

SALKEHATCHIE EXPECTATIONS, RULES, AND REGULATIONS

These Expectations, Rules and Regulations apply to all volunteers.

- **When volunteers submit the Volunteer Interview/Questionnaire Form, they confirm their agreement to abide by the rules, regulations, and expectations of Salkehatchie. Camp Directors reserve the right to terminate the participation of any individual or group that does not follow these guidelines.**
- All volunteers (youth and adults) are expected to participate in the programs, including meals, chores, meetings, evening gatherings, etc.
- Volunteers are expected to assist in clean up, tool and supply organization, and loading or unloading of building materials.
- Everyone is expected to act responsibly and respectfully within the community.
- Possession or use of illegal drugs or alcohol is strictly forbidden! Violators will be asked to return home immediately at your expense.
- Weapons (or replicas) are not permitted.
- Always travel in groups of two or more persons when away from the center.
- Sexual harassment or abuse is prohibited and will not be tolerated.
- All Volunteers are expected to read and comply with the Salkehatchie 3-S Sheet and Safety Manual for Volunteers.

Worksite related:

- Working hours are from 6:00 a.m. – 5:00 p.m. Monday through Friday, unless otherwise approved by Camp Directors. **Implement a buddy system so that no volunteer is left in the position of being alone. Never leave youth volunteers unattended at the worksite.**

- Youth may not return to work at a site after work hours, unless expressly authorized by Camp Director.
- Seatbelts installed by the manufacturer must be worn at all times when traveling.
- No participants are permitted to ride in the back of a pickup truck.
- Medical Forms for each volunteer should be kept in the vehicle in which he or she is currently traveling.
- Use tools, supplies and resources responsibly; for their intended purposes.
- Framing nail guns are prohibited for use by anyone under age 18.
- All youth volunteers who operate power tools must receive express approval from a parent or guardian. Youth must always be supervised when using these tools, unless a parent or guardian expressly states no supervision is needed because of a young person's prior experience or training.
- Safety and sensitivity to your family should always be a top priority.
- Ask permission from the family prior to taking any photos on the worksite.
- All volunteers under the age 18 must receive express approval from a parent or guardian to work on roofs.

Camp-related

- Salkehatchie abides by the South Carolina United Methodist Conference "Safe Sanctuary" guidelines found on the Conference website at <http://www.umcsc.org/home/wp-content/uploads/2012/08/SafeSanctuarypolicy.pdf>.
- A strict 10:30 p.m. quiet time and 11:00 p.m. lights out applies to all before work days, unless otherwise approved by Camp Director.

SENSITIVITY, SAFETY, AND STEWARDSHIP GUIDELINES

Sensitivity

1. Take time to meet and talk with your family throughout the week.
2. Ask the family for ideas and advice; encourage them to join in the work, if they are able.
3. Keep reactions to yourself that might hurt or insult the family. Use positive language that won't alarm the family, using terms such as "repair" or "replace" rather than "tear out" or "gut" to help minimize the family's stress level. If you must talk about something sensitive, "take it to the van" or talk about it with your crew on the way back to camp.
4. Be sensitive to the family's need for space and privacy. Ask before venturing into new areas of the home. **Remember, you are a guest.**
5. Ask permission from the site family prior to taking any photos on the worksite. Be sensitive and discreet about photos you take of other volunteers. If you'd like to take pictures of the family, please wait until a relationship has been established.
6. Place drop cloths on the family's belongings before you start working in a room. If possible, put things back the way you found them before you leave the end of the day. Treat them with respect!
7. Do not mention your family's name out in the county; help maintain their privacy. If people ask where you're working, you might say ...

"All over the county."

"So many different places."

"We are working a variety of homes in surrounding counties."

Safety

1. Implement a buddy system so that each volunteer is never left in the position of being alone while at a worksite.
2. When traveling away from the camp after the work day, always travel in a group.
3. When volunteers under 18 use power tools, they must receive the written permission of a parent or guardian. Unless they receive parental or guardian authorization to use power tools without supervision, volunteers under age 18 must use the power tools under the supervision of an adult.
4. Use power tools safely. **Always** unplug them when not in use.
5. Take breaks throughout the day and drink lots of water.
6. Use ladders safely and take them down when not in use.
7. Beware of snakes, ticks, bees, and other creatures.
8. Put a First-aid kit and Volunteer Statement and Registration form for all participants in each vehicle.
9. Drive cautiously.
10. Wear goggles, ear protection, work gloves, and dust masks as needed for the job.
11. Do not leave people at a work site without a vehicle. **If one person needs to leave for any reason, everyone leaves if there is only one vehicle at the site.**
12. When roofing, always have at least one driver on the ground in the event of an emergency.

13. Volunteers under age 18 may not perform work on roofs without the written approval of a parent or guardian.
14. At least one adult must supervise work on the roof at all times.
15. Be sure to leave the worksite safe for the family.
16. Notify the site leader and camp director of any unsafe working conditions as soon as possible.
17. Everyone should read and follow the ***Salkehatchie's Safety Manual***.

Stewardship

1. Plan ahead to use materials in the most economical way. **Measures twice, cut once.**
2. Ask the staff before agreeing to do anything not previously discussed.
3. Clean tools every day, including mud knives and paint brushes. Be careful not to contaminate the family's water source.
4. Use the right tools for the job.
5. Do not take more food than you can eat.
6. Conserve water; take short showers.
7. Complete your chores thoroughly.
8. Turn off lights, single room air conditioners and fans when nobody will be in the room, such as when leaving for the worksite in the morning, if available at site.
9. Recycle scrap material if facilities are available in the county.

Safety Manual for Volunteers

This safety manual is dedicated to all volunteers who have served and continue to serve in the ministry of the Salkehatchie Summer Service.

Salkehatchie cares for its volunteers, the "lifeblood" of the ministry of service to the South Carolinians it assists with emergency housing repair needs. Salkehatchie believes that through heightened awareness and safety practices, accidents to volunteers can be eliminated.

If additional safety issues need to be addressed, please contact your Salkehatchie camp director or site leaders.

First and Foremost:

- a) **Site leaders should be mindful of the safety and conduct of volunteers on their sites.**
- b) **Implement a buddy system so that no volunteer is put in the position of being left alone at any time, while at the worksite, in, or around the center.**
- c) **No volunteers are to be left behind at a worksite without access to a vehicle.**
- d) **For site leaders: Never leave your workers unattended at the work site.**
- e) If you are unsure of your ability to perform a task, say so! Never attempt a job that you are unable to do or for which you do not have the proper skills.
- f) If the family you are serving has small children, know where they are. If you can't keep up with them, have work crew members take turns playing with the children. The other crew members can then work safely and the children will be occupied and safe.

Decking/Flooring/Steps (Safety when replacing)

- a) Do not step on rotten boards of flooring, or boards that may be loose on one end.
- b) Old boards to be discarded should either have nails removed or discard the wood properly. Do not leave old boards with nails sticking out lying around the worksite. Discard nails into a container to be removed from the worksite.
- c) Warn co-workers when you work with a crowbar.
- d) Look for termites or carpenter ants as you remove old boards. Notify a site leader if you see an infestation.

Electrical

- a) Ask an adult site volunteer or adult family member what outlets you can use for electrical power tools if you are authorized to use them. (Some families have electrical "issues" – so this could be hazardous.)
- b) Report loose, bare, frayed, and hanging wires to an adult volunteer.
- c) Only adults should undertake electrical repairs; they may be assisted by youth.
- d) Below are electrical hazards that are potentially very dangerous. Report to a site leader.

- Exposed fuse box; one without a cover.
- Exposed receptacles hanging out of box without a face plate.
- Exposed range receptacle without a cover.
- Frayed wiring with copper showing or damaged insulation.
- Fuse holder without fuse and a penny in the place where the fuse should be.
- A blue flame or fire around electrical equipment.
- Any appliance that blows fuse when turned on.
- Extensive use of extension cords as branch feeder circuits (to lights, receptacles, etc).
- Anything that is reported to give an electrical shock.

Glass

- a) Handle glass slowly and carefully.
- b) Always use gloves when carrying glass.
- c) Carry glass only out to your side, never over your head or against your body.
- d) When replacing or framing windows, hammer cautiously so you do not break the glass.
- e) Make sure no one is working under you when you are working on a window.
- f) Wear eye goggles at all times when working with glass.

Hand tools

- a) Keep your work site uncluttered. Remember your site family's safety as well as your own.
- b) Handle tools in a safe manner; be sure you know how to use them correctly. Be careful when using tools with sharp edges or points. Wooden tool handles should be free of splinters/cracks and fit tightly in the tool.
- c) Keep your hand tools free of grass and dirt.
- d) Never use damaged tools.
- e) When using a vise, make sure it is firmly attached and supported.
- f) Keep your cutting tools sharpened.

Heavy Materials and Equipment

- a) Never try to lift an object that is too heavy. Get a buddy or two to help lift and move.
- b) When picking up heavy objects, squat from the knees and lift, keeping your back straight.
- c) Take your time for loading/unloading. Be aware of others when carrying overly large or long objects.
- d) When you transport supplies, close all doors on vans and tailgates on pickups. If lumber must hang out, check with staff. When using pickups, keep the tailgate up and allow long lumber to hang over upright tailgate. Nail a red flag to materials that extend beyond the length of vehicle. Drive appropriately with great care.

Ladders

- a) Place ladders only on firm, flat surfaces.
- b) Place extension ladder 1 foot out for every 4 feet of height.
- c) Top of ladder should extend 3 feet above the edge of your point of support
- d) Check your ladder for flaws and damage; make sure hardware is secure.
- e) Always wear shoes when climbing a ladder; make sure they are free from excessive dirt and mud. Climb with both hands holding the side rails.

- f) Always have a partner hold the ladder securely against the object it is leaning against. This will provide additional stability.
- g) As you stand on a ladder, keep your hips between the rails. Never reach more than an arm's length in any direction.
- h) Do not stand or sit on the shelf of a stepladder or climb its back section.
- i) Always face the rungs as you climb or descend.
- j) Never climb beyond the second from the top step on a stepladder.
- k) When using an aluminum ladder, be sure not to touch electrical wires or poorly grounded power tools.
- l) When finished, take ladder down and put it out of the reach of children.

Medical/First Aid

Carry a well-supplied **FIRST AID KIT** (and your medical forms) in your vehicle at all times.

Suggested items includes:

- Peroxide/Bee sting kit
- Aspirin/pain relievers/Bandages
- Gauze/tape First-aid/hydrocortisone cream
- Sunscreen Calamine/caladryl lotion
- Hand sanitizer
- Antiseptic cream

First-hand knowledge of first-aid by members of the group is recommended.

- a) Tetanus boosters are required.
- b) Be sure that each site team has received from the staff the directions to the nearest clinic/hospital in the event of medical emergency.
- c) Be aware of special medical needs among your site volunteers. If a volunteer has a special need, all adults on the site must know what to do in an emergency.

Miscellaneous for the Worksite

- a) **Keep everybody hydrated!**
- b) Keep your worksite clear and free of debris. Keep scrap materials in one area; keep your tools in specified areas. Inspect the worksite at the end of each day, making sure that debris is appropriately managed and that all tools are collected.
- c) If you are doing a job where sparks, dust, or debris will fly, wear safety goggles/glasses and a hardhat.
- d) Use your tools only for their intended use. Concentrate on what you are doing. It only takes a second to have an accident with a tool.
- e) If a family requests that you stop an activity, please respect their wishes.
- f) **For youth groups: NO HORSEPLAY at the worksite or at the camp.** Salkehatchie has limited resources and we all need to practice good stewardship. Accidents can easily happen when people are fooling around. Remember that the safety of everyone (staff, volunteers, families) must be in the forefront of everyone's mind and practice when at the worksite and at the camp.
- g) If you only have one vehicle, wait for additional supplies or else travel for supplies as a group. **Remember that each site must always have access to a vehicle.** For an emergency, always have at least one operating vehicle at the work site.
- h) If your project is attic insulation, it is best to structure your work to be done during the coolest part of the day. Watch out for allergic reactions to insulation. If you are insulating underneath a house, cover the ground with heavy plastic.
- i) Always wear lots of sunscreen on exposed parts of your body and wear a shirt at all times.

Power Tools (Electrical)

- a) For volunteers under age 18 to use power tools, they must receive the prior written approval of a parent or guardian. Unless a parent or guardian authorizes the use of power tools without supervision, a volunteer under 18 years may only use power tools under the supervision of an adult.
- b) Before plugging in the cord, make sure the tool is clean and in working order and that all blades, drill bits, moving parts, etc. are properly inserted and that tightening screws or bolts are snug. Make sure that all safety features are in working order and in the proper positions.
- c) Use power tools in an area free from explosive or flammable materials.
- d) Keep the work site clean; you will lessen a potential fire hazard as well as be safer.
- e) If using an extension cord, make sure it is heavy duty.
- f) Do not plug a heavy-duty tool into a circuit used by another appliance. Do not replace a fuse with higher amperage to carry a heavier load. **This is a serious fire hazard.** Tools drawing 8 to 10 amps can be operated on a household circuit if **NO** other major appliances are on the same circuit. Tools using lower amps may be plugged into a household circuit not overloaded with several small appliances in operation. (**Note:** This is especially important in houses that have old and improper wiring.)
- g) Inspect heavy-duty cords for breaks or cracks in the insulation. Do not use a cord in bad condition. Unless the cord of a power tool is doubly insulated, it should be plugged into a 3-holder grounded outlet.
- h) Do not carry a power tool by the cord and never jerk the cord to remove it from the outlet.
- i) **Replace** (not repair) a damaged cord immediately.
- j) If your power tool overheats, shut it off and allow it to cool completely before using.
- k) **Always** unplug power tools when not using; even if you think it's safe. Keep the safety of children in the front of your mind. **NEVER LEAVE A PLUGGED-IN POWER TOOL UNSUPERVISED.**
- l) If you have troubles with a power tool and must inspect it or clean it, shut it off and unplug it.
- m) **NEVER** allow anyone to work a power tool unless he or she is properly trained or supervised.
- n) Clean your tools well; make certain that tools are in good working order for the next time.
- o) When cutting with a saw, make sure you cut on a firm flat surface and that you are not balancing the piece being cut, but that a proper brace (i.e., saw horse) is used.
- p) If a power saw stalls, back it slightly out of the cut. Keep your finger on the trigger. When proper speed is resumed, advance saw. When you finish, make sure the tool has stopped before setting it down.
- q) Always keep the saw's cord behind you – away from the blade – when you cut.
- r) Keep your hands and body parts away from blades, etc. Never put your hand in front of the saw in the direction of the cut. Cut away from yourself, and concentrate on the task at hand.
- s) Make sure your clothing is away from the tool (open jacket, unbuttoned shirt sleeve, etc.)
- t) Never allow your saw to contact with stone, metal or concrete.
- u) Keep bystanders far away from your work area.
- v) Always wear protective eye goggles when using power tools. Be sure to include eye goggles and work gloves in your tool kits. If you wear correctives, be sure that your goggles fit over them. Consider keeping ear plugs in your tool kits for those power tools that "screech."

Preparation for Work Tasks

If you are not familiar with how to use the following tools, consider learning how to use them by researching them on line or discussing with the group leaders at your church or with a skilled carpenter.

Hammer	Caulking gun	Paint brushes
Chisel	Chalk line	Wrench
Plane	Hand saw	*Electric drill
Level	*Power saw	Utility knife
Ladder	Screwdriver	Sandpaper
Pliers	Crowbar	*Power sander

***Only use if willing to take full responsibility for specific safety hazards associated with these tools and receiving approval to use from a parent or guardian.**

As you pack, make sure each tool is clean and in good working order and that you have any replacement parts that are needed as well as any special cleaners and lubricants.

Roofing

Let one of the adults on your site know if you are not comfortable working on a roof.

- a) Before stepping on a roof, visually inspect the rafters for strength. This can be done by looking at the ends of the rafters at the overhangs and in the attics.
- b) **Use Roof Jacks on steep roofs.**
- c) At least one volunteer age 18 or over should be supervising the youth working on the roof.
- d) Avoid concentrating too many workers in one area of roof; spread them out.
- e) **At all times have materials ready to cover exposed roof in the event of rain.** Failing to do this can cause injuries due to "rushing" and significant damage to the family's interior.
- f) Roofing is very hot work! Plan to do roofing during the cooler parts of the day. Be sure to drink plenty of water to replace lost fluids. Drink, drink, drink!!! Also rotate workers and take frequent breaks in the shade.
- g) Keep the roof cleared of debris and watch out for loose shingles, moss, and wet leaves.
- h) Wear tennis shoes (especially on tin roofs) when roofing. This will give you better traction and will keep you from tearing the asphalt roofing material.
- i) Walk at an angle on a roof with a steep pitch, never straight up or down.
- j) Be cautious when nearing the edge of a roof and avoid stepping on eaves, as they will give with your weight.
- k) Make sure that extension ladders rest firmly against the roof with the ladder extended 3 feet above the roof so that you do not step off the top run onto the roof.
- l) Use work gloves for handling the tin for roofs. Tin is sharp and gets very hot to the touch. Again, plan your roofing for the cooler part of the day.
- m) Try not to drop things from the roof. If you must, loudly warn those below of what's coming, when and where. Try to rope off the area with yellow caution tape when you plan to drop debris from the roof. Keep roof debris in manageable piles for easier dump pickups.
- n) Wear a carpenter's apron with tools and supplies that you will need while on the roof. This will minimize trips up and down the ladder.
- o) If you are afraid of heights, find a land job. Let someone else roof.
- p) If you accidentally drop something from the roof, don't run after it.
- q) Unless you are on the ground, don't step back to admire your work.

- r) When working on a tin roof, "walk on the nails." There are wooden rafters at those places to support your weight.
- s) Have one driver on the ground at all times.
- t) When repairing or walking on a trailer roof, use OSB or plywood to evenly distribute weight.
- u) Be careful to avoid sunken or damaged areas of a roof that may cave in with too much weight.

Safe Clothing

- a) Shoes: Wear closed-toe shoes or work boots for ground work; and tennis shoes for roofing. Appropriate shoes **must** be worn at all times at the worksite.
- b) Shirts: 100% cotton tends to be the coolest fabric. Body moisture absorbed by a cotton shirt will help keep the body temperature lower and keep you feeling cooler. Avoid shirts that are polyester; they tend to make a person hotter than the air. Long sleeves should be worn when working with insulation.
- c) Other articles of "clothing" that can protect you are work gloves. These will help to prevent blisters. Hardhats, eye protection (goggles, safety glasses), and ear protection are important, too. Volunteers working with insulation need dust masks.

SNAKES/SPIDERS, ETC.

Snakes, ticks, spiders, rodents, etc. are a reality through out all of South Carolina. When looking around a woodpile or in a dark, damp area, use extreme caution. When lifting boards or debris, first kick the object to be moved. When picking up the object, keep it between you and the ground. Stacked wood and building materials which have been sitting on the ground for a while are hiding places for black widow spiders. Avoid them.

If you are bitten, seek medical attention immediately. Copperheads and rattlers also will enjoy the refuge of stacked supplies. Again, use caution. Ticks are common – so check your hair and warm parts of your body. Watch out for bees and wasps. If you require special medication for stings, please keep some in the site vehicle. Alert your site leaders what they should do if you are stung.

In the areas that Salkehatchie serves there are several kinds of poisonous snakes. Most snakes are non-poisonous. If you are bitten by a snake, wash the wound with soap and water. Do not suck the wound. If you are not sure that the snake was non-poisonous, seek medical attention immediately.

NOTE: While the garter snake is nonpoisonous, some people will have a severe reaction to its bite. Medical treatment for this allergic reaction is required.