall.
24. Think and concentrate on your work task.

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Rules/Procedures Specific to the Office

5. Keep your work area clean and orderly. Clean up and put equipment away when finished.
6. Be alert for, and heed all, warning signs and tags..
7. Make sure all fire exits and fire doors are kept clear.
8. Follow safe lifting practices.

IN WITNESS WHEREOF, Volunteer has executed this Release as of the day and year first above written.

VOLUNTEER:

Printed Name: _____
Signature: _____
Address: _____
Phone: (H) _____
Phone: (W) _____

GUARDIAN:

Printed Name: _____
Signature: _____
Address: _____
Phone: (H) _____
Phone: (W) _____

WITNESS Signature: _____

Rev 05/05

PLEASE READ CAREFULLY! THIS IS A LEGAL DOCUMENT, WHICH AFFECTS YOUR LEGAL RIGHTS!

**HABITAT FOR HUMANITY OF METRO DENVER
PARENTAL AUTHORIZATION FOR TREATMENT OF A MINOR**

I, _____ [*PLEASE PRINT NAME*] am the parent or legal guardian having custody of _____ [*PLEASE PRINT NAME of MINOR CHILD*] a minor child. As such parent or legal guardian, I hereby authorize and appoint HABITAT FOR HUMANITY OF METRO DENVER, INC., a Colorado nonprofit corporation as my agent to act for me with respect to the Volunteer and in my name in any way that I could act in person to make any and all decisions for me with respect to the Minor Child concerning the Minor Child's personal care, medical treatment, hospitalization and health care, and to require, withhold or withdraw any type of medical treatment or procedure including, without limitation, x-ray examination, anesthetic, medical or surgical diagnosis of treatment which may be rendered to the Minor Child under the general or special supervision and on the advice of any physician or surgeon licensed to practice in the state in which treatment is sought. My agents shall each have the same access to the Minor Child's medical records that I have including the right to disclose the contents to others. I expressly acknowledge and agree that this authorization is intended to be as broad and inclusive as permitted by the laws of the State of Colorado, and that this authorization shall be governed by and interpreted in accordance with the law of the State of Colorado.

Dated this ____ day of _____, 20____.

PARENT/GUARDIAN:

WITNESS:

Signature

Signature

Address

Phone:(H) _____

Phone:(W) _____

Rev 5/05