

# Build Day Morning Meeting Outline

updated: 3/3/2017

**Start of the Day** (Repeat if there are 2 shifts of crew members)

- Site leader to meet with crew mentors for 10 minutes from 7:30 – 7:40 to discuss and assign the day's objectives, tasks (be sure to assign trainees tasks as noted in the schedule), safety issues, etc.,
- 7:45 a.m. Welcome Everyone
- Introduction of:
  - Self
  - Home Owners
  - Senior Crew
  - Site Support
  - New volunteers
- Recognize House Sponsors and Thank them
- Safety Meeting (done by staff, if available, otherwise Site Leader):

## **Stress Safety as our #1 goal**

1. THIS IS A CONSTRUCTION SITE – please treat it as such and always be aware of what is going on around you **“OPEN YOUR EYES, PAY ATTENTION AND PICKUP YOUR FEET”**
  2. **Daily Safety Talking Points** – Cover each point with the group, have them print and sign on the back and attach to volunteer sign in sheet. **“You are responsible for your own safety as well as watching out for your co-volunteers”**
    - **Special emphasis on the current “top” safety concern (based on up to date incident reports) – e.g. utility knives, trips and falls**
    - **Note location of 1<sup>st</sup> aid Kit (it should be brought out of trailer and place near site support)**
    - Address of the Site (posted for everyone to see)
    - If you have any physical limitations or medical concerns we should be aware of please see the Site Leader (e.g. back issues or lifting limits, bee, food allergies, do you have epi-pens or other meds we should know about with you if needed, etc.,)
    - Stress to all volunteers that if you are “uncomfortable” with a given task or tool to be sure to speak up now and throughout the day
  3. Do we have any MINORS on site today? If so, what are their ages? Be sure to cover specific limitations with them (i.e. what they can or cannot do) and assign appropriate supervision
  4. Tools – any DAMAGED or tools not in proper working order must be given immediately to Site Leader or Construction Supervisor
- Review tasks for the day
    - **Note location of construction manuals**
    - Outline the goals for the **day (suggest doing a walkthrough and discuss tasks with volunteers)**
    - Stress key quality points
    - Assign general volunteers to crews (make sure all volunteers know that if they are NOT comfortable with task to speak up)
    - Crew mentors **meet with your crew for 5-15 minutes to discuss the assigned tasks, tools needed, task specific safety issues (e.g. power tool training), quality points, etc.,**
    - **Sr. Crew Training (be sure to clarify training objectives at end of day and review at end of day)**
  - Jobsite Recycling
    - What we recycle and where to put it (see sign posted near recycling barrels)
    - **Cut all materials to be recycled to maximum 4' – 5' lengths**
  - Breaks and Lunch times
  - Parking restrictions (including rural mail box or trash pickup awareness)
  - Devotion and/or prayer (can ask others beforehand to do it)

**(See other side for “End of the Day” items)**

## End of the Day

- Complete “Build Day Construction Checklist” for the days’ tasks – items in **RED** must be completed
- Ask new volunteers to complete survey
- Put tools away properly
  - **Assign a “trailer knowledgeable” sr. crew member to the trailer to ensure tools are inspected and properly put away**
  - Ask that everyone checks their tool belts and pockets for Habitat tools or supplies
  - Ensure that extra supplies (i.e. nails, screws, etc.,) are returned to their proper place
- Make sure the site is organized and clean:
  - Restack and cover wood piles if needed to keep the material in good condition and to minimize theft
  - All recycling should be in the appropriate containers or, in case of an abundance of cardboard, stacked neatly next to them if containers are full
  - Check for any safety hazards and correct them (i.e. open egress wells or stairway, etc.,)
  - Check the overall appearance of the site (what would “Joe Public” think of our site?)
  - Secure the site, house, trailer(s), ladders and generator
- THANK ALL VOLUNTEERS!