

WorkCamp

200 North Glebe Road, Suite 540, Arlington, VA 22203 • 703.841.2559

Adult Crew Leader Safety Guide

Stakeholder Name: _____ Stakeholder Number: _____

- This Stakeholder number should be provided to all Adult Crew Leaders and parents in case of family emergencies or in case of medical emergencies while on site.
- Remember, only adult leaders (authorized drivers, 25 years or older) or EMTs may be responsible for the transport or supervision of the youth (not contractors).
- If the decision is made for a person to go home from WorkCamp for any reason whatsoever, an Incident Report must be completed via the online form or submit a hard copy at your Program center in the evening.
- For any bumps to the head or injuries as identified below - Call your stakeholder and fill out an incident report.

Triage (Assess the situation)

Serious Medical Emergency

1. Remain calm.
2. **Call 911.**
3. Call your Stakeholder at phone number above.
4. Load all young people into van and accompany the ambulance to the hospital.
5. Keep your Stakeholder updated.
6. Be sure to have medical release forms handy.
7. If there are two adult leaders (not a contractor or young adult), one adult may ride in the ambulance. If you have additional transportation, leave the van and adult with the remaining crew. Be sure to leave the remaining crew's medical release forms with them.
8. The crew and adult should remain at the hospital until the Stakeholder can find a parent/guardian or another adult volunteer who is available. If appropriate, once relieved, the crew and adult can return to the worksite.
9. Complete the Incident Report (in this safety guide) either via the online form or submit a hard copy at your Program center in the evening.

Minor Injury

1. Remain calm.
2. Call your Stakeholder at phone number above
3. If it is determined the injury is minor, then treat the injury as instructed by the Stakeholder and then continue working.
4. If the Stakeholder determines that the young person needs to go to the ER, but an ambulance is not necessary, take the injured young person to the hospital following the directions for **Major Injury, Steps 5-8.**
5. If it is determined that the injured/sick young person must be sent home, two adults may be able to come and get the young person or a parent/guardian can pick them up. If not, return with your whole crew to parish to drop off the injured young person with a designated adult volunteer and then return to the worksite, if appropriate.
6. Complete the Incident Report (in this safety guide) either via the online form or submit a hard copy at your Program center in the evening

First Aid Guide

FIRST AID GUIDE : First of all, don't panic. Remain calm! We are in an area with a good 911 system and in the event of an emergency help will quickly be on the way. Also, one of the most important jobs of a first aid provider is to keep the victim calm. If you are calm, you will be better able to reassure the victim. In the event of a serious emergency, **the first thing to do is to check for breathing and circulation**. A normal heartbeat is between 60-80 beats per minute. All other emergency procedures are secondary and are outlined below.

Shock	The slowing or complete stop of blood flow to vital organs because of serious injury. Signs: Confused behavior, fast/slow pulse or breathing, cool moist skin, bluish skin, lips or fingernail beds, enlarged pupils First Aid: Elevate feet, maintain body temperature
Bleeding	First Aid: Place direct pressure on the wound with your hand using a clean dressing. Place successive dressings if needed on top of previous ones so not to disturb clotting process. If bleeding is heavy, elevate the wound above heart level if doing so will not cause further injury. If bleeding is still severe, place pressure on pressure points on upper arm or at the point where the upper leg and pelvis come together.
Burns	Burns can be three degrees of severity. First degree has redness and soreness but is not deep. Second degree is deeper, looks red or mottled, can have blisters and may look a little wet from loss of fluid. Third degree burns are deepest, may look charred or white, and result in the destruction of most nerve endings. First Aid: For first and second degree burns without blisters, run under cool water and apply a loose, moist dressing. For third and second degree burns with blisters, apply only a dry dressing (since water may increase the chance of shock).
Eye Injuries	First Aid: Try to rinse out substance in eyes with plenty of cool water. If pain persists or object cannot be easily dislodged, call and have victim transported to medical facility. Bandage both eyes with gauze, because if one eye moves, the other moves with it.
Nose Injuries	To control bloody noses, tilt the victim's head forward into the chest and pinch nose. Do not encourage the victim to tilt back the head since that could lead to vomiting.
Fracture/Sprain	Since it is difficult to know the extent of an injury without an X-Ray, treat all possible sprains and fractures the same. Call for help from home base, keep victim in same place and same position if possible. Control bleeding if necessary and apply ice to the area.
Insect Bites	For people with known allergic reactions , call 911 immediately. Monitor the victim's breathing and watch for shock. Symptoms of an allergic reaction are difficulty breathing, swelling of throat, discoloration of site, hives, and decreased consciousness. For non-allergic reactions , remove stinger with tweezers or by scraping with a credit card. Do not squeeze skin to remove stinger. Clean area, apply ice and a topical ointment (i.e. Afterbite) if available, and monitor for signs of an allergic reaction.
Head, Neck or Back Injuries	NEVER move victims of suspected neck or back injury unless they are in grave danger in the area they are in. Call 911, maintain position victim's head is already in by placing hands on either side of the head and holding. Monitor the victim's vital signs.
Diabetic Emergencies	Most diabetics are well aware of their own condition and are able to monitor themselves. However, symptoms of a diabetic emergency are: fast pulse or breathing, dizziness, weakness, sweating, headache, and hunger. First Aid: Give some form of sugar (juice, syrup, candy, etc.) to the victim and have them transported back to Homebase.
Seizures	Seizure disorders are generally very well controlled with medication, but in the event of a seizure, do not try to restrain the victim. Move all objects they may injure themselves on away from the area and let the seizure run its course. If the victim has been diagnosed with epilepsy already and the seizure does not last more than a few minutes or is not followed by additional seizures, it is not necessary to call 911 but the victim should be brought back to home base.

What's in your First-Aid Box?

This year, each parish is responsible for creating their own first-aid kits that each crew will take the work site. Each morning, the Adult Crew Leader will grab their designated first-aid box and return it in the afternoon. Parishes are responsible for refilling the boxes after each workday, as needed. Below is a step by step process on how to build your own first-aid kit. Each first-aid box needs to contain the following items. If you have any questions, contact Ed Gloninger at edward.gloninger@arlingtondiocese.org or call us at 703-841-2559.



1 Medium sized pencil box to hold all your first-aid supplies. Make sure you write the crew number on top, to make it easier to grab when heading out to their project site.



1 Washcloth



Hand Sanitizer wipes



1 Plastic sandwich bag with a pair of gloves in it. Doubles as a place to hold any first aid trash.



1 Pair of tweezers



1 Tube of Neosporin



Several Band-Aids



Several 4X4 gauze pads



1 Roll of medical tape



A second sandwich bag for ice



SAFETY: A SHARED RESPONSIBILITY

Making WorkCamp a Safe Place for Everyone

SITUATIONAL AWARENESS (S.A.)

- 90% of S.A. is knowing what is going on around you. Always be aware of the environment you are working in and who is doing what at all times.
 - ✓ Take a careful look around before you begin work each day to prevent accidents before they happen.
 - ✓ If it doesn't pass the common sense test, figure out a better way.
 - ✓ Try to control the situation you are in at the time. This is better than trying to figure out how to get out of a hole.
- Diocesan Release Forms with Insurance Information for the young people on your work site should be with you **AT ALL TIMES**.
 - ✓ Please keep this important information in the section provided in this manual, which, of course, never leaves your side.
- Great care was taken in the selection of suitable projects for high school students working for four days with adult supervision on basic home repairs. Adult volunteers and contractors need to follow all safety guidelines, require that the students do the same, as well as be alert for situations that require intervention and leadership to ensure safety. **SAFETY IS OUR NUMBER ONE PRIORITY!**
- You, the Adult Crew Leader, should make the young people aware that *they* have the responsibility to observe all safety rules made for the protection of themselves and others at the site. They should also be encouraged to take an active role in identifying and correcting situations that put themselves or others at risk.
- **WARNING** – Treat each workday and worksite as potentially hazardous.
- The Buddy System:
 - ✓ No one should wander off alone on site or in the neighborhood.
 - ✓ *No adult (Contractor, Troubleshooter, Adult Crew Leader, etc.) should ever be alone with one young person. Please plan so that nobody is placed in this potentially unsafe and difficult position.*
- Common Sense – Keep your eyes and ears open at all times. Does leaning out the window to paint the gutter seem like a bad idea? Then it probably is. **REMEMBER, SAFETY IS OUR NUMBER ONE PRIORITY!**

WORKSITE SAFETY FOR THE ADULT LEADER

Safety on every job site must be the **PRIMARY CONCERN** of the Adult Crew Leader on the site.

Construction jobs are inherently dangerous places. Awareness of and proper adherence to Safety rules can significantly reduce this danger! Our goal is **Zero Accidents!** Enforcing Safety rules may not always make you the most popular person on site with some of the young people. Expect this and rise above it. Doing everything possible to ensure the safety of all is your primary concern. Being “cool” should not be, and cannot be your concern. Model proper Safety practices. Here are some of the common concerns:

- Eye Protection:** Eye protection must be worn at all times! Don’t let the youth talk you out of it because it “isn’t cool”. It is very cool when we send them back to their families in the same physical condition that we got them! Even something as simple as paint in the eye can cause long-term injuries.
- Hearing Protection:** It is possible to have a degradation of hearing yet never experience discomfort. Therefore, disposable foam earplugs or over-ear muffs should be used when exposed to loud noises including operating or working near power tools.
- Head Protection:** Hard hats are required on all demolition jobs, on any job where youth are working below someone on a ladder, on roofing jobs by anyone who is working on the ground, on any job where there is a potential of anything falling on a worker or there is potential for a worker striking their head on an object (something is sticking out at head level). If in doubt, WEAR A HARD HAT! Be especially careful moving step ladders. Check the shelf on top to make sure nothing was left on it. **BOTTOM LINE, IF THERE IS POTENTIAL FOR SOMETHING MOVING/FALLING ABOVE YOUR HEAD, YOU SHOULD BE WEARING A HARD HAT.**
- Foot Protection:** WORK BOOTS are required at ALL TIMES on the job sites. No exceptions! Check BEFORE departing for your site in the morning to make sure all crew members have proper footwear. If they do not have the right shoes, they cannot go to the job – it is just that simple! It is each adult’s responsibility to ENFORCE this Safety requirement. Boots must be a minimum 3/4-height.
- Fall Protection:** Anyone working on a roof must use a fall arrest harness! Instruction on proper use of fall protection devices will be given to all crews who will be required to use it on their site. Ladders used to climb to and from the roof should be steadied (footed) by a crew member on the ground – someone who is wearing a hard hat! If possible, ladders should be tied off at the top.
- Heat & Sun:** Make sure that all crew members take FREQUENT WATER BREAKS! Make sure they are not waiting until they are thirsty to drink some water. This is especially important if it is hot and humid. Overexposure to the sun is also a major concern, especially on roofing jobs. Make sure crew members apply sunscreen frequently if they are working outside in the sun. Set up your break area in the shade. If no natural shade is present, make some using a tarp. It is important to have a place to rest that is out of the sun! Let Homebase know as soon as you can if you think there is a possibility you might run out of water! We will bring more to you. Each of the project teams will have one young person whose role will include making sure that there is enough water on the jobsite: each Adult Crew Leader must help this young person do their job! DO NOT use the resident’s water!

Worksite Safety for the Adult Crew Leader continued...

- Power Tool Use:** Youth are to have constant ADULT supervision when they are using power tools – especially with any kind of saw! Accidents happen VERY QUICKLY with power saws, and are usually SERIOUS! Make sure crewmembers take their time when using power tools. Pay special attention to the supposed “EXPERTS” on your crew...they are usually the first to make a mistake!
- Respirators:** Must be worn during any demolition work, while installing insulation, sanding and scraping, or in any other situation where anything other than air could be inhaled! (Sweeping and creating dust, etc.) These should be compliant with the N95 standard. If you are unsure of the difference ask one of the tool room volunteers.
- Behavior:** Impress upon your crew the importance of Safety and the FACT that any behavior that diminishes Safety at any time during WorkCamp in any manner WILL NOT BE TOLERATED – this is especially true ON THE WORK SITE. The work site is not a place to allow playing around. If you have any problem with any of your crew understanding or complying with this requirement, call Homebase (phone number is in the front of this binder)! We will see if we can make a point; if we cannot, we will send them home.
- Swimming/Wading:** The area we will be going to is full of beautiful streams, creeks, rivers and ponds! Any of these will be particularly inviting during or after a hot, hard day of work. As much as a cool dip in the water may seem like a good idea, DO NOT LET IT HAPPEN! There are just too many things to control! Besides, a nice cold shower is waiting for everyone back at Homebase!
- Animals:** We are often serving in a very rural area, and there can be a lot of wild animals. It is the season that many animals have young babies... there is a possibility some may happen by your site. Take the time to visually enjoy this part of God’s creation! But, obviously we do not approach any animals at all, especially baby animals – their mothers just will not understand! Also be careful around any domestic animals: dogs, cats, and others... sometimes they do not have all their shots. So if you get bit, even by accident while playing, it will be a big problem.

Adult Crew Leaders: Please remember that you, (not the Contractor) are ultimately responsible for safety on the jobsite! If it does not feel right, it probably shouldn't be happening. Please communicate with the Contractor and the teens and ensure that everyone is safe at all times.

WORKSITE SAFETY FOR YOUTH PARTICIPANTS

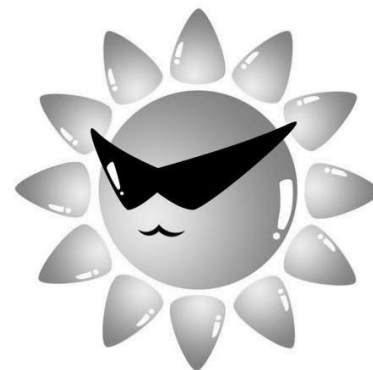
- Listen:** Give your adult leaders a break, and follow ALL INSTRUCTIONS EXACTLY, and JOYFULLY! Even if you think they are being WAY over protective! It's their job to keep you safe! When instructions are being given, make sure you are paying close attention. Be sure the instructions are clear to you before you attempt the work. Ask questions if you are not sure.
- Pay Attention:** Be aware of what is going on around you. Although the task YOU are actually performing may not be too dangerous, a task that is being performed by another worker may present a hazard if you are not careful. **KNOW WHAT IS HAPPENING AROUND YOU AT ALL TIMES!**
- Clean up:** Keep the site CLEAN! Don't leave things lying around on the ground, be aware of trip hazards and eliminate them where possible. A CLEAN site is not only a safer site, it is also easier to find things you need and makes it easy to pick up when it is time to go.
- Falling Objects:** Be aware of falling object potential. Check the top step of a ladder BEFORE moving it. A hammer left on top leaves a bump when it hits you on the head. **WEAR A HARD HAT IF REQUIRED! Basically, any time something has the potential of falling onto your head (someone is working above you, you are working with materials that are above you, etc.) you should be WEARING A HARD HAT!**
- Head Protection:** If a hard hat is required on your site, one will be provided for you. Make sure the suspension is adjusted correctly, and it fits comfortably. A hard hat that is not properly adjusted provides little or no protection! If you need help with it, ask the WorkCamp Contractor or your Adult Crew Leader.
- Gloves:** Wear them any time you are handling construction debris, cleaning up trash or brush. Never reach into a brush or trash pile without them! You might get an unpleasant surprise (maybe painful too!). Generally, you DO NOT want to wear gloves while using power tools. If you are not sure, ask your Contractor.
- Drink Water:** DRINK WATER, DRINK WATER, and DRINK WATER. Carry your personal water bottle with you at all times. Drink often! Drink only the water that is brought from Homebase. Do not drink any of the resident's water; it has not been tested for safety.
- Conserve Water:** Do not get in water battles with your drinking water. You will need all of it.
- If You Feel Sick:** Let your Adult Crew Leader know right away. It is probably a good time for a break. Keep a wet bandana around your neck if it is extremely hot. The evaporation will help to keep you cooler. Take a break in the shade if you think you need to. Drink lots of water!
- Eye protection:** Must be worn **at all times**. JUST WEAR THEM! Even if you think you can get away without wearing them, PLEASE wear them anyway. Eyes cannot be replaced and just one flying nail or paint drop in the eye can blind you forever.
- Hearing Protection:** It is possible to have a degradation of hearing yet never experience discomfort. Therefore, disposable foam earplugs or over-ear muffs should be used when exposed to loud noises including operating or working near power tools.

Worksite Safety for Youth Participants continued...

- Eat Every Meal:** Eat breakfast and lunch even if you would rather not. Your body is not used to this level of exertion and needs the energy to keep it going.
- Sun Protection:** Use your sun screen! Keep applying it, especially if you are sweating a lot. Wear long sleeves and long pants if working on a roof. Light colored and loose fitting clothing is best. Otherwise you are very likely to get a nasty sunburn. Hats and bandanas are also good.
- Foot Protection:** WORK BOOTS at ALL TIMES on the job sites. No exceptions...and work boots are to be a minimum of 3/4-height. Make sure you have them BEFORE you leave Homebase in the morning.
- Insect Protection:** Use bug repellent! There are many ticks in the areas where we will be working. Spray your boots and legs well a couple times per day if you are working outside near long grass. Do a complete tick check when you are in the shower. If you find you have been bitten by a tick, go see the nurse to have it removed.
- Bees and Wasps...carefully check your worksite for nests before you begin working. Wasp spray has been provided to each of the crews. For large nests, contact Homebase and an exterminator will be sent to handle it. Do not try to eliminate a large nest on your own.
- Bats:** WorkCamp takes place during the most active time of the year for bats. If you find a bat, or see one in your workspace, don't touch it! Call the Project Office to notify the WorkCamp Team. Simply touching bat saliva and rubbing your eye can put you at risk for Rabies.
- Plant Protection:** Poison Ivy, etc... Know what it looks like and stay away from it. If you are not sure, ask!
- Ask Questions:** ASK, ASK, and ASK some more! If you are unsure of anything at all, do not be afraid to ask questions. We are here to help one another.
- Get Enough Rest:** SLEEP! Go to bed at lights out. Even if you do not feel ready, PLEASE lay down and be quiet and considerate of your roommates who may need more rest than you do. Trying to work when you are tired is not safe. You will need all the sleep you can get to make it through the week.
- Stay with Your Crew:** Stay with your crew members at all times while on a project site and while traveling to and from the project site. Your Adult Crew Leader is the primary adult responsible for teens at the worksite.

Heat Emergencies

Be careful when working in the sun



“ Heat-related injuries are probably the most common injury during WorkCamp and are a result of not taking proper precautions on a hot day. Encourage fluid intake all day and encourage teens to take a break from working in the sun periodically.”

Heat Exhaustion Symptoms: Cool, pale, moist skin; heavy sweating; dilated pupils; nausea/vomiting; dizziness

First Aid: Lay victims in shock position in shaded area. Apply ice packs or wet towels to cool the victim. Give one half glass of water every fifteen minutes.

Heat Stroke Symptoms: Hot red skin, small pupils, high body temperature, no sweating because body has shut down.

First Aid: CALL 911; lie victim in a cooler place, cool victim fast with wet sheets or towels, give **nothing** by mouth.

POISON IVY

Skin Poisoning from Poison Plants: The poisoning caused by poison ivy, poison oak and poison sumac is caused by an allergic reaction to the oily substance throughout the plant. Touching these plants may cause the skin to become red and itchy. Blisters may form.

First Aid: If you think you have touched a poison plant, wash immediately with soap and water, then with rubbing alcohol. Calamine lotion relieves the itching.



Poison oak

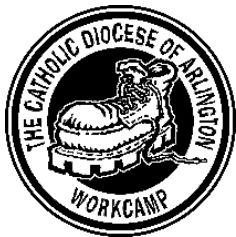


Poison sumac



Poison ivy

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WorkCamp Incident Report

Whenever something out of the ordinary happens at WorkCamp, we must have a record of it to be sure that the situation has been handled, and that all the necessary people are notified. This would include injuries, illnesses, behavioral issues, upset WorkCampers, car accidents, etc. If you are unsure of whether to submit the form, please err on the side of caution and submit it. This form should be **submitted to the nurses office** as soon as possible, but only after the incident has been handled and all WorkCampers are safe and out of harm's way.

Please submit one form for the incident

INCIDENT INFORMATION (REQUIRED)		Date of Incident: _____		
Name of adult submitting report: _____		Cell Phone: _____		
Parish: _____				
Information of Person/Persons Involved in Incident:				
Name(s): _____		Parish(es): _____		
WorkCamp Role (Circle all that apply):	Youth	Adult Crew Leader	Contractor	Self
Parent/Guardian Name: _____				

ACTIONS:

Was the Stakeholder Notified?

YES

NO

N/A

Is a follow-up by the Diocese necessary?

YES

NO

Is a follow-up by the parish necessary?

YES

NO

INCIDENT SUMMARY AND ADDITIONAL STEPS TAKEN

NOTES:

Please include any additional notes necessary for a diocesan follow-up