

**Appencix E**  
**SAMPLE OUTLINE OF**  
**RAISE THE ROOF INTRODUCTION AND**  
**SAFETY BRIEFING**

Good Morning and welcome to the nth day of our xx day effort to Raise the Roof on partner family's future house. I want to begin by thanking our wonderful sponsors, sponsor name for your out pouring of love and generosity and for making this day and event possible. How many of you have been involved in a previous Raise the Roof? That is great!

I am house leader name, a Habitat Volunteer and a House Leader. I will be responsible for leading this project from clearing the property through the Dedication.

There are a number of other key people that you should meet.

First is our Partner Family, future homeowners  
introduce partner family.

Names from our sponsors have worked hard to coordinate this Raise the Roof – many thanks!

There are several other volunteers from my team who will be lending a hand today. They are: team member names.

Next a word from our Habitat Staff Member?

The restroom facilities are location. It is also permissible to leave here and go to the closest gas station or fast food restaurant for a more user-friendly facility.

Any other announcements?

## **Daily Safety Talk Checklist**

### **Overview**

- Safety is Everyone's responsibility. Watch out for one another to keep us all safe.
- Everyone should sign in, sign a waiver, and wear a name tag
- Our location is address. Let me know immediately if there's an emergency or if medical assistance is required. For minor problems I have a first aid kit.
- This is a construction site –be aware of your surroundings
- Orientation to site: location of water, bathrooms, personal protective equipment, & tools
- Overview of Today's Tasks

### **General Safety Checklist**

- Speak up – Report all unsafe conditions, and report all accidents and incidents
- Help maintain a clean work area; collect trash in an appropriate area
- Keep hydrated! Drink lots of fluids
- Do not lift beyond your strength – get help &/or use proper lifting techniques
- Remove nails from scrap lumber
- If you're unfamiliar with a task or piece of equipment a volunteer leader will gladly help you.
- Concentrate on your task – especially when working with power tools.

### **Personal Protective Equipment (PPE) Safety Checklist**

- Loose clothing and gloves can be dangerous around power tools.
- Sandals and open toe shoes are not permitted.
- Wear a hard hat when required by a volunteer leader – essentially, anytime there is work going on above your head.
- Always wear eye protection when operating power tools or whenever instructed by a volunteer leader.
- Wear respiratory protection, hearing protection, or other personal protective equipment when instructed by a volunteer leader.

### **Ladder Safety Checklist**

- Do not leave tools or supplies on a ladder; they could fall on someone's head
- Use an appropriate ladder – correct height, make sure the ladder is on solid footing, and make sure that the ladder angle is appropriate.
- Don't stand on the top rung of a ladder, don't lean or reach too far from a ladder, and don't jump down from a ladder.

### **Tools Safety Checklist**

- Select the correct tool for the task
- Wear appropriate personal protective equipment
- If unfamiliar with a tool ask for assistance; do not operate a tool you have not been trained to use
- Set up tools (like saws) on a sturdy surface
- Keep power cords free of cutting paths!