



# **SAFETY COORDINATOR MANUAL**

## **SOUTHWEST 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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# WHAT IS MY ROLE AS SAFETY COORDINATOR?

## **Safety, SAFETY, S.A.F.E.T.Y!!!!**

Safety at a U. M. ARMY work camp is of utmost importance. In fact, it is so important that there is a separate adult role to focus the entire work camp on health and safety issues. Safety cannot be overemphasized. Accidents and injuries can be avoided with proper safety techniques.

As the Safety Coordinator you are responsible for providing health and safety instruction, and reminders, to the entire camp. Included is the responsibility to visit the work sites to check on safe work practices, correct unsafe practices, and remind the work teams of safety. Although the work sites are a major concern for safety, the entire camp, including the host church and any off-site activities, are included in the responsibility of the Safety Coordinator.

## ***PRIOR TO CAMP***

Study and become familiar with safe work practices. Read the material contained in this manual, "Health & Safety Guidelines", and any other material applicable to safety.

You may want to develop a safety theme for the camp, and coordinate that theme with posters, banners, buttons, ribbons, whatever you can think of so that awareness of safety becomes a constant throughout the camp. Other ideas include recognition of good safety practices (such as a safety award), "Safety Bucks" for prizes, or other means to make safety foremost in the daily routine. Skits during evening program time are another fun way to incorporate safety into your camp activities. If you decide to do skits, be sure to supply skit details to Color Groups during Sunday night rotations. It is a good idea to preview the skits during afternoon "down time" and have only the top 2-3 present in order to limit the length of your announcements.

Prepare your own First Aid Kit, similar to those carried by work teams, to be kept in your vehicle. It is a good idea to also have Ibuprofen, Acetaminophen, etc. in your kit. If you plan on giving out such medications as needed, you should also have a medication log of some type to keep track of who is receiving meds, how much, and how often.

## ***SUNDAY***

- Decorate host church with posters, banners, etc. promoting safety and the safety theme.
- Prepare safety sheets, handouts, and other materials promoting safety for distribution to the work teams during orientation.
- Come up with ideas for safety awards. Check with the Camp Director to find out your budget. Also check with local restaurants for such things as ice cream, blizzard, or soft drink coupons. Sometimes the sillier the award is the better the work teams will like it!

- Find out (or decide) whether Friday's car wash will be held at the host church or off-site. Budget-permitting, off-site car washes are easier for the camp but will require some advance work early in the week on your part to coordinate with the local Car Wash business. Car washes at the church require planning to coordinate space, hoses and faucets, and electrical outlets for vacuum cleaners. Don't wait until Friday to plan!

## **SUNDAY ORIENTATION**

Explain how to use the Safety Sheet contained in the site packet provided to the work teams; including when to fill it out, and to whom it should be returned at the end of the day. Explain the purpose of the Safety Sheet, to identify hazards and promote safe work practices.

- Review materials contained in this manual:
  - “U. M. ARMY Safety Policies”
  - “U. M. ARMY Hazards”
  - “How Injuries Occur”
  - “Health and Safety Guidelines”
  - Explain Job Safety Analysis Sheets and Site Completion Safety Inspection Forms (what will the forms be?)
- Demonstrate safe use of Hand Tools and Power Tools. (does tools cover this? Not all safety coordinators are familiar with usage – I wasn’t when I started!)
- Discuss proper use and handling of ladders.
- Explain symptoms of sunstroke and heat exhaustion and proper treatment.
- Remind work teams not to drink water or accept food from the client’s house.
- Explain Friday afternoon car wash and tool loading (you may not know the details yet – just let the teams know that this will be part of Friday’s schedule).

## ***DAILY***

- Work with program staff to integrate safety into daily programming.
- Have safety checks of vehicles before leaving for the work sites (check for “Seatbelts, Sunscreen, and Closed-toed Shoes”).
- Visit as many work sites as possible each day to check for safety, making sure to visit every team at least once throughout the week. Recognize safe practices, and point out safety concerns. Ask to see the Safety Sheet (make sure it is filled out). Most safety coordinators take an ice chest filled with cold towels, popsicles, etc. so teams will be glad to see them.
- If you have a digital camera, take pictures for program staff.
- Collect completed Safety Sheets (what will new sheets be? at the end of the day and review).

## **FRIDAY**

- Coordinate car wash and tool loading.
  - If the car wash will take place at the host church:
    - After lunch on Friday, get vacuums, extension cords, buckets, sponges, rags, etc. from Tool Coordinator. Get detergent from Food Coordinator.
    - Set up an area to vacuum vehicles that is uphill and away from the wash area (so water does not drain to the electrical cords).
    - Set up an area for washing vehicles.
    - Set up signs in the tool area for each church to sort tools by church. Signs should have church name and color (get from Director).
    - Get with small work group assigned to the car wash and have them arrive about 30 minutes before everyone else to help you.
    - When vehicles arrive from the work sites they should go to the tool area, unload their vehicles by sorting tools according to church color markings and putting left over materials in the tool truck.
    - When finished, they should be directed to the vacuum area.
    - After vacuum, they should be directed to wash area.
    - After washing, the small groups should help the Tool Coordinator load his truck and start loading tools in the appropriate church vehicles.
  - If the car wash will be off-site (budget-permitting):
    - Check with local car-wash businesses to see if they will donate all or part of the car washes
    - Provide maps to the car wash (Distribute Friday morning at check-out or let teams know that maps will be available at the church by noon)
    - Remind teams to unload tools at the tool area before coming to the car wash so that vehicles can be vacuumed
    - Get quarters or tokens for the car wash
    - Let teams know what time you will arrive at the car wash to hand out tokens (Some teams will finish sites as early as 1:00 or so) Plan to stay until the last team is finished.
    - Have a backup plan (someone from base camp who can take your place at the car wash) in case a team has an accident or injury.
- Everyone should help everyone else until all work is finished.
- No** one goes to the showers until released by the Camp Director.

# U.M. ARMY SAFETY POLICIES

- Safety Coordinator role will be part of base camp staff.
- Youth assigned as group safety leader each day.
- ***Get plenty of sleep*** each night.
- Limit scope of work done. Don't take on work that is too difficult, complex or dangerous.
- Limit use of power tools.

## Acceptable

Circular saw  
Drill  
Lawn mowers  
Weed-eaters

## Unacceptable

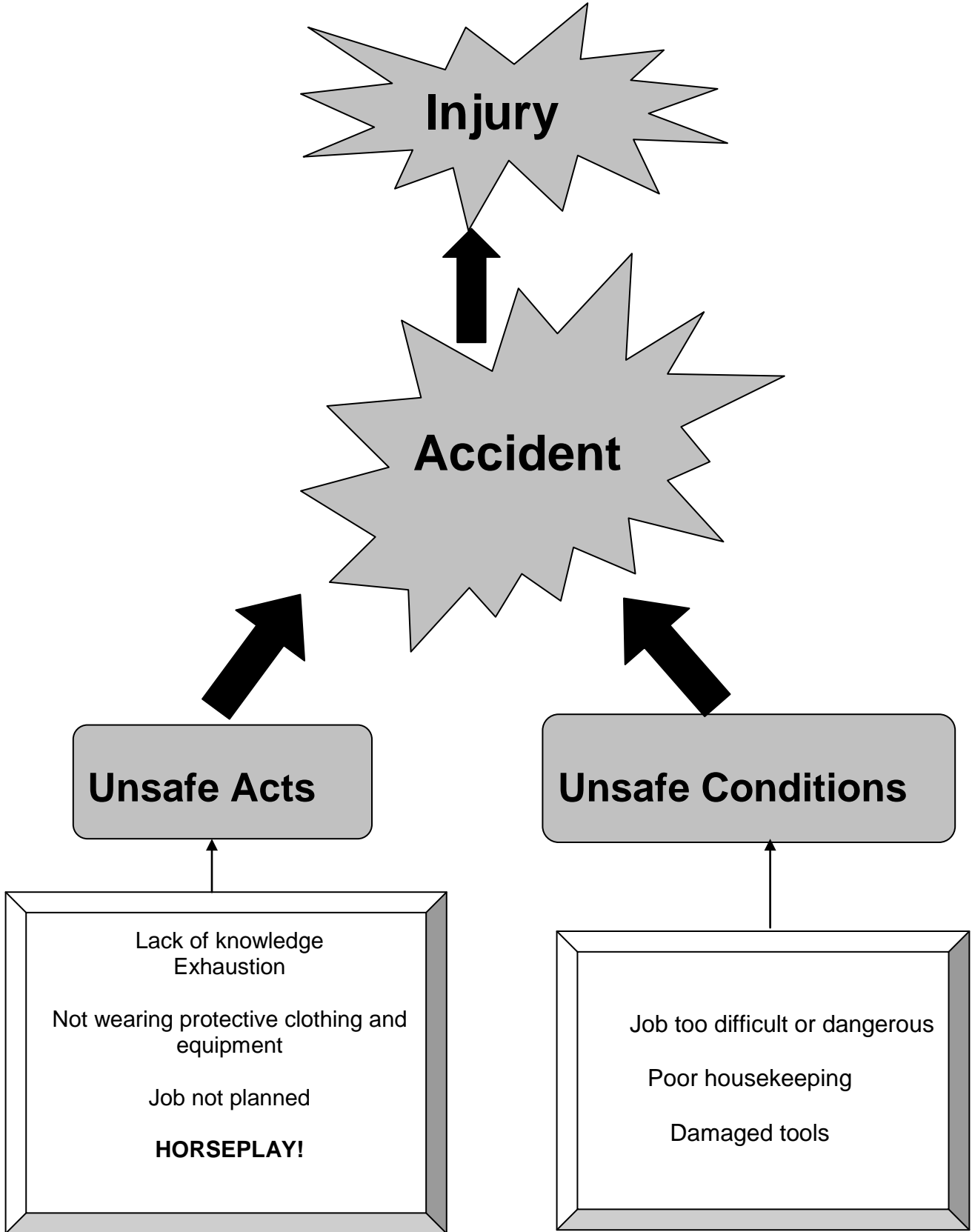
Nail guns  
Belt sanders  
Pneumatic tools  
Hydraulic tools  
Chain saws  
Heat guns  
Power Washers

- Each small work group must have a ***first aid kit***.
- Each work site participant must have ***gloves*** (leather preferred) and ***safety glasses or goggles*** when using power tools.
- Each team should use rope to lift tools and materials onto roofs.
- Old paint on houses will be scraped only - no sanding.
- All sites will have an End of Day Site Safety Inspection performed by the Color Group Leader (completed at the end of each day)
- A Job Safety Analysis Sheet will be filled out daily by the work team.

## U.M. ARMY HAZARDS

- Falling from roofs and ladders.
- Electrocution from faulty wiring, poor connections, or working around water.
- Misuse of hand tools (hammers, saws, knives, screw drivers).
- Misuse of **power tools** (circular saws, drills, saber saws).  
Note: Churches must do training before camp on power tools.
- Stepping on nails, broken glass, and other sharp objects.
- Heat exhaustion.
- Poison ivy, insects and snakes.
- Tripping on debris, materials.
- Dust and flying objects entering eyes (yard work, power tools).
- Running (unfamiliar surroundings, improper shoes).
- Dropping things (smashed fingers and toes).
- Slipping in showers.
- Swimming in unfamiliar areas.
- Improper use or handling of ladders.
- **HORSEPLAY!**

# How Injuries Occur



# 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.
- If the job is not finished at day's end, rope off the work area (can use caution tape) and be certain that the client is aware of the unfinished area and hazards that may be in the area. Advise them not to enter the work area so that injury to the client is avoided.

## **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 STANDARD