

Team Depot Legal

- July 19, 2021



Agenda

- Know Your Role: Team Depot vs. Nonprofit Partner
- Project Site Visit
- Planning Your Project
- Site Safety: Do's and Don'ts
- Mold, Asbestos, & Lead Based Paint (MALP)
- Best Practices
- Q & A



Learning Call Objective

The objective of this Learning Call is to guide your efforts in creating meaningful Team Depot projects that are safe, smart, and foster the best practices in mitigating risks for our associates and program.

Know Your Role

Site Safety

Project Planning

MALP

Mold & Asbestos Guidelines

Best Practices



TD Operating Guidelines - Call Outs

- **It is mandatory that the Team Depot Operating Guidelines are reviewed by each Captain and followed on all Team Depot projects**
 - Found on THD.co/TeamDepot
- Only 10 volunteer or less are permitted in a single location (shifts allowed)
- Volunteers must adhere to current local Government Agencies' policies for social gatherings (number of volunteers, social distancing, etc.)
- **Only pre-registered THD associates may participate; no walk-ups or family members/friends**
- Prior to the start of the project, all participants must attend a safety and process briefing to review:
 - Social distancing guidelines
 - Cleaning and sanitation guidelines
 - PPE guidance
- At a minimum, associates must be provided gloves, face protection, hand sanitization supplies or a hand washing station



Site Visit Checklist

PLANNING

- ✓ Leverage your nonprofit partner to help you address safety needs.
- ✓ Identify potential work scope based on needs vs. wants of recipient
- ✓ Gauge the realistic scope of work of each task and your associate's abilities

SITE VISIT

- ✓ Site visits by your Team Depot Captain and WITH your Nonprofit partner are critical to a good and safe project
- ✓ Ensure that you stick to the agreed upon work scope in the grant agreement-no drastic last-minute changes on project day

UNDER PROMISE AND OVER DELIVER



Safety Practices



Clearly identify to associates, nonprofit/homeowner all aspects of the project and what you will/won't work on



Add safety to your store quote – eyes, ears, hands, etc.



Assign a safety captain for the project who is familiar with all aspects of the scope of work



Conduct a safety orientation with team

Projects: **Services Support**



- **Limited funding available for unfriendly associate volunteer tasks**
- **Consult HD Services or local contractor when evaluating a home and completing complex tasks**

Team Depot grant can provide up to **30%** of the total cost of the project for professional services

Services must be completed before or after your Team Depot project day

Site Safety SOP



**IF YOU WOULDN'T DO IT IN THE AISLES,
DON'T DO IT ON A PROJECT**



- Any associate, regardless of age, can participate
- A maximum of 10 Associates can volunteer at one time during a social distancing shift
- No HD associate can participate in a task requiring licensing
- Everyone signs the volunteer waiver
 - Follow in store procedures if an associate or community volunteer is injured on site
 - We recommend all non-HD volunteers be 18 or older
- Follow in store policies for job/project restrictions



Projects: The Do Nots



Tasks completed on any structure not permanently affixed to the ground is prohibited

(e.g. manufactured homes, mobile homes, trailers)



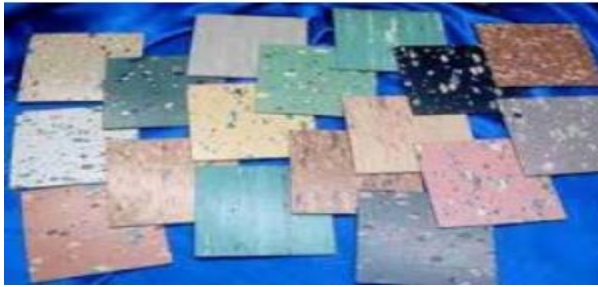
If project tests positive for lead paint (pre '78), asbestos (pre '81) or mold, a certified professional must remove prior to project



Roofing, HVAC, major electrical or plumbing, removal or disposal of mold, asbestos or other hazardous materials should not use volunteers



Mold, Asbestos, & Lead Based Paint



- Any home built **before 1978** should be inspected and cleared by a certified renovator before any work can begin
- Nonprofit/homeowner are responsible for testing & remediation, but **captains must verify testing was completed and review results**
- If you see signs of mold around areas in the home/site you should **stop work immediately**
- Flakey paint, octagonal tiles, textured, crumbly floor tiles, etc. are all indicators but not certified tests
- Lead paint & asbestos can be underneath multiple layers of paint/flooring/siding

Know Your Role

- It is the **nonprofit's responsibility** to secure the safety of the property before the project
 - **Testing and removal of lead paint, mold and asbestos**
 - Includes all properties built pre-1978
 - Secure all city permits and marks for utility lines etc.
 - Screen and vet homeowners of program and be responsible for recipient relations
- The **Team Depot Captain's role** is to communicate clear expectations and add insight for project planning
 - **No project with hazardous materials**
 - Skillset of volunteers and Team Depot program
 - Add safety to your store quote
 - Assign a safety captain for project



Is Your Site Safe?



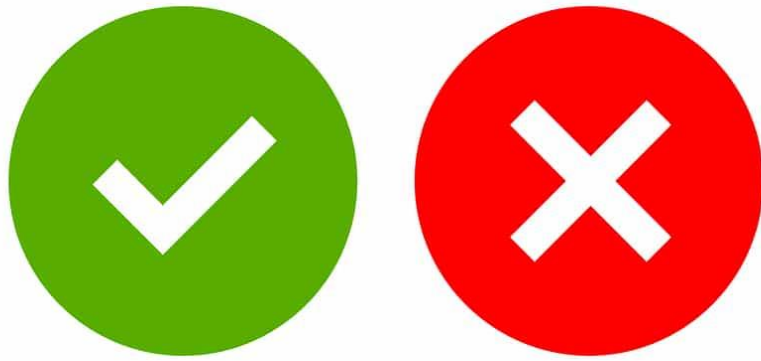
- As a **captain**, you want to be the first line of **defense for all potential hazards and take the right action**
- **Be sure nonprofit has removed all threats** to assure project is on schedule
- Consider a backup date in case there are delays in permits or other concerns outside of your control
- Don't be afraid to say no
 - As you conduct a site visit, don't be afraid to say no when the project does not provide a safe place for associates
 - **Not safe, no project!**

Smart Project Planning

- **Manage Expectations**
 - Keep in mind the skillset of your associates
 - Clearly communicate realistic scope of work to nonprofit partner
- Focus on top 2-3 tasks that can be accomplished in one 1-2 hour day
- Stick with agreed upon work scope in the grant agreement to alleviate any last minute drastic changes
- Bring Services along for a site visit for a more tenured review of the project at to avoid potential issues
- Be sure to **include safety equipment on your store quote**
 - Masks, safety glasses, gloves etc.
- Under promise, over deliver



The Do's and Don'ts of Team Depot



- **Mobile structures are not safe nor regulated** for the Team Depot program
- No HD Associate can participate in any professional services
 - HVAC, Electrical, Plumbing, Roofing
 - **Licensed professional contractors only**
- Volunteer **friendly tasks are the primary tasks**
 - Beautification
 - Accessibility modification
 - Painting
 - Minor repairs



Best Practices



- If you don't do it in the aisle, don't do it on the project site
- Assign a safety captain and conduct a safety orientation with the team
- Be sure all volunteers sign the waiver
 - Follow store procedure if an associate or community volunteer is injured on site
- Be sure to wear the safety equipment during your project
- No volunteers under the age of 18 are allowed on site
- 1:4 ratio for ladders = 1' out: 4' up



Questions & Feedback

If you have any questions, comments or concerns, please be sure to follow-up with your Division Manager:

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