

3-S's

SENSITIVITY, SAFETY, AND STEWARDSHIP

Sensitivity

We believe that each person is a child of God, imbued with dignity and worth. When you are sensitive to other people's needs, difficulties, or feelings, you show understanding and awareness of them.

1 John 3:17-18 "We should love people not only with words and talk, but by our actions and true caring."

1. Follow the dress code guidelines as outlined in ASP's Expectations, Rules, and Regulations.
2. Start to form a relationship by taking 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. Show respect by asking permission from the family prior to taking any photos or videos 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.
7. Eat lunch at your site to develop relationships between crew members and with your family. Pack extra 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 do not smoke in the homes (even if your family has members that smoke).
11. Remember, you are representing ASP while out in the community. Please help us maintain a positive image.
12. Be respectful of the facility you are staying in as it is shared with the community. Keeping up with chores each day is essential to respecting the facility.
13. Be respectful of other volunteers by observing personal space and boundaries. Always affirm each other with actions that reflect the love of Christ.

Safety

In our ASP community, we are all responsible for safety and need to be careful to help reduce the risk of injury or danger to anyone in the community. Take responsibility for your own safety, but also help protect others as God calls us to do.

Philippians 2:4 "Rather, in humility value others above yourselves, ⁴ not looking to your own interests but each of you to the interests of the others."

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 workday, always travel in a group.
3. Only adults 19 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 19 and older use these tools. All volunteers using power tools who are under 19 years old must be under the direct supervision of an adult Group Leader who is ultimately responsible for the safety of their volunteers.
 - a. Volunteers age 11-13 years old can only use the following power tools with supervision: drills/impact drivers, chop saw, metal tin shears. Power tools that cannot be used are table saw, chain saw, augers, heat gun, reciprocating saw, grinder, jig saw, and other specialized tools at ASP staff discretion.
4. Wear the designated wristbands onsite to distinguish ASP tool and safety clearance as well as identify ASP volunteers in designated spaces.
5. Use power tools safely. Always unplug them when not in use.
6. Take breaks throughout the day and drink lots of water.
7. Use ladders safely and take them down when not in use.
8. Beware of dogs, snakes, ticks, bees, and other creatures.
9. Put a first aid kit and medical/emergency contact info for all participants in each vehicle (feel free to print off the "Member Detail Report" from the Trip Hub for this purpose).
10. Drive cautiously and be aware of curves and coal trucks.
11. Wear hard hats, goggles, ear protection, work gloves, and N95 dust masks as needed for the job.
12. 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.
13. When roofing, always have at least one driver on the ground in the event of an emergency.
14. Be sure to leave the worksite safe for the family.
15. Notify the staff of any unsafe working conditions as soon as possible.
16. Everyone should read and follow *ASP's Safety Manual*.
17. Identify a "Safety Monitor" for each site. The Monitor should enforce safe work practices on site.
18. Group Leaders are ultimately responsible for the safety of their youth.
19. Do not bring infants, toddlers, or youth under the specified age requirements to any program. **There is no circumstance that merits an exception to this rule.**

Stewardship

We are committed to witness through the good quality of our work and careful stewardship of our resources. Practicing stewardship involves careful and responsible management of the work, building materials, meals and time entrusted to your care.

1 Peter 4:10 *“Each of you should use whatever gift you have received to serve others, as faithful stewards of God’s grace in its various forms.”*

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. Respect their time and planning and help be stewards of their vision and resources available for completing each project.
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.