



**Builders For Christ
Volunteer Procedures & Safety Manual**

August 2014

KINGDOM WORKERS

BUILDERS FOR CHRIST

Volunteer Procedures & Safety Manual

The following guidelines are effective as of August 15, 2014.

All volunteers serving on a Kingdom Workers construction project must abide by all rules and procedures covered in the Kingdom Workers Volunteer Handbook.

This manual serves as a reference for questions that might arise while serving with Kingdom Workers Builders For Christ (BFC). If you cannot find the answer here, please contact the BFC director at BFC@KingdomWorkers.com

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All visiting and local volunteers, who serve on Kingdom Workers Builders For Christ projects are expected to follow these guidelines developed by the BFC director and approved by the BFC advisory committee on July 15, 2014.

WHILE ON SITE

1. Procedure used in construction

For BFC to operate effectively, structure in organization and leadership is essential. The project manager will develop the sequence of construction and the time frame for each phase. Timely suggestions from all individuals involved are welcomed and encouraged. The project manager will make suggested changes to the congregation building committee chairperson or his designated representative. All final decisions will be the responsibility of the building committee chairperson or designated representative.

2. Safety

The project manager is responsible for a safe working environment. Each volunteer has the responsibility to work safely and to inform the project manager immediately of any and all unsafe situations. Volunteers must immediately report any accident or injury to the project manager. The best course of action will then be decided. Should the injury require medical attention, the project manager will make sure the congregation's insurance provider is notified. Volunteers should check for accident coverage with their personal medical insurance. Volunteers understand Kingdom Workers Builders For Christ is not responsible to cover accident medical costs. Volunteers are required to wear personal safety equipment as outlined in this manual. A complete first aid kit and instructions are available in each BFC tool trailer. The congregation will furnish the phone number and location of the hospital nearest the job site.

3. Job assignments

The project manager will make assignments based on need and ability of the volunteer involved. The goal of BFC is quality work. Cooperation of each volunteer is requested on all job assignments; doing both the good and undesirable jobs. If a volunteer feels unqualified for or does not care to do an assigned task, the project manager should be notified immediately.

4. Work hours

The work hours and days will be set according to need. All volunteers are expected to work when the crew works and take breaks with the rest of the crew, when possible. If time off is needed, contact the project manager ahead of time so the workday can be planned accordingly.

5. Purchase of material needed for construction

The purchasing of all building materials is completely the responsibility of the project manager. No volunteer shall purchase any material or tool needed for construction without first receiving approval for the purchase with the project manager. No volunteer shall charge any item from a lumber company or hardware store to the church account without the approval of the project manager.

6. Subcontractors

The general contractor shall have sole responsibility of dealing with the subcontractors. Should KW be acting as the general contractor, this responsibility falls to the project manager. Questions from the subcontractors should be directed to the project manager.

7. Alcoholic Beverages

All alcoholic beverages, including beer and wine, are prohibited during working hours. This is for the safety of the builders as well as others. With permission of the local congregation, beer is allowed on the job site after working hours and in moderation. We are to set an example as representatives of BFC and the church. Limit the use of hard liquor to the camper area and, then, only in moderation.

8. Meals

The church will furnish a noon meal and two breaks. Volunteers are responsible for their own meals in the morning, evening, and on non-working days. Volunteers not involved with the day-to-day building process are encouraged to assist the church members with the meals and break snacks as needed.

HOUSING

If housing is required, inform the project manager or the BFC director prior to arrival.

If a volunteer is traveling with a camper or RV, a site will be assigned upon arrival. All effort will be made to have this location at the job site. Please help keep the site clean. Kingdom Workers is a representative of the congregation while at the site. Instructions on water and electrical hookup and disposal of waste will be given.

In most cases housing will be with a member of the congregation. There are also BFC-owned trailers available to rent on site for \$50 a week. BFC will also work with a local motel for reduced room rates for volunteers. Remember, volunteers are guests and representatives of BFC.

Many areas have restrictions on RV parking, housing with members, and other accommodations. Volunteers should not arrive at a site unless housing is arranged with the project manager at least two weeks in advance. Failure to make proper arrangements may result in space being unavailable.

VOLUNTEER TRAVEL EXPENSE ASSISTANCE

Volunteers are encouraged to cover their own expenses. However, there may be times when volunteers need travel related financial assistance. There are two means of assistance:

From the congregation: The volunteer must inform the project manager of the financial need when committing to a project for a minimum of two weeks. Financial assistance must be approved by the project manager before working on the job site.

Online gifting site: Kingdom Workers offers online gifting sites to help volunteers focus their fundraising efforts. The gifting site link can be shared through social media, in church bulletins, by email, and on blog pages to name a few.

For complete details regarding gifting sites and fundraising guidelines please refer to the Kingdom Workers Volunteer Handbook or contact the Kingdom Workers Volunteer Management team.

HAND AND POWER TOOLS

1. Volunteers are asked to use their own personal tools such as a hammer, nail belt, 1"x25' tape measure, speed square, utility knife with blades, bird's foot/cat's paw, and chalk line. All other tools are provided by BFC.

2. Most power tools will be provided.

Personal power tools with which volunteers feel comfortable using may be used. BFC is not responsible for any personal tools a volunteer elects to bring on site. The project manager should be contacted first to see what tools may be needed and to ensure all tools brought on site are in good working order.

3. When using tools other than your own:

- a. Never use a tool that is not BFC owned without permission.
- b. If a tool is damaged or broken, notify the project manager for repair or replacement.
- c. Never go into a personal toolbox without permission. Return all tools when finished.
- d. When using tools, common sense is very important. A volunteer should use his/her own hand tools whenever possible.
- e. If a volunteer has never used a certain power tool, operation of the tool must be discussed before use.
- f. Defective equipment must be turned in immediately.

SAFETY EQUIPMENT AND RULES

Each volunteer is responsible for his/her own safety

1. Before starting a job, he/she should understand the work to be done.
2. Report all injuries to the project manager, no matter how slight the injury.
3. Report all hazardous conditions.
4. Personal protective equipment must be worn on job at all times. The condition of this equipment is the volunteer's responsibility.
 - a. **Hard Hats:**
Volunteers need to provide their own OSHA compliant hard hats. Hard hats are required at all times while working on the project.
 - b. **Safety Glasses:**
Volunteers need to provide their own OSHA compliant safety glasses. If personal prescription glasses are not safety glass, safety glasses or goggles must be worn over personal glasses.
 - c. **Work Shoes/Boots:**
Volunteers need to supply their own leather work shoes or boots. Soft sole, canvas shoes (tennis shoes) are not to be worn in the work area.
 - d. **Ear Protection:**
Ear protection is encouraged. Volunteers should furnish their own personal ear protection.

THE PROJECT MANAGER

1. Will require all workers under his/her direction to comply with all safety rules.
2. Is responsible for properly planning work and its safe performance
3. Is responsible for properly maintaining tools owned by BFC and removing personal tools not in good working order
4. Will assign volunteers to jobs which they are qualified to do
5. Will make sure volunteers understand
 - a. The work to be performed
 - b. Hazards that may be encountered
 - c. Personal protective equipment rules.



Working Together, Sharing the Gospel

**UNLESS THE LORD BUILDS THE HOUSE,
ITS BUILDERS LABOR IN VAIN.**

PSALM 127:1

Kingdom Workers is a lay-driven volunteer ministry, meaning this ministry progresses through the talents, gifts, and leadership of Christian men and women serving with a wide variety of skills. Builders For Christ is the construction ministry of Kingdom Workers.

For more information on projects, or how to get involved, go to **KINGDOMWORKERS.COM**