

# THE ROLE OF WORK TEAM ADULT

## Welcome to U.M. ARMY

*You have made a commitment to join with thousands of others who have been faithful servants since 1979*

U.M. ARMY can begin a life-changing awakening to God and society. Preparing for the week is a vital aspect of achieving maximum value for you and your group, even if you have been to U.M. ARMY before. Please use this guide as a tool toward that end.

### U.M. ARMY-Texas Conference

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### MISSION

To provide Christ centered, quality youth work camps that serve people in need and promote spiritual growth and leadership development in youth.

### VISION

Young people growing in Christian faith and transforming the world by serving people in need.

### 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

# WHAT IS U.M. ARMY?

U.M. ARMY is an acronym which stands for **United Methodist Action Reach-Out Mission by Youth**. It is an opportunity for youth and adults to experience Christian growth through mission, worship, and fellowship.

Participants combine their strengths to provide free home repairs for low-income, elderly, and disabled homeowners who are physically and financially unable to make needed repairs.

Christian faith and love through action. The worship and devotional materials provide opportunities for spiritual development, learning, and discussion.

## ***ABOUT WORK CAMP***

*Participants witness their faith and obedience when they reach out to those in need through home repair. This loving action touches clients deeply. Work teams are encouraged to make a personal connection with the client and many clients share their own faith-building stories with the work team. This personal connection will be remembered long after the paint begins to fade and the grass grows back. Often there are tears of joy and sadness when it is time to say good-bye.*

United Methodist churches host the work camps and serve as a base for operations. Participants eat, sleep, and worship in the church. Sleeping quarters are usually in Sunday School classrooms with 10-15 youth and at least two adults in each room, with separate quarters for males and females. Breakfast and supper are served daily, and participants pack a sack lunch for the noon meal at the work site. Shower facilities are off-site (usually a local high school) and available in the afternoon when the work teams leave the work site.

Participants are divided into work teams of four to six youth with one adult for the week's work. U.M. ARMY youth and adults work together to provide repairs and construction of porches, windows, handrails, roofs, floors, ceilings, steps, and other areas of need. They also paint and do yard work. At each site U.M. ARMY addresses the greatest needs that are within our capability. Clients may provide any materials they wish so they will feel part of the work being done.

U.M. ARMY will supply all other materials within our budget.

*By caring about people, U.M. ARMY volunteers demonstrate an unspoken gospel that is stronger than words.*

# THE ROLE OF 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 is available (ask your Color Group Leader) 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 devotionals.

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, youth will rotate the leadership roles each day. Review the leadership roles and determine who will provide leadership for each position for the following day.

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

***Safety Leader:*** Completes the 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.

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

***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 COORDINATOR**

Manages all activities not related to the work sites including recreation and worship with the assistance of a team of 2-5 assistants.

## **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 two or 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.

# 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.*

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 noontime 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.***

# 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***

The U. M. ARMY Board of Directors 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 Food 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.

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

## **New Construction**

Wheelchair ramps  
Steps  
Handrails  
Wooden porches  
Enclosed porches  
Hanging doors  
Dry wall  
Shelving  
Screen doors

## **Maintenance**

Yard work  
Painting exterior & interior  
House cleaning  
Yard Clean up

## **Repairs**

Leaky roof (patching only)  
Porches  
Floor boards  
Saggy floors  
Window glass  
Stuck windows and doors  
Window and door screens  
Replace rotten wood

## **We do NOT do**

Electrical Wiring  
Plumbing  
Roofing  
Room Additions  
3rd story painting  
Appliance repair  
Work on Lease homes

# 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
- 1 power drill w/bits

## **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
- 1 broom

## **For Every 20 People:**

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

# 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	1 chalk line with chalk
new blades	1 staple gun with 4 boxes
1 power drill with bits	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
1 pair vice grips	container for paint
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
1 level	tube of caulk
1 role masking tape 3/4 or 1"	1 large ice chest for your food
1 miter box	2 gallon jugs of water
1 Chop Saw	1 straight edge
Painter's tape	

## 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.

# SAFETY GUIDELINES

## *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, 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.

## **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, 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, 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.

#### **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.