



World Relief Work Team Safety Program

Safety and Health Policy

Apostolic Christian World Relief believes that no job or no task is more important than the health and safety of its work team members. If a job or task represents a potential safety or health threat, every effort will be made to plan a safe way to do the job or task.

Every procedure must be a safe procedure. In the event a job or task cannot be performed in a safe manner, the job or task must not be performed.

If a worker observes any unprotected job, which may pose a potential threat to the health or safety of the worker, or other person, he or she will cease operations and immediately inform the work team leader.

The following safety rules and guidelines apply to all team members and workers under the supervision of ACWR leadership. This includes ACC work teams, non ACC work teams, and national workers.

Safety Rules

Instructions for Team Leaders

1. **You** are responsible for the safety of your team. Review these safety instructions prior to leaving for the work team destination. If there are any questions, contact the World Relief Office.
2. Travel in foreign countries can be dangerous. Attention should be given to travel in a manner similar to the United States. Use of seat belts is encouraged. Avoid riding in exposed conditions at high speeds, secure all loads, and drive vehicles in a safe and defensive manner.
3. Check the worksite before starting to see if there are any special hazards to share with your team.
4. Make sure danger areas are barricaded.
5. Job sites will be inspected for location of underground and overhead utilities before work is performed.
6. Review the general safety rules with the team members and ask questions to assure the rules are understood.
7. Conduct safety training as described below.
8. A fully stocked first aid kit shall be available at all work sites and readily accessible. The team leader shall identify first responders and persons of authority to lead response in the event of an accident.



9. Never move an injured person unless it is absolutely necessary. Keep the injured person as comfortable as possible and administer first aid until qualified help arrives.

Job Safety Training

1. After inspecting a job site, the work team leader will identify and evaluate all potential hazards for:
 - a. Injury Severity
 - b. Probability of an accident
2. Trips, falls, lifting injuries and power tool injuries are the most frequent injuries to members of previous work teams.
3. The work team leader will appraise the skill and knowledge level of exposed work team workers.
4. Appropriate training will be given:
 - a. Hazards will be communicated
 - b. Necessary precautions will be explained
 - c. The higher the injury severity and probability of an accident, the more detailed the training.
 - d. After completion of training the instructor should follow up by watching the team member perform the activity safely. Retrain where necessary.

General Safety Instructions

1. Keep your mind on your work at all times.
2. No horseplay on the job
3. Do not distract the attention of fellow workers or engage in any act which would endanger another work team member.
4. Be cautious and alert as you move about the jobsite.
5. Keep an eye out for the safety of other workers. If you see an unsafe act, ask them to stop. Remember, "You are your brothers keeper".
6. A good job is a clean job, and a clean job is the start of a safe job. Keep the working area free from rubbish and debris.
7. Know where first aid and firefighting equipment is located.
8. The use of illegal drugs or alcohol, or being under the influence of the same, is not permitted. Inform the work team leader if you are taking strong prescription drugs.

Personal Safety

1. Precautions are necessary to prevent sunburn and to protect against burns from hot materials.
2. Heat exhaustion and dehydration should be avoided by regular hydration of water during the day. Drinking water before getting thirsty is recommended.
3. Take regular breaks during the work day in areas with adequate shade.
4. Never work aloft if you are afraid to do so or if you are subject to dizzy spells.



5. Lift correctly—with the legs and not the back. If the load is over 75#, get help to lift the load. Stretching exercises are helpful at the beginning of the day.
6. Do not use power tools and equipment until you have been properly instructed in the safe work method.
7. Be sure that all tool safety guards are in place.
8. Do not enter an area which has been barricaded.
9. Never throw anything “overboard” when there is a potential of someone being below.
10. If you have an injury, report it to the team leader. Get first aid for all injuries to reduce chance of infection.

Using Hazardous materials

1. Always work with flammable or caustic materials as instructed by the manufacturer and in a well ventilated area. Use recommended appropriate personal protective equipment.
2. If any part of the body should come in contact with an acid or caustic substance, rush to the nearest water available and flush the affected part for several minutes. Seek medical aid immediately.

Vehicle Safety

1. Nobody but the operator shall be allowed to ride on equipment unless proper seating is provided.
2. Operators of vehicles and equipment are to be trained and experienced. The vehicles and equipment should be inspected periodically.
3. If you must work around power shovels, trucks, or power equipment, make sure the operator can always see you.
4. Use of a second person to clear the vehicle path is recommended. If you are the driver, stop if you lose sight of your assistant.

Tool Safety

1. Before using a power tool the first time on the jobsite, demonstrate to the team leader your knowledge for using of that tool safely.
2. Use the “four to one” rule when using an extension ladder—one foot out from the wall for every four feet of height.
3. Extension ladders must extend three feet above the roof or landing, and should be tied to the roof or landing. Remove defective ladders from service.
4. Step ladders shall not be used as an extension ladder.
5. Portable ladders shall be equipped with safety feet unless the ladder is tied, blocked or otherwise secured.
6. Use only extension cords that are grounded. Use a GFI when working in wet conditions or with a temporary power supply. Do not cut off the ground lug on cord connectors. Use the appropriate adapter.



7. Remove from service all extension cords missing ground plugs or with cuts in the outer layer where wires are exposed.
8. Before servicing, repairing, or adjusting any powered tool or piece of equipment, disconnect it, and/or lock out the source of power. This include changing blades on cutting tools.
9. Never oil, lubricate or fuel equipment while it is running or in motion.
10. Build scaffolds according to manufactures' recommendations. Scaffold planks shall be properly lapped, and secured from shifting.
11. When possible, secure the scaffold to the structure being worked on.

Personal Protective Equipment

1. Head protection (Hard Hats), will be worn on job sites when there are is a potential of falling objects, hair entanglement, burning, or electrical hazards.
2. Eye protection will be worn when there is a potential of hazard from flying objects or particles, chemicals, arcing, glare, or dust.
3. Protective footwear shall be worn to protect from falling objects, chemicals, or stepping on sharp objects.
4. Protective gloves or clothing shall be worn to protect against cuts, abrasions, and exposure to hazardous or caustic materials.
5. Harnesses and lanyards shall be utilized for fall protection when possible.
6. Hearing protections shall be used when working with or near loud equipment.
7. Use dust masks and respirator masks when working in high dust environments or with flammable or caustic materials. Note: dust masks are not appropriate for use with flammable or caustic materials.

Although these safety rules may seem restrictive, they were developed to protect workers. A work injury can diminish the benefit of the work team experience, cause other workers to lose valuable time, or increase the work project costs.