

3- S's

SENSITIVITY, SAFETY, AND STEWARDSHIP

Sensitivity

1. Follow the dress code guidelines as outlined in ASP's *Expectations, Rules, and Regulations*.
2. Take time to meet and talk with your family before unloading.
3. Ask the family for ideas and advice; encourage them to join in the work, if they are able.
4. Keep reactions to yourself that might hurt or insult the family. Use positive language that won't alarm the family, using terms such as "repair" or "replace" rather than "tear out" or "gut" to help minimize the family's stress level. If you must talk about something sensitive, "take it to the van" or talk about it with your crew on the way back to center.
5. Be sensitive to the family's need for space and privacy. Ask before venturing into new areas of the home. **Remember, you are a guest.**
6. Ask permission from the family prior to taking any photos on the worksite. We suggest you don't take any photos on Monday morning and that photos taken earlier in the week are of your work crew. If you'd like to take pictures of the family, please wait until a relationship has been established. Video cameras are not permitted.
7. Eat lunch at your site to develop relationships. Pack sandwiches to share with your family.
8. Place drop cloths on the family's belongings before you start working in a room. Each day put things back the way you found them before you leave. Treat them with respect!
9. Do not mention your family's name out in the county; help maintain their privacy. If people ask where you're working, you might say...
"So many different places." Or "We are working at a variety of homes in the county."
10. Please ask smokers to be aware of designated smoking areas at the center and to use them. Do not smoke on the work sites. Ask smokers to walk away from the sites, and not smoke in the homes (even if your family has members that smoke.)
11. Do not bring infants, toddlers, or any youth under the age of 13 along with your group. There is no circumstance that merits an exception to this rule.

Safety

1. Implement a buddy system so that each volunteer is never left in the position of being alone while at a worksite.
2. When traveling away from the center after the work day, always travel in a group.
3. Only adults 18 and older will be allowed to check out power tools at the center. While ASP recognizes that the use of power tools can be a valuable and empowering experience, because of liability, we ask that only volunteers 18 and older use these tools. If volunteers under 18 use power tools, they must be under the direct supervision of the adult group leader who is ultimately responsible for the safety of his/her volunteers.
4. Use power tools safely. **Always** unplug them when not in use.
5. Take breaks throughout the day and drink lots of water.
6. Use ladders safely and take them down when not in use.
7. Beware of snakes, ticks, bees, and other creatures.
8. Put a First-aid kit and Volunteer Statement and Registration Form for all participants in each vehicle.
9. Drive cautiously and be aware of curves and coal trucks.
10. Wear hard hats, goggles, ear protection, work gloves, and N95 dust masks as needed for the job.
10. Do not leave people at a work site without a vehicle. **If one person needs to leave for any reason, everyone leaves if there is only one vehicle at the site.**
11. When roofing, always have at least one driver on the ground in the event of an emergency.
12. Be sure to leave the worksite safe for the family.
13. Notify the staff of any unsafe working conditions as soon as possible.
14. Everyone should read and follow *ASP's Safety Manual*.

Stewardship

1. Plan ahead to use materials in the most economical way. **Measure twice, cut once.**
2. Ask the staff before agreeing to do anything not previously discussed.
3. Clean tools every day, including mud knives and paint brushes. Be careful not to contaminate the family's water source.
4. Use the right tool for the job.
5. Do not take more food than you can eat.
6. Conserve water; take short showers.
7. Complete your chores thoroughly.
8. Turn off lights, air conditioners and fans when nobody will be in the room, such as when leaving for the worksite in the morning.
9. Recycle scrap material if facilities are available in the county.
10. Do not bring infants, toddlers, or youth under the age of 13 with your group. There is no circumstance that merits making an exception to this rule.