



Volunteer Health and Safety Orientation Package

Volunteerism is the price we pay to live in a safe and healthy community! Thank-you for your service!

Definitions

Volunteer means **YOU!** A person who is performing a work who is not an employee of the Township and will not receive financial compensation for their time.

Hazard means anything in the workplace that can hurt you or make you ill.

General Duties and Obligations

Information for Volunteers

Volunteers are not covered by the Employment Standards Act, 2000 and may not be covered by the Workplace Safety & Insurance Act, 1997 (WSIA). Volunteers who complete the Township's Volunteer Health and Safety Orientation may be covered by the Township's Insurance Policy for the work they do under the Use of Volunteers Policy.

The Township and Volunteers share the responsibility for health and safety in the workplace.

What do I have to know as a Volunteer?

As a volunteer, you may be exposed to the same types of hazards that have resulted in serious injuries to workers in Ontario.

We all want to do our best. We want to show those we are working with that we can handle the tasks they give us. We want to make everyone satisfied with our performance, especially the people we're helping and the people who assign us the work.

Injuries happen. They can be relatively minor, such as cuts, bruises and strains but may also be serious resulting in broken bones, dislocations, burns, concussions or the amputation of a finger, hand, toe or arm. It is important to get First Aid attention immediately if you get hurt in the workplace.

REPORT ALL INJURIES AND HAZARDS TO THE DEPARTMENT SUPERVISOR.

Report them even if:

- you feel that reporting will make them think less of your capabilities
- you think it's not a big deal
- you are concerned about what others will think

Age Matters

You can't be a volunteer:

- on a construction site or logging operation unless you're 16.
- in a factory setting or restaurant kitchen unless you're 15.
- in other industrial workplaces unless you're 14.

Volunteer Questions

How can I know how to do a job if I've never done it before?

You can't... and this is not the time for trial and error or learning as you go. Ask for training and a demonstration. Don't perform the task until both you and your supervisor are sure you can do it safely.

You can be bright, willing to work, anxious to help and capable, but sometimes it's difficult to admit that you don't know what's safe.

How in the world could I know about the hazards in a job they give me?

You can't... You're not a mind reader. The job is new; the rules are new, the stuff you're exposed to is new. But every job has hazards. Most hazards can be easily controlled, if you know what might be dangerous in the first place.

You can be bright, willing to work, anxious to help and capable, but sometimes it's difficult to admit that you don't know how to do things. We don't expect you to know how to do something if you've never done before.

Here are a few hints:

- **STEER away from operating machinery wherever possible.**

Operating industrial equipment often requires training. This includes forklifts, lawnmowers and trimmers, and kitchen equipment.

Volunteers will not use equipment unless they have been trained and signed off by their Supervisor.

- **KEEP AWAY from chemicals.**

Chemicals used in workplaces are often strong, contain ingredients not found in household products and can cause serious injuries to people who work with them without following strict procedures. Under the Workplace Hazardous Materials Information System (WHMIS) there are strict requirements for labelling, worker training and providing safety information about hazardous chemicals and other substances.

Volunteers will not use chemicals unless they have been trained and signed off by their Supervisor.

- **BACK OFF from biological exposure.**

You may be exposed to human waste as well as blood and saliva if you work around people or in a laboratory. Animals also harbour bacteria that can cause illness in humans. People, animals and things that pose a biological hazard may have to be handled, but you

need to know how to do it right. Rubber gloves and heavy-duty hand washing are work procedures people exposed to these hazards are taught and learn to do every day.

- **BEWARE of hazards that could cause slips and falls**

Slips on floors, stairs and other surfaces seem like something that "just happens" to everyone. Slips and falls from heights or even falling just a few feet have resulted in some very serious injuries. In fact, slips and falls are one of the top reasons why people are one of the most common ways people get injured at work. Report hazards to your supervisor.

Watch out for wet, icy, or uneven ground conditions. Climbing up on shelves, standing on stools / boxes may seem like they're 'good enough', but they really aren't. Volunteers need to use the right equipment and have proper training if they are working at heights.

- **One size DOES NOT FIT ALL.**

Just because someone else can lift those boxes, doesn't mean you can. NOT everyone is physically capable of carrying heavy items. There are a lot of different roles that a Volunteer can do. Talk to your supervisor to assign you with a task that you think you can handle.

- **Be attentive.**

Being tired and less attentive increases your risk of injury. Select volunteer times that don't conflict with other responsibilities and times you are most likely to be alert.

Twelve Rules to Live By

1. **Get training** How do I do it? Can you show me? What things should I look out for?
2. **Learn how to do the job safely.** Know the policies, procedure and rules and follow them. Know what to do when there's an emergency.
3. **Be supervised.** Will you be here to watch to see that I do the job correctly? If you're not near to where I'm working and I have a question, who should I ask?
4. **Wear the proper gear (PPE).** Hair nets, gloves, aprons, safety glasses, ear plugs and more. If they're required, find out how to use them properly and wear them.
5. **Think the job through and identify risks before you start it.** Identify unsafe practices and situations and report them.
6. **Ask, Ask, Ask.** There are no stupid questions. Ask us for an explanation or review of your task when needed.
7. **Don't do anything that you haven't been instructed to do and don't do anything you've been told not to do!** Your supervisor sets the rules. If other people or volunteers working

with you ask you to do something that you've been told not to do or have not received training in, check with your Supervisor before you do it.

8. **Follow the rules.** Every game plan and every job has rules to make sure we act like a team.
9. **Tell your Supervisor if you see anything hazardous** that may hurt you or someone else. If you see someone else doing something that you know could injure them, report it. Who is doing it is not as important as what is being done. This isn't tattling; it's the mature move to prevent unnecessary injuries.
10. **If you get hurt, no matter how minor it may seem to you, report it** to your Supervisor, and get First Aid if necessary.
11. **Be honest.** If you think the task is beyond your personal capabilities, let your Supervisor know right away. Don't take on tasks that you don't think you can handle, or that could be done better or more safely with a team.
12. **Don't assume** you can do something you haven't done before without instruction. Don't assume that you know what the next task is. Simply do what you were asked to do by your Supervisor and check in with them once the task is complete.

Volunteer Safety is important to US!

Let us know if you have any questions or see a hazard in the workplace.

TOWNSHIP OF EAR FALLS

HS – 27: USE OF VOLUNTEERS POLICY

1. PURPOSE

To set out guidelines for the use of volunteers in Municipal Departments for the benefit of both the volunteer and the community.

2. OBJECTIVE

The Council of the Township of Ear Falls recognizes that the use of volunteers by the municipality provides a substantial benefit to the community as a whole and should be fostered and appreciated by the municipality.

3. DEFINITIONS

“Volunteer” means a person performing a work who is not an employee of the Township.

4. GUIDELINES AND PROCEDURES

Departments utilizing volunteers shall ensure that the following conditions are met:

- (i) No volunteer shall start to perform any work without the permission of the Department Head.
- (ii) No volunteers will be used to perform work to reduce the normal hours of work of any current employee.
- (iii) All volunteers must be qualified and capable of doing the work they will be assigned.
- (iv) Volunteers will be provided with adequate supervision.
- (v) Volunteers must be provided with an orientation on the work they are to perform.
- (vi) Volunteers must complete the Volunteer Health & Safety Orientation Package prior to commencement of volunteering.
- (vii) Volunteers shall not expect payment from the Township of Ear Falls, or any other form of compensation in return for their services.
- (viii) Volunteers must be advised that they are not covered under Workers Safety and Insurance Board, but limited coverage is provided for volunteer injury under the existing Municipal Insurance Policy.

- (ix) The volunteer must sign a copy of the Volunteer Health & Safety Orientation Package and Policy acknowledging that he/she is aware of its terms and conditions and in doing so agrees to the terms in it.
- (x) The volunteer shall not commence work until this authorization is signed by the appropriate Department Head.



Confirmation of Receipt and Understanding

I have received a copy of the Township of Ear Falls' **Volunteer Health and Safety Orientation Package (Pages 1-5) and the Use of Volunteers Policy (Pages 6-7)** and have read these and I fully understand their contents and requirements.

Volunteer Name (please print): _____

Volunteer Signature: _____

Date of Review: _____

Supervisor's Name: _____

Supervisor's Signature (or designate) : _____

This form must be forwarded by the Supervisor to the Health and Safety Committee upon completion.

Appendix "B"

Volunteer Application Form

Name: _____ **Date:** _____

Address: _____

Telephone: (H) _____ **(W)** _____

E-mail Address: _____

Emergency Contact: _____ **Phone #:** _____

Are you applying in order to meet the Secondary School Community Involvement requirement?

() Yes () No () N/A

Education: _____

Work / Volunteer Experience:

Dates

Organization

Duties

In which areas would you like to volunteer _____

Days and times available

Why are you interested in volunteering?

"Appendix C"

Volunteer Orientation Review Checklist

Name of Volunteer: _____

Description of Work: _____

Location of Work: _____

Start Date: _____

SAFETY REQUIREMENTS

DATE OF TOUR:					
	N/A	X		N/A	X
Work Clothing			Fire Extinguishers		
Safety Boot Requirement			Fire Alarms		
Introduction to Co-Workers			Facility Evacuation Plan		
Hazardous Materials Storage			First Aid Kits / Station		
WHMIS Station			Personal Protective Equipment		
Health & Safety Board / Station			Respirator Stations		
Eyewash Stations			Work Tool Locations		
Instruction on Equipment Use					
Others(s) (please specify)					

I acknowledge that a complete orientation has been conducted and confirm that it is my responsibility to address all concerns or questions to my Supervisor before proceeding with all job tasks.

Supervisor

Date

Volunteer