



**2009**  
**WORK TEAM ADULT MANUAL**  
**NORTH/NORTHWEST TEXAS**

Provide Christ-Centered,  
Quality Youth Work Camps  
That Serve People In Need  
And Promote Spiritual Growth  
And Leadership Development In Youth



## U.M. ARMY VISION

Continue to grow in ministry with God and become the hands and voice of Christ while receiving guidance from the following core principles:

- We are a God-led, volunteer, youth-focused organization.
- We believe God changes lives through the U.M. ARMY experience.
- We believe in increasing the number of lives touched in a planned and responsible way.
- We believe in being proactive in protecting the persons we touch, the environment and the corporate organization.
- We believe camp operation can be accomplished with hard work, compassion and honesty.
- We believe in developing well-trained camp leadership.
- We believe that all aspects of the U.M. ARMY organization will be managed with integrity.

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# **WORK TEAM ADULT MANUAL**

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# WHAT IS MY ROLE AS WORK TEAM ADULT?

**As a Work Team Adult, your role** is to guide and facilitate your work team of 4 – 6 youth, and join with them as an equal participant throughout the week on the work site. Your role is to help each of the youth develop qualities of leadership and responsibility, and to help each develop spiritually through service to others.

As an equal participant in the team, you will be asked to use careful discernment concerning when to step back and be part of the team; and when to step forward to protect their health and safety, provide guidance in work practices, and keep task oriented. Keep in mind that even as an equal participant, **you are *always* a role model.**

Health and safety are a primary concern, and should always be foremost in your mind. Safe and proper use of ladders and tools, safety glasses, awareness of power lines, poison ivy, dangerous animals, unsafe surroundings, heat exhaustion, adequate fluid intake; these are just a few of the things of which you need to be continually aware.

Your team will always travel together in your vehicle during camp; to the work sites, showers, and any activity off-site. Seat belts must be worn at all times. We recommend you get an old sheet to cover the seats of your vehicle to protect them; cut holes for seat belts. Travel time is a good time to “process” the day, connect with each other and share joys and frustrations.

Quality of work is important. The work we do, we do for Christ. “Whatever you do, work at it with all your heart, as working for the Lord (Col 3:23a) ... “It is the Lord Christ you are serving (24b).” “Serve wholeheartedly, as if you were serving the Lord...” (Eph 6:7a ) “...I tell you the truth, whatever you did for the least of these brothers of mine, you did for me.” (Mt 25:40 ) Christ does not demand perfection in what we do. He does ask for our very best, and excellence should be our goal.

Your job is extremely rewarding, but it can also at times be stressful and demanding. The adult leaders at your camp are who you go to with problems, concerns, or frustrations. For construction and repair advice check with your Color Group Leader, Tool Coordinator, or Site Coordinator. There is a Building and Repair Manual that you will receive at Sunday Night orientation with drawings and instructions on various construction projects. For problems with group dynamics, discipline, or spirituality consult with the Program Coordinator or Camp Director. All of these people are your back-up and support. Talk to them.

Work teams are assigned various duties at base camp throughout the week. These daily duties consist of cooking meals, serving meals, kitchen clean up, dining room clean up, etc. and rotate among the work teams during the week. These assignments will be made Sunday evening, and the team leader for the day is responsible for making sure the team performs its duty.

Breakfast and supper are provided each day by the kitchen staff at base camp. You will have a sack lunch at the work site. Lunch fixings are provided each morning at breakfast, and each person is responsible for making their own sack lunch. We encourage you to make an extra lunch to share with your client, and invite them to join you in your lunch break. If you need more lunches, check with the Kitchen Coordinator first to ensure there will be enough supplies.

Work teams are instructed to ***respect the client’s property, and remember that this is their home.*** We do not want them to think that we pity them, but that we care about them and want to make their home as safe and comfortable as we can with our limited time and resources.

# WORK TEAM DAILY LEADERSHIP ROLES

Each work team member will serve in a leadership role. In order for everyone to experience all aspects of camp, work team members will rotate the leadership roles each day. The work team should review the leadership roles daily and determine who will provide leadership for each position for the following day. Please note that if you have a team of less than six (including yourself) that your team leader for the day will need to double up on some roles (such as combining the devotional and lunch leadership roles).

**Team Leader:** Coordinates the efforts of the work team members, checks the progress of the day's work, encourages good workmanship, and resolves problems.

**Devotional Leader:** Leads the group in the daily devotional. Takes their Bible and the pre-written devotion usually found at the lunch assembly table at base camp. Encourages the client to join them during lunch and for the devotional.

**Safety Leader:** Completes the Job Safety Sheet for the job site each day. Constantly monitors the site to ensure the safety of everyone. Reminds everyone to drink plenty of water and wear sunblock when working outside. Verifies that complete work team first aid kit is in the vehicle.

**Tools & Materials Leader:** Reviews the site work sheet and gets together all tools and materials needed for that day. Makes sure all tools and materials are picked up at the job site at the end of the day and warehouse tools are returned to the tool shed. It is the group's responsibility to clean off the mud and clean the paint brushes prior to returning to base camp. Coordinates with color group leader to deliver oversized tools and materials.

**Food Leader:** Makes sure (1) everyone gets his/her lunch wrapped in a plastic bag and into the ice chest, (2) the ice chest has full water jugs and ice, and (3) the ice chest is loaded in the vehicle. Empties trash, washes out ice chest, and returns empty ice chest to the kitchen at base camp.

**Navigator:** Reviews the driving instructions and obtains any clarification needed on directions. Is in charge of directing the adult driver.

# WHO'S WHO AND WHAT DO THEY DO?

## CAMP DIRECTOR

Carries out the preparations for the work camp prior to camp. During camp oversees all camp leadership positions and has the final authority for the camp operation.

## PROGRAM TEAM

Manages all activities not related to the work sites including coordinating the areas of recreation and worship with the assistance of their team of 3-5 people.

## ADMINISTRATIVE COORDINATOR

Assists the Director with the U.M. ARMY work camp office. Enters data and answers the incoming calls from work teams.

## SAFETY COORDINATOR

Teaches and reminds participants of safety practices and general safety awareness.

## KITCHEN COORDINATOR

Oversees the kitchen, purchases and prepares the food with a team of 2-4 assistants, depending on the size of the work camp.

## SITE COORDINATOR

Coordinates work at sites through color group leaders and work teams.

## COLOR GROUP LEADER

Facilitates the work of approximately three work teams, which together make up a color group such as the red or blue color group. Transports large materials to the work site for the team and encourages the team when they need a little extra help or direction with a project.

## WORK TEAM ADULT

Works with a work team of four to six youth and is responsible for their transportation and safety. They are an equal working member of the team.

## TOOL COORDINATOR

Manages the tool shed equipment and construction materials.

Note: In camps located in new growth areas for U.M. ARMY, many of these roles may be staffed with two people as co-leaders of that function. This is a planned activity to both share the experiences of seasoned U.M. ARMY adults and to grow the base camp leadership in new growth areas. Check with your Camp Director for specifics on which roles, if any, will be staffed with co-leaders.

## PARTICIPATION

*At U.M. ARMY you will be part of a camp community of approximately 60-100 people from several churches. You will have a chance to take an active part in building a strong Christ-centered community for a week of work, worship, service, and fellowship. Your participation in all aspects of the work camp is required, and is an important role model and support for the youth as well as for camp leaders.*

In the schedule, U.M. ARMY provides you with opportunities for orientation, nutritious meals, shelter, rest, recreation, worship, personal involvement, a chance for leadership, and spiritual growth. To have the best experience possible, please take advantage of these opportunities and participate in the program 100%.

One of the most important needs that U.M. ARMY can meet is to offer you an opportunity for personal spiritual growth. Through nighttime worship services, morning devotionals and by your experiences each day, you will have a chance for personal renewal. In the daily devotionals, you will have a chance to examine your own Christian faith and grow closer to God.

Real help involves a relationship between the helped person and the helper. The amount of real help given depends to a great extent on what this relationship is. You might have already found that one cannot give help to another person, you can only offer it. The other person must choose to make use of it or reject it. As Christians, we are bound by Christ's Law of Love to allow other persons their dignity and give them the opportunity to say no to the help we suggest.

We are one body in Christ. Once camp has started, church affiliation is no longer important. We want to break down barriers and geographical boundaries. We want to be one camp. Your camp is comprised of teams working to accomplish U.M. ARMY goals. A team consists of 4–6 youth and one adult. Your Camp Director is responsible for forming the teams and will consider age, grade, gender, skills, experience, friendship, home church, and spiritual strength in each individual. Once teams are formed, and camp has started, they will not be changed.

Work teams must be committed to working hard. It is not enough to just show up. Teams must work together. Playing, sleeping, and being lazy at a work site harms team unity.

***Be honest with each other and be Christ-like in all that you do. It is unreasonable to expect a youth to take your advice and ignore your example!***

## ***BEFORE CAMP***

- Before camp, you will need to assemble a first aid kit, cleaning kit, and tool kit for your team. These items will stay in your car all week. Check with your Church Coordinator on how these kits will be assembled for your church.
- If you have a digital camera – bring one! Pictures of your team activities may be included in evening activities. BE sure to bring batteries, chargers and PC connection cables (if needed) to share your pictures electronically with the Program Coordinator for evening programs.
- Your vehicle should be large enough for you and three to five youth with seatbelts
- Gasoline reimbursement for work team adults is not covered in the camp budget. If this is a concern for you, contact your Church Coordinator for possible financial assistance from your home church.
- Review the Adult Covenant of Conduct (found in the Travel Guide and on the back of your registration form) and be committed to it.
- Adults will need to bring cell phones if at all possible to be a key tool for communications during the week with your Color Group Leader, Site Coordinator and others at base camp. Restrict the use to camp activities. Do not use your phone to conduct personal business during the week or check on home activities. Remember, youth will not have the privilege of email, personal calls, or text paging during the week and as adults neither will we.

## ***SUNDAY***

- When you arrive at camp, check in and confirm the information on your registration form, your cell phone number, and any vehicle information that the Administrative Coordinator may need.
- Once assigned a room, take your gear to the room and unpack.
- All campers will assist with unloading of tools and other set up for camp on Sunday evening. Check in with the Administrative Coordinator or Tool Coordinator for specific assignments
- Attend Sunday night orientation.
- You'll learn what group you will be assigned to and the members of your team on Sunday night. You'll also have time to get to know each other a bit on Sunday evening. Get ready to have fun and work hard all at the same time!
- Identify a back up driver in your team for emergency situations. Select a team member that has a safe driving record and experience driving. Under no circumstances are youth to drive vehicles at camp except in an emergency situation where the work team adult has been injured or otherwise incapacitated.

## ***SUNDAY ORIENTATION***

Sunday evening, every color group will have an opportunity to learn about key aspects of camp. Your camp director will give you information about “rotations” including where to go and what will be presented. Your role is to help your group get from station to station during the orientation.

## DAILY

- You are not considered the leader of your team but an equal working member of your team. Each day your team will decide who will fill the various leadership roles. You can set a good example for others in your team by fulfilling the role you have been given for the day by your team.
- As the adult in your work team, you will safely drive your group, wearing seat belts, to the work site each day and participate in the work of the group. While you have a designated safety leader in your team, be watchful for safety violations including being particularly watchful for sun stroke and heat exhaustion. This can be avoided by drinking plenty of liquids during the day.
- Be mindful that most of the youth, as well as many adults, are not used to working in the heat all day long. It is not our objective to do the most work possible, but rather to provide a ministry service to the client. This requires a mix of work and visitation. Many of our clients have more need of people to talk to than physical repair. You'll need to achieve a balance of both.
- Be patient with your team. Even though they are physically adults, they do not have the maturity of adults and may not share your attitude of hard work or perfection. The work the team performs may not be perfect, but it is important to do quality work so that the finished product is safe for the client. Do not be overbearing or you may find yourself in a position of barking orders to your team to "step and fetch it". Nothing reduces the spirit of a team more quickly than a work team adult in an "adult" or "parent" mode.
- There may be tools and materials that are needed at your work site that will not fit into your vehicle. Your Color Group Leader is responsible for ensuring that they get to your site. Try to bring as much with you as you can to your site to get started because the Color Group Leader may be delivering supplies and tools to multiple teams and there may be a start up delay while waiting on supplies to arrive. The work team's tools and materials leader should coordinate with the Color Group Leader to get larger tools and supplies to your site each morning.
- The car radio, CD player or i-pod should not be turned on during travel time. Use the time for youth to share about themselves, why they came to camp, what is important in their life, experiences at previous camps, etc. It is a great time to get to know each other better.
- At the end of the day, you will drive your team to showers and back to camp. Many teams will pack their shower gear in the morning and bring with them to save travel time in the afternoon.
- After dinner, your team will spend some time talking about the spiritual aspect of the work you are doing and plan for the following day's work.
- If you finish a site early, check with your Color Group Leader or Site Coordinator to get your next assignment.
- Unless you are picking up a new site assignment, your group should be "in the field" until about 3:45 or so. Late afternoon is a good time to check out the next day's site so you'll know how to find it and get a better idea of what to take with you. If you decide to take a short visit, be sure the client is aware that you are coming by.

## *FRIDAY*

- On Friday afternoon, after work has been completed, teams will return to base camp to clean up vehicles and load tools.
- Everyone is expected to assist until all the work is finished.
- No** one goes to the showers until released by the Camp Director.
- You will be mentally and physically exhausted by the end of the week, however, it should be a spiritually uplifting and rewarding week for you! Work Team Adults have a unique opportunity to find the joy and satisfaction of the mission of U.M. ARMY in a special way. You will be blessed and be a blessing to all those that you come in contact with this week!

## *SATURDAY*

- Color Groups will be assigned different areas of the Host Church for clean up activities following breakfast.
- Pack up personal gear and load into your vehicle.
- Turn in all manuals to Administrative Coordinator
- Attend closing worship services
- Drive home! Please note: if your home church is more than 2 hours away from camp, it is highly recommended that your Church Coordinator have a team of relief drivers for the trip home.

# WORK SITE INFORMATION

## ***Before starting work at the site***

The first thing you should do when arriving at a work site is to introduce yourself and your work team to the client. Clearly explain the work you have been assigned to do at the house, making sure they completely understand your assigned work. You may want to ask them to prioritize the tasks, and start with the most important.

## ***How to handle a change in work requests at a site***

Sometimes the client changes their mind on some of the work items or the work has already been done. Be flexible, and try to accommodate them as best you can. Be familiar with the projects we don't do, and do not take on more than you can handle. Under-promise, over-deliver. Call your Color Group Leader before taking on a new task.

## ***The client wants to help***

A family member of the client may want to help. This is permitted, but they should not be allowed to use any of your power tools.

## ***Use the buddy system while working inside the home***

For the protection of the youth, use the buddy system. No youth should ever be alone inside a client's home at any time.

## ***Neighbors or relatives wanting work done at their home***

If someone approaches you wanting work done at their house, give them the telephone number of the base camp and have them ask for the Site Coordinator.

## ***What kind of paint do we use?***

We use standardized white paint for inside and outside walls, black paint for doors and window frames and gray porch paint for wheelchair ramps, steps and porches. If the client requests a certain color and is willing to purchase it before you begin the project that is fine.

## ***Roofing***

U. M. ARMY feels that in an effort to increase safety and thus minimize the risk of injury our camps should not attempt any major roof repairs. Minor leaks that can be adequately repaired by patching with roof compound is permitted. Roofs that have completely failed, and have rotten decks and rafters should be avoided.

## ***Lunch for your client***

We encourage you to take an extra lunch to share with the client. If you want more than one, please ask the Kitchen Coordinator first.

## ***It's raining***

*Do not use any electrical device outside in the rain or if the area is wet.* For a passing shower (less than an hour), it is best to wait it out. If you have inside work to do, start on that. Take measurements for steps, etc. and go back to base camp under a protected area and pre-cut or pre-fab. If the rain lasts for more than an hour, call the Site Coordinator for instructions. The Camp Director will make the decision to call off work completely for the remainder of the day.

## ***Roof tar or oil based paint on skin***

Do not use gasoline or mineral spirits to clean skin. Use hand cleaner such as Go-Jo so as not to harm the skin.

### ***Before you leave the worksite***

Do not leave any tools at the worksite. Walk the entire worksite and pick up all your tools and materials before leaving. Inform the client of any unfinished work and rope off any dangerous areas.

### ***Cleaning equipment***

It is the responsibility of the work team to clean brushes and rollers at the work site before returning to base camp. Muddy tools should be cleaned at the site before you leave.

### ***Defective tools***

Using defective tools can cause serious injury. Broken or defective tools should be returned to the Tool Coordinator with an explanation. This includes cracked handles, dull blades, etc.

### ***Unsafe and Threatening Situations***

Safety at the work site is a primary concern. Unsafe working conditions should be reported to the Color Group Leader or the Site Coordinator. An unacceptable risk of injury due to unsafe tools, unsafe ladders, or poor working conditions should be avoided. On very rare occasion a situation may occur that threatens the safety of the work team. If this happens, leave immediately. These situations include criminal activity, gang activity, anger/violence, inappropriate or threatening activity, presence of weapons, and other things which threaten safety.

## **REPORTING AN INJURY**

In case of an emergency situation always **call 911 first**, keep someone with the injured person at all times and call the base camp immediately.

If the adult is the injured person, a pre-designated licensed driver will drive the team to the hospital if the injury is not life threatening. If in doubt, call 911 and wait for the paramedics. Always call the base camp to report the incident immediately following the 911 call.

Never leave the rest of the work team alone. If possible, the Color Group Leader or an adult from base camp will stay at the site with the team. If it is not possible, take the entire team to the hospital with you.

If the media arrives to ask questions, do NOT talk about the incident. Direct them to the Camp Director.

At the appropriate time, the adult will fill out the Accident/Injury report in full and give to the Camp Director.

# PROJECTS FOR U.M. ARMY

## Projects That Can Be Done:

### New Construction

Handicapped assistance and wheelchair ramps  
Wooden porches  
Enclosed porches  
Small sheds

### Maintenance:

Yard Work  
Painting exterior and interior  
Yard Clean-up  
Gardening  
House Cleaning

### Home Repairs:

Steps  
Handrails  
Hanging Doors  
Leaky roofs  
Porches  
Floor boards  
Saggy floors  
Window glass  
Stuck windows and doors  
Dry wall  
Window and door screens  
Shelving  
Replace rotten wood  
Screen doors  
Outbuildings

## Projects We DO NOT Do

Electrical Wiring  
Plumbing  
Major Roof Repairs  
Room Additions  
3<sup>rd</sup> Story Painting  
Appliance Repair  
Work on Rent Houses

# WAREHOUSE TOOLS

The following tools should be supplied by each participating church group to be put in the tool warehouse area at camp. These tools will be available to the whole camp to be taken out to the work sites when needed. Groups smaller than 20 in number should try to bring at least one of each item. All items should be marked with your church color and owner's name.

Please do not send tools that are of poor quality. All tools need to be in good working condition to avoid accidents and safety issues.

## **For Every 5 People:**

- 1 extension ladder
- 1 step ladder
- 1 leaf rake
- 1 shovel (flat or spade)
- 1 post hole digger
- 2 saw horse kit

## **For Every 10 People:**

- 1 hedge clippers
- 1 hoe
- 1 lawn mower
- 1 gravel rake
- 1 sharpshooter shovel\*
- 1 wheel barrow
- 1 sledge hammer
- 1 jumper cable
- 1 hack saw with extra blades
- 1 rope for lifting things to the roof
- 1 reciprocating saw
- 1 hole saw

## **For Every 20 People:**

- 1 insect sprayer
- 1 ax
- 1 bow saw
- 2 swing blades
- 2 masonry trowels
- 1 vacuum cleaner
- 1 plunger

\* Sharpshooter shovel: Heavy-duty steel shovel that opens a deep, narrow hole, even in hard, rocky soil. The long rubber-coated handle reduces recoil from striking rocks. Blade is 18"L x 5-1/4"W at top, tapers to 4-1/4" at bottom.

# WORK TEAM EQUIPMENT LIST

Each work team's vehicle must have the following tool kit, cleaning kit and first aid kit. These items are essential for the work team to complete its tasks. Every effort should be made to include all the items. Each item should be marked with the church color and the owner's name. Each Work Team Adult must have a vehicle with at least five seat belts in working order, room for four or more youth, and the three kits listed here.

## ***Work Team Tool Kit***

4 claw hammers	2 utility knives with retracting blades
1 hand saw-rip or crosscut	3 putty knives
1 circular power saw and new blades	1 chalk line with chalk
1 power drill with bits	1 staple gun with 4 boxes of 1/2" or 1/4" staples
2 electrical extension cords	4 new paint brushes 2"
2—3 prong adaptor plugs	4 new paint brushes 4"
1 pair pliers	2 drop cloths for painting
1 pair needle nose pliers	6 empty coffee cans or other container for paint
1 pair vice grips	1 Chop Saw
1 flat screwdriver	2 roller trays with rollers
1 Phillips screwdriver	4 pair safety goggles
4 paint scrapers	2 dust/paint masks
1 yardstick	2 carpenter pencils
2 tape measures 25' - 100'	1 metal file/ flat
1 wood rasp	2 tin snips
1 square	1 caulking gun with 1 spare tube of caulk
1 level	1 large ice chest for your food
1 role masking tape 3/4 or 1"	2 gallon jugs of water
1 miter box	

## ***Work Team Cleaning Kit***

Assorted cleaning rags (cotton is best)  
Assortment of sponges  
2 buckets (plastic or metal)  
1 mop  
1 broom and dust pan  
1 scouring powder (Ajax, etc.)  
1 bottle of cleaner (409, etc.)  
4 cans of wasp spray (long range, quick acting)  
1 fire ant powder or liquid (quick acting)  
1 roach spray or powder  
1 pair rubber gloves  
1 toilet brush and cleaner  
1 box of trash bags  
1 jar Gojo, Instant Orange, etc. for cleaning hands

## ***Work Team First Aid Kit***

Assortment of Band-Aids  
Anti-bacterial hand wipes  
Insect repellent  
Insect bite cream or spray  
Sun block-16 SPF or higher  
Plastic bottle of hydrogen peroxide  
Bag of cotton balls  
Bottle calamine lotion  
2" ace bandage  
Neosporin cream or ointment  
Roll gauze  
Roll tape for gauze  
Pair of tweezers  
Box of Pepto Bismol tablets  
Box of baking soda for wasp stings  
1 gallon of distilled water for cleaning wounds  
Medications for those with severe allergic reactions (they will provide, ie EPI pens)

You can also purchase a complete kit at Wal Mart or Target.

# HEALTH AND SAFETY GUIDELINES

## *A Daily Prayer for Safety*

***Father,***

U.M. ARMY is your army, because what we do is done in the name of Jesus Christ. As we seek to obey your commandment to “love our neighbors,” help us not to overlook the part of the commandment that says, “as ourselves.” As we would not intentionally injure ourselves or others, help us to avoid doing so accidentally. Help us to be constantly mindful of the safety guidelines we have learned and to recognize and avoid hazardous situations and conditions. If, in our zeal to do your work, we should be unable to avoid all safety incidents during this week, we pray they will all be “near misses” from which we can learn without having to suffer the pain of an injury to ourselves or the guilt of an injury caused to others. Keep us from harm. This we pray in the name of Jesus Christ, our Lord and Savior. Amen.

## **GENERAL HEALTH**

- Drink approximately 1/2 gallon of water per person each day.
- Drink only the water you bring with you.
- Keep your food in the ice chest.
- Eat only the food you bring with you.
- Take a 15 minute break each hour when the temperature and humidity are both 95 or above.
- Wear hats, shirts, and sunscreen when working outside.
- Get immediate first aid for cuts and scratches to prevent infection.
- Wash body areas exposed to solvents (gasoline, turpentine, mineral spirits, etc.) immediately with soap and water to prevent chemical burns.
- Do not attempt electrical repairs; stay clear of power lines and avoid contact with electrical wiring.
- Avoid any repair work if it appears to be unsafe, such as roof repair if the roof is unstable or will not support your weight safely.
- Allow adequate night's rest (target minimum 7 hours rest each night).

## **AWARENESS**

- Be aware; know the hazards of your job, don't take chances, pace yourself, avoid distraction.
- Don't work when tired or angry; take a break to cool off.

## **LIFTING**

- When lifting heavy objects, get others to help; lift one piece at a time, face forward, don't twist or turn your body while lifting—move your legs instead.
- Avoid bending over when lifting, keep objects close to body, keep back straight, bend knees, grasp object firmly, and lift with legs.

## **POSITIONING**

- When working on roofs or other high places, keep sure footing, wear rubber-soled shoes and stay away from roof edge.
- Don't work directly beneath another person (on a ladder or otherwise).
- Barricade ground level areas where tools or scrap material from overhead work is likely to fall.

## **HOUSEKEEPING**

- Keep work area clear of tripping hazards.
- Never leave a protruding nail in either finished work or scrap lumber; remove nails or bend them down as you go.
- Clean up after job is finished and at day's end; remove broken glass, bent nails, etc., that could cause injury to someone else after you leave.
- Be certain to mark off any unfinished areas with rope or caution tape and show the client. Injuries can easily occur if clients assume that the area being worked on is safe to enter!

## **YARD WORK**

- Walk area before mowing to remove litter and debris that could become missiles if hit by the mower blade.
- Wear gloves when doing yard work.
- Watch for holes and other tripping hazards.
- Avoid poisonous plants, snakes and insects.
- Avoid overexposure to sun and heat exhaustion.
- Never refill the gas tank of a hot mower; allow it to cool first.

## **ANIMALS/SNAKES/INSECTS**

- Never reach your hand into an area you cannot see, especially under houses, old debris piles, storage cabinets, etc.
- Pull debris away from old debris pile with a rake or hoe before picking up to load on truck for removal.
- Be extremely cautious of dogs and cats, especially in poor, rural areas; assume they are not friendly. Scraggly looking animals may also be diseased.
- If bitten by a snake or spider, or stung by a scorpion, ice the wound and obtain professional help as soon as possible. Do not cut or suck the wound, or apply a tourniquet, as these generally make matters worse rather than better. Keep the injured person calm and cool.
- In the absence of other remedies, apply toothpaste to wasp stings to take the pain out.

## **HAND TOOLS**

- Don't use a knife as a screwdriver; not even a lock-back knife.
- Don't cut toward the body with a knife.
- Never use a knife for prying or chiseling.
- Avoid slippage by using a screwdriver that fits the screw slot snugly.
- Use wood saw for wood and hacksaws for metal; never vice-versa.
- When hand sawing, apply pressure on down stroke only.
- Don't use any tool but a hammer to drive nails; hit the nail squarely with the head of the hammer—never with the side of the hammer.
- Know where everyone around you is before swinging a hammer.
- Check and repair or replace all loose or split handles.
- When cutting wire or metal hold the material firmly so it can't snap back when cut through.
- Do not use bent, broken or rusty tools.
- Wear gloves when working with sharp objects; leather gloves offer better protection than cloth.
- Keep hands and feet clear of shovel blade when another is digging.

## **POWER TOOLS**

- Wear safety glasses or goggles when using power tools.
- Do not use chain saws, nail guns, power washers, pneumatic or hydraulic powered tools or belt sanders.
- Secure workplace. Keep hands free and safe from danger.
- Always unplug tools when not in use or when making an adjustment.
- Check blades and bits before starting to make sure they are tight.
- Always turn off and remove chuck keys before plugging tool in.
- Never force tools; let them do the work.
- Don't use a power saw with a dull blade; remove and sharpen or get a new blade.
- Inspect all cords and replace or repair if frayed or worn.
- Do not use power tools with missing or defective guards.
- Keep long hair tied back; remove loose clothing and jewelry that could catch in moving parts.
- Do not use power tools in wet or damp areas.
- Position yourself properly when using power tools; body out of line of cut, good footing, and no overreaching.
- Never place hand under board to be cut.
- Check work for hidden hazards such as old nails in wood, knots, etc.
- Always start power saw with blade outside the cut and don't stop saw in mid-cut.
- Cut only materials the saw was designed to handle.

### **LADDERS-GENERAL**

- Always face the front when using a ladder; avoid twisting or turning, and never apply force to an object/wall on the side.
- If ladder is at all unstable, tie it off or have someone hold it while you are on it.
- Only one person on a ladder at a time.
- Don't overreach; keep your hips inside the side rails of the ladder.
- Keep both hands on the ladder when climbing up or down.
- Watch out for people below; stop working if someone walks under you.
- Beware of overhead hazards; never use metal ladders around electrical lines.
- Check for and kill wasps before climbing ladders.

### **LADDERS-EXTENSION**

- Check ladder before using, for broken or loose rungs, damaged extension tracks, cracked or broken wooden side rails, sharp edges, inoperative rung catches (no lip or safety spring to prevent slippage under load).
- Check feet of ladder to be sure they are non-slip and sturdy.
- Follow the 4 to 1 rule; bottom of ladders should be one foot out from wall for every four feet of vertical distance from ground to where ladder touches wall.
- NOTE: On hard or sloping ground surfaces, or whenever the ladder angle is required to be less than 4:1, tie off the base of the ladder to prevent slipping. If necessary, drive a stake into the ground to use as a tie point or pull your car up and brace the base against a wheel.
- Don't carry things in your hands when using a ladder; hoist items up with a rope after you reach the top (use a bucket to hoist several small items).
- Don't overextend; keep overlap of at least 3 rungs.
- Never step on the top 2 rungs; get a longer ladder.
- Never use an extension ladder in a horizontal position (as a scaffold) unless firmly braced at least every 6 feet.
- Ensure that a team member is bracing the ladder at the ground when anyone is on the ladder

### **RECREATION/BASE CAMP**

- Horseplay is not allowed in camp.
- Be careful around vehicles in parking lot while loading and unloading and coming and going to work sites.
- Don't run on church property or in unlit areas.
- Don't go outside at night alone and do not leave the church property without permission.
- Use the buddy system when swimming in lakes.

**NOTE** THESE HEALTH AND SAFETY GUIDELINES ARE NOT EXCLUSIVE. EVERYONE IS EXPECTED TO MAINTAIN THE HIGHEST SAFETY STANDARDS