

JOHN M. PERKINS FOUNDATION



MISSION TEAM HANDBOOK

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**JOHN M. PERKINS FOUNDATION
MISSION TEAM HANDBOOK**

Thank you for your participation as a Community Builder with John M. Perkins Foundation (JMPF) and the Zechariah 8 Community in Mississippi. Everyone's safety, health and working environment is a critical priority to JMPF and everyone has a role to play in ensuring that this priority is maintained throughout every activity.

This handbook is an orientation to workplace safety and is not to be considered as a safety training manual. Please become very familiar with this handbook in preparation for the worksite and keep it close at hand for regular review.

Pre-Arrival Information for Mission Team Members - Jackson

Welcome	The John M. Perkins Foundation looks forward to welcoming you to Jackson, Mississippi and to our Mission Team Program. The following are guidelines and suggestions that you should review and integrate into your time with us.
Group Size	We are inviting groups of 12-25 volunteers. For every 5 unskilled volunteers we ask for 1 skilled volunteer. It is possible to be scheduled the same week as another group dependant upon size and available space.
Fees & Deposit	All groups are asked to contribute \$225 per person to the projects they will be working on. This is a non-refundable \$450 deposit must be sent in advance in order to reserve your time slot. If cancellation is necessary, the \$450 deposit may be put toward another trip if it is within the next 365 days. A 30 day notice of cancellation is required.
Arrival & Departure Dates	Please schedule your travel so that you will arrive no later than 9:00 am on Sunday. You are invited to join in worship at New Horizon International at 11:00 am on Sunday.
Housing	Living accommodations are provided at the Ginghamburg Volunteer House located across the street from the Spencer Perkins Center. Lodging is included in the per person contribution. All males will stay on one side and all females on the other. Some students may have to sleep on the floor if there are more than 20 students in a team.
Meals	Teams are responsible to purchase, plan and cook all meals. The Volunteer House includes a full service kitchen and any utensils and condiments that you might need. You are encouraged to go out into the community and experience some of the local food of our area as well. That means Bar-B-Que and Soul Food. The day of the tour we will stop at a buffet which the team is responsible for.
Work & Dress	Days start with Bible study at 7:30 am. From there we will head off to work around 9:00. There is always potential to get very dirty and sweaty so dress appropriately for this. Work ends at 5:00 p.m. Heavy duty boots are not required.
Evenings	We like to balance evenings to provide time with members of our staff as well as time with your own group. Our evening events might include a movie for discussion, a life-story from someone in the community or some activities to get the group thinking about justice and poverty related issues. You will have time each evening to debrief with your group. We encourage groups to take time to process how individuals are feelings. The elements are very new to many people who join us in Jackson!
Internet	Internet is available at the Antioch Guest House across the street from the Volunteer House. There are no computers but you may connect wirelessly to the "Perkins Center" network. If you're lucky the signal stretches to the Volunteer House.
Suggested Viewing	Please spark discussion with your group by watching any of these titles before arriving. <ol style="list-style-type: none">1. What's Race Got to Do With It?2. Race: The Power of An Illusion - 3 parts3. The Rosa Parks Story4. Four Little Girls5. Mississippi State Secrets6. Blue Eyed7. Freedom on My Mind8. Last Chance for Eden
Reading	Each group is required to read at least one of the following books. Listed here are a few items that you may wish to review prior to arrival. <p>-You may order these books on our website @ www.jmpf.org</p> <ul style="list-style-type: none">• Let Justice Roll Down, John Perkins gives his power testimony and life story• <i>More Than Equals, Racial Healing for the Sake of the Gospel</i>, By Spencer Perkins and Chris Rice• <i>Restoring at Risk Communities, Doing It Together & Doing It Right</i> (The 'handbook' for the Christian Community Development Association) Edited by John Perkins

· *Beyond Charity, The Call to Christian Community Development,*

By John Perkins

· *The Preacher & The Klansman* by John Perkins (A magazine version of *He's My Brother*)

Note: The books that are in bold print are the ones we strongly suggest.

Finally

Our hope is to build lasting relationships as well as pass the torch of reconciliation and community development to the next generations. Our commitment is to make your time here productive, enjoyable, and as spiritually creative and challenging as possible. With your help and more importantly God's help, this will happen. Please come to us prepared to ask questions so that we may enter into open, honest, and safe discussion. Bring flexibility, too!

The John M. Perkins Foundation ~ Jackson, MS

House & the 'hood - Pre-Arrival Information for Mission Team Members

PLEASE READ INFORMATION THOROUGHLY AND CAREFULLY

Welcome

The John M. Perkins Foundation welcomes you to Jackson, Mississippi and the Spencer Perkins Center. Detailed below are rules, guidelines and suggestions that you should review and integrate into your time with us in the West Jackson (urban) community.

Security Rules

Safety First! Review and follow the House & Foundation Rules listed below;

- WALKING ABOUT the FOUNDATION GROUNDS - Feel free to stroll and walk about within the Foundation grounds.
 - WALKING in the WEST JACKSON COMMUNITY - We do not recommend walking alone in the neighborhood at night, or in the dark hours of the day. Please use common sense when deciding where to go jogging or walking.
 - SHOPPING in the WEST JACKSON COMMUNITY - Please shop & visit our businesses & stores. We encourage you to use McDade's grocery store rather than Wal-Mart.
 - NEIGHBORHOOD CHILDREN are not allowed in the volunteer house at any time. **This is an important safety measure for you and us.**
 - Do not give money or rides to anyone who asks for them. If there is a problem call one of our staff members.
 - KEYS - A set of keys have been assigned to your Team Leader who will be responsible for securing the Volunteer House premises.
 - LOCKS - All locks are to be used at all times.
 - LIGHTS - All outside/exterior lights are to remain on at night.
 - COFFEE MAKER/APPLIANCES - Please turn off appliances when you leave the house each day.
-

House Rules

Please review and follow the guidelines listed below;

- SUPPLIES - There are some cleaning and household supplies located in the Volunteer House
- LAUNDRY - There is a washer/dryer in the Volunteer House. **DO NOT LEAVE ANY CLOTHES BEHIND!!!**
- FIRST AID KIT - There is a minor First Aid kit in the Volunteer house.
- GARBAGE - Garbage pick up is on Tuesday & Friday mornings & garbage should be bagged &/or placed in large garbage cans & placed on the sidewalk on Robinson Street. Please place the garbage out the *morning* of pick up.
After collection return the large cans back to the Volunteer House.

- REPAIR - Please report any house repair needs in writing (plumbing, heat or cooling, etc.) to Wayne Perkins, our Project Coordinator.
- EXIT CLEANING - Please refer to the 'Exit Cleaning' listing so that you may leave the Foundation in good order & prepared for the next Team.

Tool Rules

Our tools and equipment are valued possessions. Please respect & follow these guidelines below so that we can continue to use them for many teams in the future!

- USE - Please follow instruction & exercise all appropriate safety precautions.
- CLEANING - Clean all items appropriately prior to return. This also includes paint brushes/rollers and pans.
- RETURN – Return all items to their appropriate place in the secured tool storage areas.
- SECURITY – To avoid theft, do not leave items exposed on the lawns or to the weather.
- DAMAGE TO TOOLS OR EQUIPMENT – If you break it, you pay for it. If you are unsure about how to use some equipment, please ask Wayne Perkins or your Team Leader. *We want to be good stewards of what God has provided.*

Important Numbers

Important phone numbers listed in the Welcome Notebook.

- JMPF Office - 601/354-1563 ; Fax: 352-6882
- JMPF Emergency Number - 601/238-2073
- Antioch House - 601/354-3993
- Community Law Office - 601/969-5883
- Police - 911
- Voice of Calvary Ministries - 601/353-1635
- Voice of Calvary Health Center - 601/944-9912
- Baptist Medical Center - 601/968-1000
- VA Medical Center - 601/362-4471
- University of MS Medical Center - 601/984-1000
- Voice of Calvary Fellowship Church - 601/949-9955
- Mendenhall Ministries - 601/847-3421 fax: 601/847-3754

Places

Maps/directions located in the phone book.

- Jackson & Historic Places (Medgar Evers' Home, Old Capitol, etc.)
- Margaret Walker-Alexander Library (on Robinson across from KFC)
- Eudora Welty Public Library (downtown)
- Restaurants
- McDade's Grocery stores
- United States Post Office
- Movie Theatres – UA Clinton – 601.924.2911 or
- UA Parkway - 601.393.1700

Directions From Jackson Airport to Perkins Center

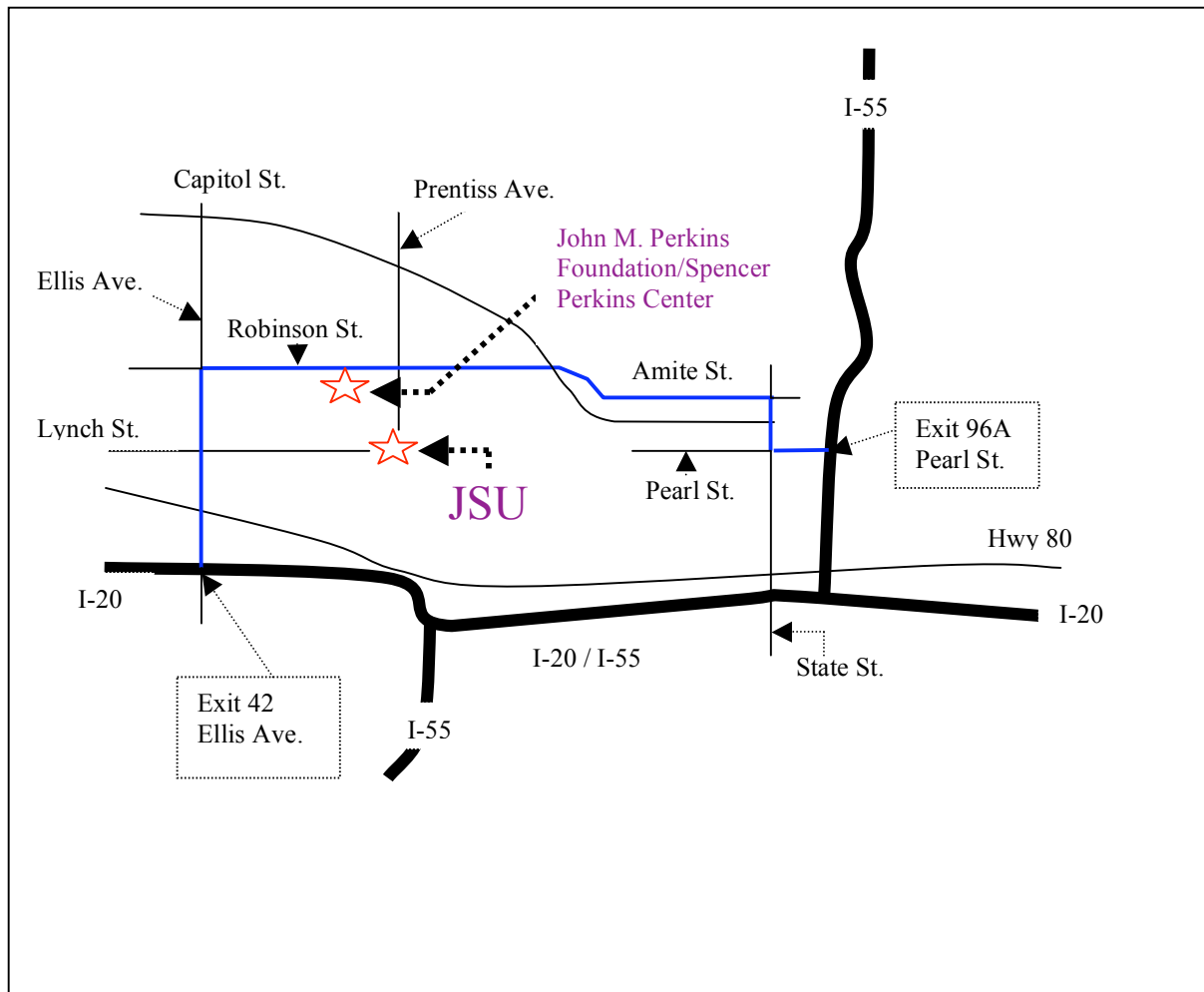
Take Airport Rd. Keep straight until you get to I-20 West.

Exit Ellis Ave. going north. (Same exit as Jackson State University)

Take Ellis until you get to Robinson Street. (On the corners: Walgreen's on left, Pearl AME Church on right)

Turn right onto Robinson.

Go approx. 10 blocks until you see the Perkins Center sign on your right (1831 Robinson Street). Drive up to big yellow house if you arrive in the evening. If you arrive Monday – Friday during office hours drive up to the little yellow house closest to the Perkins Center sign.



Please patronize our local businesses!

Directions from Volunteer House to:

Westland Plaza - Take Robinson Street South to Ellis. Turn right on Ellis. Westland Plaza is immediately on the left. **Stores in Westland Plaza:** Walgreen's, Payless Shoes, Dollar General, Hair Supply Store, Baskin & Robbins, Kentucky Fried Chicken, a few other local clothing stores.

McDade's Grocery Store - Take Robinson Street South to Ellis. Turn right on Ellis. McDade's is immediately on the left.

Wal-Mart Super Center – Again, we encourage Teams to shop at our local stores rather than Wal-Mart. Lets try to keep the money in the community! Address: 2711 Greenway Dr. Ph#: 601-922-3406. Take Robinson Street South about 3 miles. Cross Hwy 80. Go another 1 1/2 mile and Wal-Mart is on the left.

Sam's Wholesale Club (similar to Costco) – Address: 6360 Ridgewood Court Dr., Ph#: 601-977-0139. Take Robinson Street South about 3 miles. Turn left onto Hwy 80. Take I-220 North. Go about 6-7 miles. Exit I-55 (Countyline Rd.). Stay in exit lane and immediately exit Countyline Rd. (Target is on the right). Turn left at light. At second light turn right onto Ridgewood Dr. At next light turn left. About a half block down, Sam's will be on the right.

Applebee's Neighborhood Bar & Grill – Address: 900 E. Countyline Rd. Ph#: 601-957-7632. Take Robinson Street South about 3 miles. Turn left onto Hwy 80. Take I-220 North. Go about 6-7 miles. Exit I-55 (Countyline Dr.). Stay in exit lane and immediately exit Countyline Rd. (Target is on the right). At second light turn left onto Ridgewood Dr. Applebee's is on the corner of Ridgewood Dr. & Countyline Rd.

Cracker Barrel Restaurant - address: 6020 I-55N, ph#: 601977-1055. Take Robinson Street South about 3 miles. Turn left onto Hwy 80. Take I-220 North. Go about 6-7 miles. Exit I-55 (Countyline Rd.). Stay on I-55 for about 1 mile. Exit 102B (Atkins Rd/Beasley Rd.). Take a left at light onto Beasley Rd. Cross under Interstate and take a left onto the *frontage road*. (Road that runs parallel to Interstate).

Jackson-Evers International Airport – Take Robinson Street to Ellis. Turn left on Ellis. Take I-20 East. Exit Airport Rd. Turn left. Go until you run into the airport. If it takes you longer than 20 minutes to get to airport, then you are have lost. Call 601-939-5631.

Ross Barnett Reservoir — This is a great spot for a BBQ on Sunday. Beautiful lake with grills, fields for games and even a nice swimming spot when it gets warm — which it does in Mississippi! Take I-55 N to County Line. Go east (Hilton on right). Take County Line to Old Canton Road and make a left. Take a right Lake Harbor (Spillway). Take Spillway along the reservoir to Northshore. Take a left at Northshore. On your left in ¼ mile is the turn in for the reservoir (after the RV park).

JOHN M. PERKINS FOUNDATION MISSION TEAM HANDBOOK

The safety and health of all employees, volunteers and subcontractors involved with the John M. Perkins Foundation (JMPF) is a critical priority for the Management and Board of Directors of JMPF. The ability to continue to renovate and rebuild affordable housing at the highest levels of quality means ensuring that the safety and health of our workforce is maintained at all times.

Having a safe and healthy work environment is everyone's responsibility. We need your help to protect the safety and health of our workforce, and environment.

JMPF's safety goal is ZERO INCIDENTS. In order to reach this goal, each volunteer and employee must think of safety as his or her responsibility. Each worker must understand that working in a safe manner is a job requirement and is expected. *Short cuts and unsafe acts or work practices are NOT acceptable.*

Understand and follow the JMPF policies, procedures and rules which require you to:

1. Participate in orientation.
2. If you have not been thoroughly trained, never attempt to operate equipment or machinery and immediately advise your supervisor.
3. Accept and implement the JMPF orientation guidelines.
4. Report all injuries immediately to the Site Supervisor.
5. Wear appropriate personal protective equipment and work clothes, as instructed.
6. If you are told to use safety equipment it is MANDATORY that you do so. Follow first aid and medical treatment procedures.
7. Avoid performing unsafe acts and the creation of unsafe conditions.
8. Report unsafe acts or conditions to your supervisor.
9. Report to work in a fit condition. Alcohol and/or drugs ARE NOT permitted on the job and shall result in immediate dismissal.
10. Follow the directions, warnings and safety directives when dealing with hazardous materials.
11. Request advice and help from your supervisor as needed to work safely. Get help when lifting heavy objects and wear back support belt if instructed.

At all times WORK SAFELY, don't rush and be aware of what is happening around you. The leading cause of accidents on job sites is tripping and falling. Horseplay or playing around is not permitted.

• All work related injuries must be treated by a qualified first aid attendant or medical doctor.

GENERAL SAFE WORK PRACTICES

It is the policy of JMPF that everything possible will be done to protect our workers (employees, volunteers and contractors) from incidents and injuries while on the job. All workers will:

1. Follow the safe practice rules and procedures, render every possible aid to safe operations, and report all incidents, unsafe conditions and practices to the supervisor.
2. Be given daily incident prevention instructions.
3. Not be allowed on the job if under the influence of alcohol and/or drugs.
4. Not knowingly be permitted or required to work while their ability or alertness is so impaired by fatigue, illness or other cause that might necessarily expose the individual or others to injury.

5. Be alert to see that all guards and other protective devices are in proper places and adjusted, and report deficiencies promptly to the supervisor.
6. Be prohibited from acts of horseplay, scuffling and other acts which tend to endanger the safety or well-being of fellow workers.
7. Plan out their work ahead of time with a competent person and ask for assistance or training when needed.
8. Not handle or tamper with any equipment or materials in a manner not within the scope of their duties, unless they have received training and instructions from their supervisor.
9. Practice good housekeeping at all times.
10. Promptly report all incidents to the Site Supervisor so that arrangements can be made for medical and/or first aid treatment.
11. Promptly report all 'near-miss' incidents to the supervisor so that arrangements can be made to identify the cause and correct it to prevent it occurring again.

Basic Construction Safety Rules

You can avoid potentially harmful incidents on the job by following simple safety rules and using good common sense such as:

1. Learning the right way to do your job.
2. Working at a speed consistent with safety.
3. Not creating danger by running on the job.
4. Removing protruding nails or bending them over.
5. Working clear of suspended loads.
6. Only using tools in good condition.
7. Reporting any defective ladders and using all ladders properly.
8. Not using machines and tools without proper training.
9. Keeping scaffold clear of debris and unnecessary weight.
10. Using correct lifting procedures.
11. Asking for help when a load cannot be handled safely by one person.
12. Keeping your workplace and access route clean and clear.
13. Using personal protective equipment as required.
14. Making sure all electric portable tools are in good condition and properly grounded.

Many incidents are caused by not being aware of workplace hazards and not taking adequate care and precautions while working. You or someone else may have failed to properly assess and control workplace hazards.

Safety at the Work Site

Your safety at the job site is very important. If you are at a job site and see an unsafe situation (examples below), advise the Supervisor and correct the problem if you know how to do so. If you encounter safety equipment and are unsure how to use it you must consult with your job site superintendent, don't guess! Improperly used equipment can be dangerous.

All injuries are preventable

UNSAFE CONDITIONS

The following are regarded as the basic unacceptable unsafe acts and conditions. Definition: "An unsafe condition is a hazardous physical condition or circumstance which could cause an incident."

1. Inadequate guarding and protection from fall hazards.
2. Substandard housekeeping resulting in slip, trip and fall hazards.
3. Defective tools, equipment and materials and/or their improper use.
4. Improper use, handling, and storage of chemical materials.
5. Improper handling of materials.
6. Inadequate guards or protection from electricity.
7. Inadequate guards or protection from moving machinery.
8. Inadequate warning system or emergency response planning.
9. Excessive noise exposure.
10. Inadequate illumination or ventilation.

Report all Unsafe Conditions at a job site to your site supervisor immediately!

IF YOU SEE AN UNSAFE CONDITION OR ACTIVITY!!

- Stop the unsafe incident immediately if safe to do so.
- Act to prevent the unsafe incident from happening again and report it for future learning and corrective action.
- Talk with the persons involved until they understand why the unsafe situation is hazardous to them or to others, discuss and agree how the hazard(s) should be controlled.

WORKERS RIGHTS

All workers have the following rights with regards to their health and safety

- The right to refuse unsafe work.
- The right to know about workplace hazards.

RIGHT TO REFUSE WORK POLICY

1. Any machine, equipment or tool that the worker is using, or is told to use, is likely to endanger himself/herself or another worker.
2. The physical condition of the workplace or workstation is likely to endanger the worker.

MEDICAL EMERGENCIES AND FIRST AID

Call local 911/Ambulance/Fire Department in the case of a serious sudden illness and give first aid for minor injuries. Contact numbers are in this handbook on page 5. *All Team leaders should put them in their cell phone during your stay here.*

HEAT AND COLD STRESS ILLNESS

Heat related illnesses can make you sick, even put you in the hospital. Contact the Site Supervisor if you think you or someone else is getting sick from the heat? Don't delay, especially if the problem is heat stroke.

1. Heat rash is solved by having cooled rest areas, and taking a shower right after each work shift.
2. Heat cramps are usually helped by drinking lightly salted water. If severe, a medical clinic may have to administer a salt solution.

3. Fainting: You should recover if you lie down for a while. Get first aid and after, avoid standing still; keep moving.

4. Heat exhaustion is usually relieved by moving to a cool place, resting with your feet slightly elevated and drinking a lot of water. For several days after heat exhaustion, your body is at high risk for suffering heat stroke.

5. Heat stroke is serious. Any delay can mean disaster. The Site Supervisor should call for an ambulance immediately and tell the ambulance personnel that the worker of concern may be suffering from heat stroke.

Acclimatize: When first facing hot conditions, you have to work smart, and then work your way up.

1. Drink enough water to make up for your body's extra sweating.
2. A weekend or vacation will lower your body's ability to resist the affects of heat, and you'll have to readjust again when you return to work.

Wear Personal Protective Equipment: Personal protective equipment for hot environments can range from ordinary work clothes made from "breathable" fabrics to specially designed suits that are cooled by air, ice, and even portable air conditioners. If you work in lower-temperature environments, always be alert for the possibility of cold stress.

EMERGENCY EVACUATION

- It is YOUR responsibility to know how to evacuate your work site in case of an emergency. The Site Supervisor will review the procedure with you.
- Plan your escape path before starting work. This will save time in case of an emergency.
- Maintain clear access/egress paths to each work area.
- In case of an emergency evacuation, all workers will assemble at the designated safe gathering area as directed by the Site Supervisor so that every one on site can be accounted for.

FIRE PREVENTION

- Combustible material shall not be located close to ignition sources.
- No open fires are allowed on the project site. *Smoking is not prohibited on the work site.*
- Take care to prevent sparks from falling on combustible material or workers.
- Flammable liquids such as gasoline and solvents which will be in use must be stored in approved containers in accordance with the local Fire Code.

FIRE SAFETY

- Make a safe attempt to extinguish. Do not endanger your life. At the same time, contact the Site Supervisor and phone 911.
- The caller will meet the Fire Department at the work site entrance to direct them to the fire location, or designate someone to do so.
- All non-essential persons should vacate the area of the fire.
- If explosive-type materials are involved, immediately evacuate all personnel to a safe distance.

CHEMICAL SPILL RESPONSE

1. All chemical spills will be considered hazardous.
2. All chemical spills of an unknown or unclassifiable nature will require area evacuation until the degree and nature of risk can be determined.
3. Whenever a spill occurs, only trained and qualified persons will attempt a rescue or a clean-up response, and only if it is safe to do so.
4. Never clean up a spill alone.

5. Plan and verify adequacy of a spill response before handling any spilled hazardous materials:
 - do not physically come in contact with the spilled material
 - continue to monitor the area so that any change in the spill situation is addressed
 - maintain the safety of the responders and workers
6. Always report any spill to the Site Supervisor.
7. If a spilled chemical is released to the environment, attempt to contain it if trained and only if it is safe to do so. Promptly notify the Site Supervisor who shall notify the local Fire Department if necessary.

CONSTRUCTION HAZARDS AND SAFE WORK PROCEDURES

WORKING SAFELY WITH LADDERS

General Guidelines

Persons who work on ladders should wear slip-resistant footwear, and make sure that ladder rungs are free of oil, grease or other slippery substances. Before climbing any ladder, check its condition. If the ladder is in good condition, climb and descend it facing the ladder itself and holding on with both hands. If you must carry tools, use a tool belt or a bucket attached to a hand line to pull tools up and down. Never use a metal ladder when working with electrical current. Wooden ladders cannot be painted as it may hide damage such as cracks which could result in ladder failure.

Stepladders

When working on stepladders, remember never to climb past the second rung from the top. Make sure the spreaders are functional and locked in place before climbing the ladder. If the ladder is positioned by a door or walkway, make sure the door is locked or the walkway barricaded to prevent collisions. Do not over-reach while working on the stepladder – reposition the ladder to avoid leaning over the base of the support.

Straight (or Extension) Ladders

When working on straight or extension ladders, use the four-to-one rule: position the ladder base one foot away from the wall for every four feet of ladder height. Never climb past the third rung from the top. The ladder should extend at least three feet past its support point. Tie down your ladder as close to the support point as possible. Make sure that straight ladders have safety feet. To avoid over reaching, do not let the trunk of your body extend past the side of the ladder.

WORKING SAFELY WITH SCAFFOLDING

The risks associated with scaffolding are similar to those associated with ladders. Stability should be primary concern. Scaffolding must be placed on a firm base.

- Inspect all scaffolding before starting work to determine if safety features are in place and of sound construction.
- Ensure that the footing and anchorage for scaffolds are sound. Unstable objects such as bricks or concrete blocks should not be used to support scaffolds.
- Scaffold frames should be erected level and plumb and on a firm base.
- All scaffolding platforms above 10 feet must be equipped with standard railing consisting of top rail, intermediate rail, toe board and posts.
- Railings must have a vertical height of approximately 42 inches from upper surface of the top rail to the floor, platform, etc.
- Railings should be installed on all open sides and ends of the platform.
- Use outriggers to stabilize scaffolding when height is more than three times the smaller base dimension.

- Tie scaffolds off horizontally every 30 feet and vertically every 26 feet.
- Never change or remove scaffold members unless authorized.
- Do not alter scaffolding members or use make-shift securement.
- Do not ride on a rolling scaffold when it is being moved. Secure locking mechanisms on all rolling scaffolds before anyone gets on it.
- Get approval from project manager before erecting any scaffolding side rails.
- Know safe working loads of scaffolds and work within those limits.
- Do not allow tools, materials and debris to accumulate on scaffolds.

SAFE MATERIAL HANDLING

Plan and prepare for your material handling and moving work:

- ‘Size up’ the load and plan and observe the route.
- If there are sharp or breakable materials, wear gloves and safety glasses.
- Be sure all loads are balanced and secured properly.
- If you are carrying or moving an object and it starts to fall, let it fall. Many injuries occur because someone tries to stop a falling object.
- If you are lifting a heavy or large object, get help from a co-worker or use a mechanical lifting device.
- Pay attention to what you are doing and to what others are doing around you.
- Ensure that all waste is properly sorted, labeled and reused, recycled or disposed of according to municipal, provincial and federal environmental regulations.
- Nails — pull ’em out!! bend ’em down!!

LIFTING BASICS:

1. Back safety – Stretch before you lift and carry materials
2. Tuck your pelvis – By tightening your stomach muscles you can tuck your pelvis, which will help your back stay in balance while you lift.
3. Bend your knees – Bend at your knees instead of at your waist.
This helps you keep your balance and lets the strong muscles in your legs do the lifting.
4. “Hug” the load – Try to hold the object you’re lifting as close to your body as possible, as you straighten your legs to a standing position.
5. Avoid twisting – Twisting can overload your spine and lead to serious injury. Make sure your feet, knees and torso are pointed in the same direction when lifting.

STRAINS AND SPRAINS

To Avoid: *Warm up well before any physical activity* (lifting, carrying, shoveling, etc.) Stretch gently, beginning with slow movements.

To Identify: *Sprains are very painful.* They turn black and blue quickly. Strains are less serious and may take longer to feel painful.

To Heal: *Stop using the injured part immediately and get first aid:*

For a strain, ice the injury for 30 minutes. For a sprain, splint the area, apply ice, and speak to a doctor. There may be broken bones or damaged ligaments.

DANGER OVERHEAD!

- Don’t stand, walk, or work under workers overhead or suspended loads.
- Keep all personnel away from the vicinity of overhead workers.

HAND AND POWER TOOL SAFETY

- Maintain tools in safe condition. Keep blades sharp. Make sure wooden handles do not have splinters or cracks.

- Regularly check foot handles and inspect tools for loose or chipped heads.
- Regularly inspect power tools to ensure that they are in safe condition. If defective, do not use them.
- Ensure that there are appropriate guards on tools and that they meet minimum legal requirements. Tools designed to accommodate guards should be equipped with guards while in use.
- Tag unsafe tools to prevent their use.
- Use tools only for their intended purpose.
- Never bypass broken switches on tools by plugging and unplugging the cord. Shutting off power will take too long in an emergency.
- Wear eye protection when needed, such as when there is a possibility of flying or falling particles.
- If unfamiliar with a tool's use, ask for assistance and take time to practice using the tool.
- Do not operate power tools without approval or supervision.
- Do not operate a tool if you have not been trained to use it.
- Don't overexert yourself or the tool; this can lead to slips or strains.
- Place yourself in a good body position – most hand tool accidents result from being struck by the tool.
- Store tools out of the way.
- Disconnect power source when moving or repairing power tools.
- Do not use the electric cord to lift or lower the tool.
- Never use worn or frayed electrical cords.

WORKING SAFELY WITH ELECTRICITY

1. Plug electrical equipment into a ground fault circuit interrupter in wet conditions.
2. Use only tools that are properly grounded or double insulated. Check to ensure double insulated tools are not cracked or broken. Any shock or tingle means a ground fault is present and the tool should be repaired.
3. When moving or repairing machines, lock them out of service.
4. Disconnect light circuits or tools from power source before moving or repairing them.
5. Check all electrical cords for wear, cuts or damaged plugs and tag 'out of service' if unacceptable.
6. Ensure the electrical cord is the proper size (gauge) for the job to prevent overheating, voltage drops and tool burnout.
7. Do not fasten electrical cords with staples, hang from nails or suspend by wire.
8. Ensure that electrical cords are safely routed to avoid creating trip hazards.
9. Before drilling, nailing, cutting or sawing into walls, ceilings and floors check for electrical wires or equipment and locate all utilities before digging.

FRAMING HAZARDS

1. Observe all rules and precautions specified under previous sections (power tools and ladder hazards, etc.)
2. Remove nails from discarded lumber as soon as practical.
3. Assess locations of other crews to ensure their activities do not pose a hazard.
4. Always wear a hard hat during the framing stage. Watch and stay well clear of materials falling from above.
5. Use caution when walking on floor joists. Use a long, wide board to walk on if possible and watch your footing.
6. Cover stair openings as soon as sub-floor is installed using suitable materials screwed to the sub-floor with deck screws.

7. Install a stair, ladder or ramp to provide access for workers to any break in elevation over 19 inches.
8. When standing up walls, make sure there are enough people to safely lift and hold up the wall, and have bracing ready so it can be fastened as soon as it is in place.
9. Make sure the wall is fully supported until the bracing is up.
10. Do not allow personnel to work beneath areas being roofed.
11. Never work alone at heights greater than 10 feet.

ROOFING HAZARDS

1. Take precautions when climbing on or off of the roof. This is when many roof related falls occur. Ensure proper ladder use
2. Workers walking on roof surfaces shall be protected from falling through holes (including skylights and unprotected sides and edges which are 10 feet or more above lower levels) by a guardrail system erected around holes or edges, covers, or by using a personal fall-protection system.
3. Provide protection so that holes or unprotected edges do not promote tripping hazards or allow others to be struck by falling debris when working underneath such openings.
4. Do not store materials on roof except for immediate use to reduce the risk of falling material striking others and a breach of structural stability of roof.
5. Ensure hoists and rigging are properly designed and rated to handle loads. Check that the load is secure before beginning lift.
6. Do not allow unauthorized workers to work under areas being roofed.
7. Remove scrap debris regularly as it accumulates to limit slip exposure while working on the roof.
8. Do not carry heavy material or tools up ladders – use a hoist and only if properly trained.
9. Do not step backwards on a roof.
10. When roofing, wear good gripping shoes with soft soles with some tread left.
11. Never work alone on a roof.

SIDING HAZARDS

1. Make sure ladders and scaffolds used are in good condition and properly secured.
2. Move material as close as possible to work area to minimize carrying distance.
3. Do not use stepladders as straight ladders!
4. Remove nails from scrap – dispose of properly.
5. To reduce risk of falling, do not overextend when working from a ladder, scaffold or work platform.
6. Get help to brace or support material – do not overexert yourself.
7. Wear eye protection if chipping is possible.
8. Do not use power tools unless properly trained and authorized.
9. Use proper hand tools.
10. Use good body positioning – limit reaches above head or to sides of body that may stress muscles.

LANDSCAPING HAZARDS

1. Minimize the use of herbicides, pesticides and artificial fertilizers where possible.
2. Read hazards and control measures for chemicals being used and wear appropriate protection.

3. Use proper tools for job, get training when required and store them properly when the work is completed. If unfamiliar with tool, ask supervisor to demonstrate.
4. Do not over lift – place supplies as close to work area as possible and get help if needed.
5. Contact electric, gas, telephone and cable TV companies for the location of buried cables/lines prior to digging. Mark utility lines carefully and avoid them when digging.
6. Be aware of dust exposure that may occur and take proper precaution, such as wetting ground or wearing a dust mask type respirator if trained and properly fitted.

TEN RULES TO PRESERVE FINGERS

1. Beware of pinch points. Avoid placing hands and fingers where they can get trapped or caught.
2. Expect the unexpected. When using wrenches, bars and hand tools, anticipate the tool may slip or object on which you are working may suddenly give way or loosen.
3. Inspect tools. Do this before you begin work. Make sure they are in good condition.
4. Do not work on moving equipment. Working on moving equipment represents a higher danger level to hands and fingers.
5. If you remove guards, replace them. Any guards removed for machine maintenance, repairs, or any other reason must be replaced immediately and before resuming normal operations.
6. Turn automatic equipment off at power source with proper lock out procedures before maintenance and repairs. Always keep your distance from such machinery during normal operations.
7. Disconnect electrical equipment/tools at power box or unplug prior to working on it.
8. Always follow equipment “lock-out” procedures.
9. Avoid touching lines, or equipment that is or may be hot.
10. If work being done needs safety gloves, wear them.

CHEMICAL SAFETY

1. Read all labels.
2. Follow stated precautions.

VEHICLE AND PEDESTRIAN SAFETY

Safe operation of powered vehicles is the responsibility of operators and pedestrians.

Operators: It is essential that you are adequately trained, qualified and familiar with the equipment you operate, its limitations and site conditions. A valid operator’s license must be available. *ONLY SITE SUPERVISORS ARE ALLOWED TO DRIVE TRUCKS VEHICLES OR CARTS,*

The operator should check the following items daily:

1. Safety equipment, lights and warning systems are operational.
2. A full battery charge (electric trucks) or fuel levels in gas or diesel equipment.
3. All engine fluid levels and associated leaks.
4. Hydraulic systems and associated leaks.
5. Tires for cuts or defects.
6. Steering controls.

The operator must have the ability to assess a particular situation and available alternatives based on knowledge, experience, and common sense. Coupled with alertness, judgment plays a major role in avoiding incidents.

Pedestrians: Because your exposure to vehicles may be limited, there is a natural inclination to put them out of your mind. But in analyzing the numerous collisions between workers and machines each year, inattention and a disregard for moving equipment are major contributing factors. The routine involved in seeing vehicles as a matter of course may be partly responsible for accidents, but as a pedestrian, you must shoulder some of the responsibility for the prevention of incidents and injuries.

The first step toward the harmonious existence of worker and machine is familiarizing yourself with the various types of equipment and their regular travel routes. During the course of the day, the noise generated on a construction site blends into a low-pitched hum. But, by making a conscious effort to distinguish the sounds of various types of equipment, you'll be more alert to the impending hazards. You will also be able to increase your awareness of moving vehicles.

A second important item to remember is that pedestrians should yield the right of way to make sure that the vehicle has yielded to them. Never assume that the operator has seen you and recognized your intention to move into the vehicle path.

RESTRICTED ACTIVITIES

No employees or volunteers will enter the following restricted areas or perform the following activities without the express authorization of the Site Supervisor:

- Entry into a confined space
- Trenching and excavation
- Concrete forming, placing and finishing
- Crane or boom truck hoisting and lifting activities

Pre-Arrival Information for Mission Team Members

Food Shopping Below is a checklist to assist in preparing &/or shopping either prior to arrival &/or while in Jackson. NOTE: Eating utensils are available for groups of ≤ 20 .
 Volunteer kitchen is equipped with general cooking items.

Suggestions for Shopping for Kitchen/Cooking Supplies

Item	Detail	(√)
Staples	<i>Oils</i> - Cooking Oil, Cooking spray, Butter <i>Flour, Rice, etc</i> <i>Sweeteners</i> - Sugar, Nutra-Sweet, Equal	
Breads/Pasta	Biscuit/Pancake Mix, etc <i>Bread</i> - Whole Wheat, White, Pita, etc <i>Cereals</i> -	
Beverages	<i>Milk</i> - Regular, Skim <i>Juices</i> - Orange, Grape, etc <i>Sodas, Gatorade</i> -	
Supplies**	Aluminum Foil, Saran Wrap, Zip Bags Paper Towels, Handi-Wipes, Dish Sponge, etc	
Eating Utensils**	Paper plates, cups, plastic utensils, napkins	
Meals - Day 1		
Meals - Day 2		
Meals - Day 3		
Meals - Day 4		
Meals - Day 5		
Meals - Day 6		
Meals - Day 7		

Pre-Arrival Volunteer Information for *Leaders* (cont)

Cooking Assignments

The spreadsheet below may assist in your planning and assignment of meals.

Day	Meal	Menu	Cooks
1.	Breakfast		
	Lunch		
	Dinner		
2.	Breakfast		
	Lunch		
	Dinner		
3.	Breakfast		
	Lunch		
	Dinner		
4.	Breakfast		
	Lunch		
	Dinner		
5.	Breakfast		
	Lunch		
	Dinner		
6.	Breakfast		
	Lunch		
	Dinner		
7.	Breakfast		
	Lunch		
	Dinner		

Pre-Arrival Information for Mission Team Members - (cont)

Packing, Planning

Below is a checklist we hope will be helpful for planning, preparing and packing for your upcoming mission time with us. The list may be used as a worksheet to assist you in packing and then later, in preparing to leave.

NOTE: You may wish to consider updating your Tetanus shots.

NEED-TO-BRING List

Item	Details	Packed? (√)
Bed Linen	Sleeping bag, blanket, pillow, sheet, etc	
Bath Linen	Towel(s), wash cloth(s), floor towel-mat, etc	
Personal Toiletries	Bath soap, toothpaste, hair dryer, etc	
Work Clothes (seasonal)	Work pants/shorts, shirt, jacket, cap, knee socks, etc	
Casual Clothes (seasonal)	Summer - Cool cotton clothes Winter - Warm clothes to layer	
Church Clothes	Nice attire for attending church services	

Note: No linen needed, other than a pillow, if your team is going to Tylertown

Should-Bring List

Item	Details	Packed? (√)
Work Shoes	Sturdy, thick soled work shoes or work boots, or hiking-type shoes	
Work Clothes	Heavy work gloves (leather), &/or cotton Painter's gloves**, knee socks, etc.	
Hats	Cap, hat or visor for blocking the sun	

Nice-To-Bring List

Item	Detail	Packed? (√)
House Shoes	House slippers or rubber thong/sandals	
'Fanny' pack	Pack for easily carrying ID, cash, keys, Water container, etc	
Fun Activities	Games, cards, etc.	
Music	Musical instruments (guitar, harmonica, etc.), sheet music [NOTE: Please do <i>not</i> bring CDs, Walkmans, etc.]	
Photography	Camera (disposable, etc), extra film, batteries	
Accessories	Power cord**, extra batteries	
'Health' Bars (snack)	'Power' Bars, Protein Bars, Fruit Bars, etc	
Medicine(s)	Your personal (extra) medication, allergy meds, etc	
First Aid	Benadryl, sunburn spray, Tylenol, etc	
Outdoor Care Items	Sunscreen, Sun block, Bug Spray, lotion, etc	
Cash	Not greater than \$30 per week. Cash for book purchases if/when Guest Speakers & Authors appear for book signing events.	
Stationery	Postal stamps. Stationery Notes for Thank You Notes for any hosts, etc.	
Food Donations**	Canned goods and unused staples may be donated to the The hosting church/ministry.	
Clothing & Belongings	Please take all of your clothing and belongings with you when you leave.	

PERKINS CENTER CLEANING CHECKLIST

Below is a checklist to assist you in properly cleaning the house before your departure. Your team leader may ask you to volunteer for one of these duties. It is the Team Leaders responsibility to make sure that these tasks have been completed properly. After each task is completed, the team member will need to make sure that the team Leader has initialed his/her task as **properly completed**.

***Notice:** If there is any damage, destruction or unfinished cleaning your Mission Team will be charged a fee of \$100.00. The fee will be the group's financial responsibility. We want to be better stewards of God's property. If cleaning supplies are gone, please notify team leader. Please leave checklist on the counter for Perkins Center to review.*

Task	Detail	Team Member Name	Team Leader Initials
Keys	Return all keys Lowell Noble	TEAM LEADER	
Locks	Lock all doors	TEAM LEADER	
Kitchen	<ul style="list-style-type: none"> - Clean all items and return to appropriate drawers/cabinets. - Wash off counter and clean stove, refridge,microwave, toaster, coffee pot, etc. - Sweep & mop floor - Lock kitchen windows and close blinds - Make sure faucets are turned off - DO NOT LEAVE PERISHABLES IN REFRIGE!! 	<ol style="list-style-type: none"> 1. 2. 	
Bathrooms	<ul style="list-style-type: none"> - Clean bathtub, sink, toilet, & mirror - Sweep & mop floor - Empty trash - Return all items to appropriate place - Lock bathroom windows - Make sure faucets are turned off 	<ol style="list-style-type: none"> 1. 2. 3. 	
Bedrooms	<ul style="list-style-type: none"> - Clean/vacuum floor - Wipe down desk - Empty trash - Return all items to appropriate place - Leave beds tidy. Store all pillows & folded blankets in top of closet. - Lock bedroom windows and close blinds 	<ol style="list-style-type: none"> 1. 2. 3. 4. 	

Living	<ul style="list-style-type: none"> - Clean/vacuum floor - Wipe down entertainment cabinet – LEAVE NEAT! - Place furniture in appropriate place - Empty trash - Lock living room windows and close blinds 	1.	
Dining Room	<ul style="list-style-type: none"> - Wipe down tables - Clean/vacuum floor - Stack up extra chairs that will not fit around table - Empty trash - Lock dining room windows and close blinds 	1.	
Laundry Room and Showers	<ul style="list-style-type: none"> - Sweep & mop floor - Clean showers - Leave washer & dryer clean and free of clothes - NOTE: EMPTY LINT FILTER AFTER EACH USE! - Empty trash and LINT catcher/filter in dryer - Make sure faucets are turned off - Lock laundry room windows, close blinds and lock back door - PLEASE DO NOT LEAVE ANY CLOTHES BEHIND 	1.	
Hallways/Side Room/Toilet (next to laundry room)	<ul style="list-style-type: none"> - Clean/vacuum hallways - Sweep & mop floor - Clean sink and mirror - Empty trash - Clean toilet - Make sure faucets are turned off 	1.	
Porches	<ul style="list-style-type: none"> - Sweep & hose down - Remove any items - Make sure faucets are turned off 	1.	
Lights	Turn OFF all lights – inside and out	TEAM LEADER	
Heating & Cooling	Turn OFF Heating/Cooling system	TEAM LEADER	
Garbage	Empty all trashcans and place bagged garbage by sidewalk. <i>Note: Trash pickup is on Tues. & Fri.</i>	1.	
	THANKS FOR YOUR COOPERATION!		

1. Before you leave all rooms should be cleaned.
 - a. sweep
 - b. mop
 - c. dust
 - d. vacuum
 - e. clean bathroom
2. Any damage, destruction or unfinished cleaning will be the group's financial responsibility. We want to be better stewards of God's property.
3. If cleaning supplies are gone notify your leader.
4. Do not leave clutter in living room, dining room, porches or entry way. Many people use these rooms.
5. We want to recycle all plastics, aluminum and glass. Please rinse and put them in the designated containers!
6. Laundry room/shower room should be cleaned properly. Please **DO NOT** leave clothes in laundry room. Take all extra clothes and shoes with you when you leave.
7. Turn lights off when not in use.
8. Be sure water faucets are turned off.
9. Anyone who borrows any items should return that item to the one they borrowed it from.
10. Any item removed from the kitchen drawers, garage, workshop etc. must be returned to where you got it.
11. A cooking team or one person from your group is responsible for overseeing the cooking, cleaning and dish washing.
12. You may be sharing the kitchen with other groups or people. Scheduling the sharing can be worked out between groups on arrival.

Thank you for your cooperation.

We have put this packet together for you for a reason! If you take heed to all of our suggestions and requirements you will have an awesome, safe, enriching experience!