



# Bracelets for Buildings Inc. (B4B)

## B4B Ambassador Program

### Intro

B4B is supported by an international network of volunteers who raise funds to support our building programs. Our [B4B Ambassadors](#) sell bracelets and/or raise sufficient funds for the cost of a house, or approximately \$3600 USD. This entitles the Ambassador to travel to Cambodia, at their own expense, to witness and participate in the gifting of the house that they have sponsored. In 2019, eight individuals joined B4B to enjoy this experience, and we understand that it was a life-altering experience for all of them. If you are interested in becoming a B4B Ambassador, please [click here](#), and we can provide more information.

### Guidelines – our joint commitments

#### B4B Ambassadors will commit to:

1. Raise sufficient funds for the cost of an entire house, or approximately \$3600 USD.
2. Be responsible for the entire cost of their trip to Cambodia including airfare, accommodation, food, and incidentals. There may be an additional charge for transport to the house site.
3. Be given the opportunity to experience the joy of gifting a home to a deserving family. Laughter and hugs are optional!
4. Have the option to shop in the local market to provide a *starter package* for the family, estimated cost of \$150 USD. The starter package will consist of: food, clothing, and household items to get the family started in their new home.
5. Have the option, but not the obligation, to participate in the work on site, if so desired. Note that B4B strives to provide paid work for local people in the construction of the houses. While we may assist at times with some tasks, we must ensure that we not take work away from the local work team.
6. Submit an [Ambassador Application](#), with references, and agree to a background check if required.
7. Sign and abide by the [B4B Standards of Conduct Agreement](#).

#### B4B will commit to:

1. Welcome our Ambassadors as part of the B4B family and encourage them to represent B4B abroad and help us to fulfill our [B4B mission](#).
2. Provide bracelets and promotional material at cost to assist with the Ambassador's fund raising program.
3. Provide travel information and advice prior to your trip.
4. Match the Ambassador(s) with a deserving family.
5. Provide an orientation briefing upon arrival in Cambodia.
6. Provide suggestions for local accommodation and tour guides.
7. Provide a Photobook in the months following your trip to commemorate your experience.

**For additional information, here's a link to our "Ambassadors Only" page:**

<https://www.bracelets4buildings.com/ambassadors-only>

Password is: B4B2018



# Bracelet4Buildings(B4B) Ambassador Application

Please complete and return this application at least **one** month before your departure date. **\*Required Fields**

\*First name

\*Last name

\*House Commitment(\$US)

\*Address

\*City

\*Prov/State

\*PC/Zip

\*Country

\*Phone number

\*Email

Emergency contact:

\*Full name

\*Phone number

Other persons who will accompany you on the visit:

Full name: \_\_\_\_\_

Email: \_\_\_\_\_ Age (if minor): \_\_\_\_\_

Full name: \_\_\_\_\_

Email: \_\_\_\_\_ Age (if minor): \_\_\_\_\_

Full name: \_\_\_\_\_

Email: \_\_\_\_\_ Age (if minor): \_\_\_\_\_

How many people traveling in your party?

How many minors traveling in your party?

## **Reference Info:**

First Name:

Phone:

Last Name:

Email:

## **Your travel information**

\*Planned date of departure:

\*Planned date of return:

\*On which dates would you prefer to visit Cambodia? Please suggest two.

Please note: house building programs are generally in Nov/Dec or Jan/Feb/Mar.

First preferred date:

Second preferred date:

\*Where will you be staying while in Cambodia?(address of hotel, residence, etc.). Phone number?

\*Will you require transportation\* during your visit? Yes No

\*I understand that I am responsible for all costs associated with my trip and that photos taken of me during my trip may be used for promotional purposes by Bracelets4Buildings.

\_\_\_\_\_  
(Please sign)

I have signed the  
Standards of Conduct Agreement:

Other helpful information that will help us assist you with your visit plans?

# Background checks



We are committed to the welfare of our clients in Cambodia, and we have a responsibility to ensure their protection. All potential visitors who are 14 years of age and older may be required to complete a background check and the required forms before the visit will be approved. This process may be required for all visitors at the discretion of B4B staff. Please note that each person 18 years or older must provide a separate email address for the background check.

Once the requested visit information is received, each person visiting may be sent a separate email from **Asurint** (a background screening company) in order to comply with B4B's **Standards of Conduct Policy**. It takes approximately two weeks (up to four weeks depending on your location; international background checks may take up to three months) to receive the background check results.

There is a \$25 per person fee to cover the cost of a background check for you and anyone in your immediate family accompanying you on the trip.

Once all background checks and required release forms are successfully completed, you will be contacted by the B4B office. B4B will make every effort to arrange your visit.

Besides having to cover your own airfare and accommodations, you may also incur additional expenses. Depending on the location and the site you visit, expenses may arise for things such as meals and travel expenses for yourself, and your guide or translator. Visiting Ambassadors are expected to cover any such cost.

Please send your completed forms to us by email so we can begin to process your application. If you have questions, please call us so we can help.

\*Transportation: if we have enough Ambassadors who need transportation to the job site, we will hire a van and share the cost amongst the Ambassadors. A van & driver will cost about \$50-80USD/day, depending on the distance to the site. Otherwise a tuktuk can be hired for about \$15/day.

**Bracelets4Buildings**  
1301 Mortensen Lane

Evansville, IN 47715 USA

Phone: 1.812.305.3517

[info@bracelets4buildings.com](mailto:info@bracelets4buildings.com)



## Bracelets For Buildings Inc. (B4B)

### Standards of Conduct Agreement

While in Cambodia with Bracelets4Buildings (B4B), Ambassadors and trip participants are expected to respect the ethics and morals of the area in which they visit. Equally important to our labor in construction is our expression of love through humility and respect toward the future house recipients, the community we are working in, and each other.

As a participant in B4B projects, I agree to the following standards of behavior:

1. Our house recipients are our clients, and we strive to meet their needs to the best of our abilities.
2. B4B strives to provide paid work for local people in the construction of the houses. While we may assist at times with some tasks, we must ensure that we do not take work away from the local work team.
3. Travel in a spirit of humility and with a genuine desire to learn more about the people of Cambodia.
4. Use of illegal drugs is strictly forbidden.
5. Consumption of alcohol may be prohibited at work sites and should be moderate at all other times.
6. Use of tobacco may be offensive to others. Please be respectful of those around you.
7. Dress appropriately for the work site, including sturdy, closed-toe shoes. In general, dress comfortably, yet modestly.
8. Be on time. This is very important. B4B activities are carefully coordinated and involve multiple participants. Delays, even short ones, can be costly and harm the production schedule.
9. Do not engage in inappropriate physical contact with locals or other team members.
10. Be keenly aware of the feelings of others. Awareness of cultural differences can help to prevent unintended but offensive behavior.
11. Do not bring gifts for local individuals; well-intentioned and minor gifts can create jealousy, competition, and ill-will among the locals. (Gifts to benefit the community may be presented by the group at an appropriate time, at the discretion of our team leaders.)
12. Photographing local people and what might be considered sacred, cultural places should be done with reservation. It is respectful to ask permission before taking photos.
13. Do not make promises to people in the community unless you are certain you can carry them through. They would really appreciate photos that you have taken of them, but if you promise to send photos, make sure you do!

I understand that if my conduct does not comply with the appropriate standards of conduct as described above, I may be asked to leave the team immediately and return home at my own expense.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Bracelets For Buildings Inc. (B4B)

### Cultural Notes

Cultural sensitivity is the awareness that there are differences and similarities between people of different countries and ethnic backgrounds without judging them as right or wrong, better or worse. We are just different. Something that may seem rude to you may actually be a sign of respect to someone else. A couple of general rules for international travel:

- Come with an open mind. Bring your sense of humor and a smile; be prepared to laugh at yourself.
- A little bit of effort and a genuine interest in the local people and customs buys a lot of forgiveness. You will likely still make little cultural mistakes, but the fact that you are making an effort to engage is greatly appreciated.

### Specific Information Regarding Cambodian Culture

The traditional way of greeting and saying good-bye in Cambodia is to place your hands together in front of you (prayer hands) and bow slightly. This is called a *sampeah*. Where you place your hands in front of your body, and how deep you bow, depend on the age and relationship of the person you are greeting. The higher your hands and the lower your bow, the greater the respect.

- People of the same age and social standing: hands in front of chest, bob head
- Older people, your boss: fingertips just below your mouth.
- Parents, older relatives and teachers: fingertips at nose level.
- Monks and the king: fingertips at eyebrow level.
- Forehead level *sampeahs* are exclusively for prayer, sacred sites, and temple worship.

This is one area where it is best to err on the side of caution. Greeting a waitress with a monk-level greeting can actually be seen to cause a loss of face – another important aspect of Asian culture. See note below.

Traditionally, Cambodians do not *sampeah* to children, street vendors or beggars – in these cases a nod and smile is the polite response to a greeting. Some Cambodian men will now shake hands, particularly with western men; however, women will shy away from shaking hands, especially with men. When they greet you with a *sampeah*, it's important to return the *sampeah* properly. Not doing so would be like not shaking a hand that's been offered in greeting.

Since **relative age is important** in Cambodian courtesy, a local may ask you how old you are before they ask your name. They are not being rude; they want to be sure that they greet and address you in the appropriate manner, as their language uses titles which convey information about relative age and social status. Likewise, they will only make **eye contact** with their social equals. So, if someone avoids making eye contact when greeting you, they are showing you respect, not rudeness.



## Bracelets For Buildings Inc. (B4B)

Cultural sensitivity is extremely important in **issues relating to sexuality when dealing with children or the beneficiaries of work projects**. It is not considered polite to touch a person of the opposite sex. Even friendly hugs among opposite-sex friends are avoided. However, same sex friends may walk hand-in-hand or display affection in other non-sexual ways.

**“Face”** is perhaps the single most important concept in etiquette throughout Asia, and it is often confusing and difficult for westerners to understand. The following are excerpts from an online article entitled *“Saving Face and Losing Face,”* by Greg Rodgers. To read the full article go to: <https://www.tripsavvy.com/saving-face-and-losing-face-1458303>

**Face can be described as a combination of social standing, reputation, influence, dignity, and honor.** Causing someone to lose face lowers them in the eyes of their peers, while “saving” or “building face” raises their self-worth. Causing someone to “lose face” — even if done on accident — is a serious infraction. On the other hand, “giving or building face” is about shifting the spotlight away from yourself. **Humility is considered a highly honorable trait in Asia.** Giving face is a game of boosting egos while simultaneously declining and deflecting praise.

### Simple Tips to Prevent Someone from Losing Face

- Do what you can to avoid all potential embarrassment for others.
- Avoid pointing out someone's mistakes openly in front of their peers.
- Politely refuse a gift at first, but always eventually relent and accept with both hands. Don't open it immediately unless the giver requests it.
- If you give to beggars, do so discreetly.
- Show extra respect by deferring to all elders and people of rank, title, or uniform.
- When negotiating prices in Asia, be a little flexible on your final price.

### Simple Tips for Building Face in Asia

- Always be quick to give credit when due. Give sincere compliments when they are merited.
- If you see that potential embarrassment for someone else is imminent, do something to distract from it (e.g., quickly change the subject). Preventing someone from losing face is a very good way to make a new friend.
- Politely deflect compliments that come your way. Quickly acknowledge that your achievement is due to the wise instruction of your family or teachers.
- Laugh and smile at your own mistakes but then let them go. Move on without making a big deal!
- Turn the attention away from yourself. Don't be the loudest person at the table.
- Express interest in the local culture and history of a place you are visiting.
- Accept business cards with both hands; hold them by the corners and treat them as cherished objects of high value. Don't stuff them into your back pocket!



## Bracelets For Buildings Inc. (B4B)

### **Tipping**

There are no rules for tipping in Cambodia – it's completely up to you. Although it's not required, and nobody will be upset if you don't leave a tip, leaving a dollar or two is fairly typical and greatly appreciated by the recipient.

### **Bartering**

If you're in a store where locals shop and prices are posted, or in a restaurant with menus, including prices, you are not expected to barter. However, in markets, especially those catering to tourists with local artisan products, clothing, etc., bartering is expected. If an item has a price tag, the price is fixed; however, if the vendor gives you a price verbally, they are probably expecting you to try to talk them down.

There will often be multiple stalls selling the same items. Check around to find out what the going rate is, and know what you are willing to pay before you engage a vendor. Sometimes buying multiple items will help you get a better price per item. Negotiate with a smile and a friendly attitude. Remember, the point of bargaining is to reach a deal that you can both feel good about. Keep in mind that you're contributing to the livelihood of local artisans and vendors in a country where many people earn less than \$100/month. A few dollars may not make a difference to you, but it will to them.

### **Sensitive Subjects**

Be wary of bringing up political issues with locals. There was an election in 2013 in which more support for the minority and anti-ruling party was expressed than ever before, and many are resentful about the current political situation. Related to this event is a long history of animosity toward Vietnam, which was recently stirred up by a minority political leader.

Officially, the Vietnamese are celebrated for their role as liberators when they intervened and overthrew the Khmer Rouge regime in 1979. However, the pro-Vietnamese government that was established at that time continues to this day, so those dissatisfied with the current government often blame it on the Vietnamese. Any comparison between Vietnam and Cambodia which doesn't overtly favor Cambodia may be met with scorn and anger.

The Khmer Rouge is a very delicate issue. Be sensitive to the fact that anyone over 40 years of age has survived a genocide and imagine the trauma they experienced. Since most of them do not want to talk about it, many of the younger generations are unaware of their family history and have little understanding of what happened.

Books to consider for further information on the history of Cambodia:

1. **Top 10 books about Cambodia** <https://www.theguardian.com/books/2014/mar/19/top-10-books-about-cambodia-pol-pot-peter-froberg-idling>
2. **First they killed my Father:** [https://en.wikipedia.org/wiki/First\\_They\\_Killed\\_My\\_Father](https://en.wikipedia.org/wiki/First_They_Killed_My_Father)
- 3.



## Bracelets For Buildings Inc. (B4B)

### Health Considerations

We highly recommend that you consult your personal physician prior to travel to address any recommended vaccinations and precautions that should be taken based on your personal health status.

It is wise to **make sure all your routine vaccines are up-to-date**. This includes MMR, DtP, Varicella, and Polio. An annual flu shot is at your discretion. A current tetanus shot is particularly important because you will be at a construction site. Tetanus boosters are good for 10 years.

In addition to the above, the CDC recommends most travelers to Cambodia get immunized for **Hepatitis A** and **Typhoid**. Both of these diseases can be contracted through contaminated food and water. These vaccines may require a booster shot one month after the initial vaccination, so it is important to begin your immunizations as soon as possible.

Both **Zika** and **malaria** are present in Cambodia. Pregnant women should definitely not travel to this country. The CDC website indicates that although malaria is present throughout the country, the relative risk for US travelers is low. Please consult with your personal physician about taking anti-malarial drugs. At a very minimum, **anti-mosquito measures** should be observed:

- Apply insect repellent to exposed skin. Repellent containing 20-35% DEET is recommended.
- Wear long-sleeved clothing and long pants if you are outdoors at night.
- Use a mosquito net over the bed if your sleeping quarters are not air-conditioned or screened. For additional protection, treat the mosquito net with insecticide.
- Spray insect repellent on your clothing – mosquitos can bite through thin clothing.
- Spray insecticide in your room before going to bed.

### Medications

If you use prescription medications, carry an adequate supply for the trip, along with a signed and dated statement from your physician indicating the dosage and the reason for the medications. This information will answer any questions you might encounter when passing through customs, and it is helpful to medical authorities in case of emergency. Be sure to discuss with your doctor the climate at your destination, as some medicines are ineffective at extreme temperatures, or when the patient is exposed to large amounts of sunlight. A card, tag, or bracelet identifying any physical condition that may require emergency care is helpful when traveling. Also, pack a copy of your medical history, including blood type, allergies, and any special conditions.

If you wear **prescription glasses**, it is advisable to bring an extra pair and a copy of your prescription. Contact lens wearers should check with their eye care professional regarding the practicality of wearing and cleaning their lenses during a work trip.

If you do get sick while in Cambodia, make sure you let your personal physician know about your illness upon returning home. Most people who acquire viral, bacterial, or parasitic infections abroad become ill within six weeks of returning home, but some diseases may not manifest immediately. If you become ill after you return home, it is important to advise your physician that you were in Cambodia (and any other countries visited) within the year preceding the onset of illness. Knowledge of your travel, and the possibility that you may have an illness that the physician rarely encounters, will help him/her arrive at a correct diagnosis more quickly.



## Bracelets For Buildings Inc. (B4B)

### Practical Travel Advice

**Dress down!** Make no mistake – everyone will know you’re a tourist at a glance, but don’t wear a Rolex watch, designer clothes, or jewelry that calls attention to you. Many married couples leave their wedding rings at home in a safe and wear plain silver bands. Don’t carry large handbags or expensive camera equipment. Be discreet. The majority of people you encounter are kind and honest, but don’t tempt the few that aren’t. Wear closed shoes that are sturdy and comfortable for walking. Streets and sidewalks can be uneven and dirty (or just made of dirt!).

Cambodia is hot and humid. When visiting construction sites in rural areas you will get dirty! Most people find loose fitting long pants or shorts most comfortable. Cotton t-shirts breath well and will absorb sweat. You may even want to bring an extra t-shirt to the construction site, just in case. There may be very little or no shade at the construction sites, so a hat and sunglasses are imperative. And closed shoes at the construction site are a **MUST!**

There are laundry services or self-serve laundry facilities available throughout Siem Reap.

**Money:** US dollars are the preferred currency in Cambodia. However, Cambodians don’t use US coins, so local shops and restaurants will give you change in the local currency (Cambodian Riel). 1000 riel = 25 cents US. Generally, they are quite fair. You’ll want to bring small denominations – don’t expect to break a \$20 for a 50-cent purchase. Bills that are torn or overly abused may be rejected. There are money changers available in the city who are certified by the government, and ATMS are available with a service charge of \$3 to \$6 per transaction.

**Sunscreen and insect repellent** are not readily available for purchase, and if you can find them they might be quite expensive. Come prepared for long, hot days in the sun, and insects.

**Anti-bacterial hand wipes, hand sanitizer, and toilet paper** are highly recommended assets to carry in your handbag, day pack, or pockets. In town and at tourist sites, public restrooms may not have these supplies. There may be no facilities available at rural construction sites.

**Jet lag** can cause some people to feel a bit ill the first few days after they arrive. The best solution is to try to adjust your schedule to the time zone you’re in as soon as possible. Go to bed at night, and get up in the morning, even if you don’t feel like it. Sensible exposure to sunlight can help the body adjust. A short nap in the afternoon may help.



## Bracelets For Buildings Inc. (B4B)

**Food** is a huge part of exploring a new country and culture, and there's a lot of great food in Cambodia. Exercise caution – they do not have the same health and food safety handling practices that you are accustomed to in the western world, and your digestive system may not be used to the same “bugs” that are being cultivated in Cambodia. So, here are a few things to keep in mind:

- If there's not a place for you to wash your hands, there's not a place for the person handling your food to wash his/her hands.
- The safest foods are those that are cooked in front of you and served hot, which kills the bacteria.
- Avoid fresh fruits and vegetables.
- Drink bottled water. Use bottled water to brush your teeth.
- Ice may be safe because it's made in factories, but it comes with risk.
- Avoid milk and juices being served from pitchers or drink dispensers – you have no idea how long they've been sitting, or at what temperature. Order drinks that are served in individual serving size containers, and sealed. If the outside of the bottle/can is wet, dry it before opening it, and wipe clean any surface that will come into direct contact with your mouth.
- Avoid unpasteurized milk products such as cheese.

### Getting Around Town

Tuk-tuks, which are two-seat carriages pulled behind a motorcycle, are the most common way to get around in Cambodia. Here are a few things to keep in mind before you jump in that tuk-tuk:

- Most drivers don't know street names, but they do know the major markets and pagodas (called “wats” in Khmer). So, it can be very helpful to know a local landmark near where you want to go. You may also want to have a local map so you can follow along, and maybe give directions. However, don't assume the driver knows how to read a map. Words for giving basic directions are included in the language section.
- Negotiate the price in advance. Walk away if you don't feel you're being offered a fair deal. If the price drops when you walk away, you probably weren't being offered a fair deal, but the price doesn't drop you probably offering too little. Remember, the driver has to pay for gas, etc.
- Be alert! If you are riding in a tuk-tuk, you may be a target for young guys on motos riding by and grabbing your bag or smartphone from your hand. Keep your valuables tucked close to you, or at your feet.



## **Bracelets For Buildings Inc. (B4B)**

### **General Safety**

The crime rate in Siem Reap is relatively low, but it is not completely crime free. Be aware of your surroundings. Stay in areas that are well-lit, and where there are other people around. If you feel uncomfortable, leave.

Pay attention to what your team leaders and locals say about going out at night, and areas to be avoided.

Don't make yourself a target. If you are confronted, do not resist – give up your valuables. The most common type of robbery is someone on a motorbike ripping a handbag off the arm of a tourist who is walking, or backpack from a tourist on a motor bike.

If you are on the ground floor of a guest house/hotel, do not leave valuables in sight, or near a window where someone can reach in with their hand (or a homemade fishing pole).

Avoid contact with dogs, cats, and other animals as they may carry rabies or other diseases.

There are snakes and some disagreeable insects in Cambodia – mainly scorpions and centipedes. Snakes tend to be most active at night and in warm weather. As a precaution, boots and long pants should be worn while walking outdoors in snake-infested regions. Most snakes will not bother you if you don't bother them. Both scorpions and centipede like to hide under things like old wood piles. Be cautious when moving or hanging out near potential hiding places.

And who knew geckos will bite? They will generally do everything they can to avoid biting you, but if you back them into a corner, they may lash out. And they don't give you a quick nip – they latch on and pump you full of nasty bacteria. So, better to leave them alone!



## Bracelets For Buildings Inc. (B4B)

### Practical Travel Advice Travel Documents

You will need a **current passport** that is valid for six months beyond your travel dates.

**Carry a copy of your passport** separate from your actual passport (or have a travel companion carry the copy), and/or have a picture of your passport on your phone. If you lose your passport, having the number and your photo will help expedite receiving an emergency replacement. It is also a good idea to leave a copy of your passport with an emergency contact back home. Please forward a copy to B4B in case it is needed while in Cambodia.

A **visa** is required to enter Cambodia. You can apply for a visa on-line at: <http://evisa.gov.kh>. Through this website, you may receive a single-entry visa only. Fees are \$30 USD for the visa, plus a \$6 processing fee. The visa is valid for three months, and it allows for a 30-day stay. If you plan to leave Cambodia at any time and return, you will need to purchase an additional visa.

You may also obtain a visa upon entry at the Siem Reap airport. Cambodian immigration officials will collect your fingerprints using an inkless, electronic process. You will need two passport-sized photos (4 cm x 6 cm), and a passport valid for a minimum of six months beyond the date of your entry into Cambodia.

If you remain in Cambodia beyond the date of your authorized stay, Cambodian immigration officials will impose a fine of \$10/day. In cases of excessive overstays, you may be arrested for violating immigration laws and detained as you undergo official deportation proceedings at your own expense.

The US Department of State recommends that you register on their travel registration website prior to traveling abroad. Registration and all provided services are free. By providing your contact information and trip details, the US government will be able to find and assist you in the case of an emergency, such as a natural disaster or civil unrest. For more information on the services offered and instructions on how to register, go to: <https://travelregistrationstate.gov>

The government of Canada has a similar program called: [Registration of Canadians Abroad](#). It is a free service that allows the Government of Canada to notify you in case of an emergency abroad or a personal emergency at home. The service also enables you to receive important information before or during a natural disaster or civil unrest. We encourage you to register whether you are planning a vacation or living abroad. For more information on the situation in Cambodia see: <https://travel.gc.ca/destinations/cambodia>



## **Bracelets For Buildings Inc. (B4B)**

### **Work Site Conduct**

Our goal is to provide paid work for local people in the construction of the houses. While we may assist at times with some tasks, we must ensure that we do not take work away from the local work team.

**Safety** is a top priority, and it is everyone's concern. Be cautious at all times, and ask questions if you are uncertain about how to perform a task, or if you should be performing it. The team leaders will instruct you in the correct procedures. They will familiarize you with any potential hazards, and how to minimize or eliminated them.

#### **Please keep the following in mind when working:**

- THINK before you begin a task.
- If you are uncertain about how to perform a task or operate a tool, ASK!
- Avoid distractions and concentrate on the task at hand.
- Immediately advise a team leader of any unsafe or hazardous conditions.
- Know where the first-aid kit is located.

#### **Tools:**

- Use the appropriate tool for a task. Inspect all tools before use.
- Don't use a tool if its handle is loose, or if it is in poor condition.
- Handle and carry tools with care. Keep sharp-edged and pointed tools turned downward.
- Never place a tool on a sloping overhead surface or a precarious position where it may fall.
- When tools are not in use, they should be returned to the appropriate location.

**Know your own limitations and work within them.** This is particularly important if you're not accustomed to doing manual labor.

- Do not try to keep up with other team members. When you get tired, sit down and take a break.
- Stay hydrated! Physical exertion will cause you to perspire, and it's important to replenish those fluids. Drink more (bottled) water than you normally would.
- Protect yourself from the sun – apply sunscreen regularly, and wear a wide-brimmed hat and appropriate clothing.

#### **Use proper lifting technique:**

- Always face the object you are going to lift – DO NOT lift and twist!
- Stand with your feet shoulder width apart to give you a wide base of support
- Bend at the hips and knees, not the waist.
- Keep your back straight and use your legs to lift.
- Hold and carry objects close to you; try to avoid lifting objects higher than your waist.

**Closed shoes and work gloves are a must at the construction site!**