

ASP 3- Ss SENSITIVITY, SAFETY, AND STEWARDSHIP

Sensitivity

1. It is important to follow the dress code 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 that 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 work site to develop relationships. Pack sandwiches to share with your family.
8. Place drop cloths on the family's belongings before you start work 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...
 - "All over the county."
 - "So many different places."
 - "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.)

Safety

1. Implement a buddy system so that no volunteer is ever left in the position of working alone or being left at the worksite alone.
2. Do not leave people at the 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.**
3. Use power tools safely. **Always** unplug them when not in use.

4. Take breaks throughout the day and drink plenty of water.
5. Use ladders safely and take them down when not in use.
6. Beware of snakes, ticks, bees, and other creatures.
7. Put a First-aid kit and a copy of the Volunteer Statement and Registration Form for all participants in each vehicle.
8. Drive cautiously and be aware of curves and coal trucks.
9. Wear hard hats, goggles, ear protection, N-95 masks, and work gloves, as needed for the job.
10. When roofing, always have at least one driver on the ground in the event of an emergency.
11. Be sure to leave the worksite safe for the family.
12. Notify the staff of any unsafe working conditions, as soon as possible.
13. Everyone should read and follow *ASP's Safety Manual*.

Stewardship

1. Plan ahead to use building materials in the most economical way. **Measure twice, cut once.**
2. Ask the staff before agreeing to do anything not previously discussed for the 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.