**Basic Construction Orientation**

1. Orientation:
	1. Go to the Habitat Lima website and the Volunteer Resources link:

<https://www.habitatlima.org/volunteer/volunteer-manual.html>

* 1. Click on the Pre-Orientation PowerPoint link and read
	2. Click on the Construction & Office Volunteer Handbook and read
1. Liability Waiver
	1. Go to the Habitat Lima Waiver link: <https://www.habitatlima.org/volunteer/waiver.html>
	2. Fill out the appropriate Liability Waiver and either send it to us electronically or bring it with you to the worksite
2. Safety Training
	1. Go to [**HFH Safety**](http://hfhaffiliateinsurance.com/volunteers/) (<http://hfhaffiliateinsurance.com/volunteers/>) and on the Lockton home page, click on “Begin Now” in the Online Safety Training Courses box, follow the instructions on that page. Take the “*Volunteering on a Habitat for Humanity Job Site*” course. When you pass the quiz, you will be prompted to report your results. Please have them send the results to the **Lima Area Habitat for Humanity** affiliate and we will receive an email indicating your success.
3. Once you have completed all these items, please email Connie Hall, administrative assistant, at connie@habitatlima.org and let her know you have completed all these steps. **These steps must be completed prior to your first day on the construction site.**

***You can also come to the Habitat Office and complete all these items, if you do not have access to a computer or would like help.***