

**CITY OF YACHATS**  
**RESOLUTION NO. 2012-05-02**

**A RESOLUTION ADOPTING THE YACHATS VOLUNTEER POLICY  
MANUAL AND APPOINTING A CITY VOLUNTEER COORDINATOR**

**WHEREAS**, volunteers are the City's most valuable asset and without their contributions the City could not function; and

**WHEREAS**, the City desires to protect this vital resource and is committed to taking the appropriate precautions to ensure the safety of all volunteers ;

**NOW THEREFORE**, the City of Yachats resolves to adopt the City of Yachats Volunteer Safety Manual, Attached and marked "Exhibit A" and to appoint Sandy Dunn as the City of Yachats Volunteer Coordinator.

**PASSED AND ADOPTED** this 10th day of May, 2012.

**THIS RESOLUTION IS EFFECTIVE UPON ADOPTION.**

Attest:

\_\_\_\_\_  
Ronald L. Brean, Mayor

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Nancy Batchelder, City Recorder



# **CITY OF YACHATS Volunteer Manual**

**A Volunteer's Guide to Safety Policies & Procedures**

Draft

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## Appreciation for your Service

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To all Volunteers:

Through the voluntary contribution of your time and energy to the City of Yachats you are making a dramatic difference in the lives of others. You are a vital resource for the City and our success is largely dependent on the assistance and determination of community members like you.

It is our hope that your volunteer service gives you a sense of giving to others and the opportunity to enjoy the impact you make on the lives of your neighbors. The City understands that the benefits you derive from your contribution can be lost if you were harmed or injured in any way while providing your volunteer service. As a result, we are committed to taking the appropriate precautions to ensure your safety. Thank you for your time and effort with the City of Yachats.

Sincerely,

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**Mayor, City of Yachats**

## Commitment to Safety

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The City of Yachats recognizes that our volunteers drive our organization. As the most critical resource, volunteers will be safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. All work conducted by City of Yachats volunteers will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than volunteer health and safety.

The City of Yachats is firmly committed to the safety of its volunteers. We will do everything possible to prevent accidents and we are committed to providing a safe working environment for all volunteers.

We value our volunteers not only as a resource but also as human beings critical to the success of their family, our local community, and the City of Yachats.

Volunteers are encouraged to report any unsafe work practices or safety hazards encountered on the job. Each facility (or activity) will have a Volunteer Coordinator. The City Volunteer Coordinator and City Risk Management Coordinator will in turn provide assistance and coordination for all volunteers at all facilities. All accidents/incidents—no matter how slight—are to be immediately reported to the facility Volunteer Coordinator, the City Volunteer Coordinator or the City Risk Management Coordinator.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and city policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, the City of Yachats will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, the City of Yachats subscribes to these principles:

1. All accidents are preventable through implementation of effective safety and health control policies and programs.
2. Safety and health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds the City of Yachats in higher regard with the community, and increases productivity. This is why the City of Yachats will comply with all safety and health regulations that apply to the course and scope of operations.
4. The appointed City of Yachats Risk Management Coordinator is responsible for providing the safest possible workplace for volunteers. Consequently, the City of Yachats is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Volunteers are responsible for following safe work practices as well as facility and advisory commissions, committees, or task force rules and for preventing accidents and injuries. The appointed Facility Volunteer Coordinator(s) will establish lines of communication to solicit and receive comments, information, suggestions and assistance from volunteers where safety and health are concerned.
6. The appointed City of Yachats City Council, Management, and Facility Volunteer Coordinators will set an example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, the appointed Safety Committee members must monitor City of Yachats safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all volunteers and persons affected or associated in any way by the scope of the City of Yachats. Everyone's goal must be to improve safety awareness constantly and to prevent accidents and injuries.

Everyone at the City of Yachats, its facilities, and advisory commissions, committees, or task forces must be involved as a team and committed to safety. Together, we can prevent accidents and injuries and keep each other safe and healthy.

## Volunteer Definition

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### A. Volunteer Definition:

A volunteer is any person, approved by the City or its Facility Volunteer Coordinators, who donates approved service(s) to the City of Yachats without pay or other remuneration other than reimbursement of approved incidental expenses for those services rendered.

Volunteers include:

- Persons who are in non-paid job experience or on-the-job training programs
- Non-paid practicum students and interns
- City employees who are approved by the City for volunteer service

Note: The City of Yachats employees may not volunteer to do the same work they normally do in their paid positions without City of Yachats Management approval.

### B. City Employees as Volunteers:

- City of Yachats employees may volunteer at City facilities (other than City Council) if the following criteria are met:
  - The volunteer position is with an established City volunteer program.
  - The duties of the position are outside the employee's normal work duties.
  - Work time is not used to perform the volunteer duties.
  - The volunteer duties are performed solely at the option of the employee and there is no expectation direct or implied by the City that the employee performs the volunteer service.
  - The employee signs a waiver indicating that the decision to volunteer is entirely his or her own and no payment for the work will be rendered.

### C. Emergency Volunteers:

In the event that the City of Yachats emergency operations and procedures have been activated, a person may be assigned to perform emergency volunteer duties authorized by the City of Yachats. Emergency volunteers will work only at approved sites, and under the direction and supervision of the requesting department.

### D. Who is Not a Volunteer:

- Work-release inmates
- Community service workers
- Anyone who has is not approved by the City of Yachats or its Facility Volunteer Coordinators for volunteer service
- Individuals under the age of 18 are not eligible for City volunteer service unless the volunteer application is signed and approved by a parent or guardian
- Individuals or groups that are volunteering for another agency and performing community service—for example, Boy Scouts performing services at a City event

## Volunteer Safety Responsibilities

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The primary responsibility of the volunteers of The City of Yachats is to perform their duties in a safe manner in order to prevent injury to themselves and others.

As a condition of your time spent with the organization, volunteers must become familiar with, observe, and comply with City of Yachats rules and established policies for health, safety, and preventing injuries while at work. Additionally, volunteers must learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, a volunteer should review applicable and appropriate safety rules.

If a volunteer has any questions about how a task should be done safely, he or she is under instruction not to begin the task until he or she discusses the situation with the Facility Volunteer Coordinator. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with the Facility Volunteer Coordinator, a volunteer still has questions or concerns, he or she is required to contact the City Volunteer Coordinator.

**No volunteer is ever required** to perform work that he or she believes is unsafe, or that he or she thinks is likely to cause injury or a health risk to themselves or others.

### General Safety Rules

#### **Conduct**

Horseplay, "practical jokes," etc., are forbidden. Volunteers are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the volunteers or others at risk or which threatens or intimidates others is forbidden.

#### **Drugs and Alcohol**

Use and/or possession of illegal drugs or alcohol while volunteering or on volunteer time is/are forbidden. Reporting as a representative of the City of Yachats while under the influence of illegal drugs or alcohol is forbidden.

#### **Housekeeping**

Clean up several times throughout the day. Dispose of trash and waste in approved containers. Wipe up any drips/spills immediately and put equipment and tools away as you are finished with them.

The following areas must remain clear of obstructions:

- Aisles and Exits
- Access to Fire Extinguishers and Emergency Equipment
- Access to All Electrical Breakers, Controls, and Switches

#### **Injury Reporting**

All volunteer-related injuries must be reported to the Facility Volunteer Coordinator, the City Volunteer Coordinator or the City Risk Management Coordinator immediately in person or via telephone.

## Safety Orientation Training

The City of Yachats is committed to providing safety- and health-related orientation and training for all volunteers at all levels of the organization. The City will maintain and support a program to educate and familiarize volunteers with safety and health procedures, rules, and safe work practices. The training subjects and materials have been developed using industry best practices criteria and site-specific data.

The training may include, but not be limited to:

1. Organization-specific accident and incident data
2. Hazards associated with the work area
3. Hazards associated with a specific job or task
4. Operation of specific equipment
5. Personal protective equipment
6. Emergency procedures
7. Volunteer accident reporting requirements
8. Any OSHA required training not included or addressed above

### Off-Site Safety (If Applicable)

- a. Volunteers of The City of Yachats are required to follow all safety and security procedures during off-site visits.
- b. If your contact person does not advise you regarding safety hazards consider the following:
  - Emergency exit location(s);
  - Keep your eye on the path you are walking and avoid any tripping/slipping hazards. When on stairs, maintain three point contact (hand on rail and feet on stairs);
  - When visiting construction sites, eye protection, hearing protection, and hard hats are required. This equipment will be in the possession of the City of Yachats volunteers and not provided by the site contact person.
  - Wear shoes that support your feet and are slip resistant.
  - Avoid clothing that is either constrictive or too loose; loose clothing can get caught in machinery or other equipment.

These rules are established to help you stay safe and injury free. Violation of the above rules, or conduct that does not meet minimum accepted work standards, may result in the relief of duties..

When working at different locations, volunteers are required to follow the above rules, as well as all location rules and procedures, and work in a manner that reflects positively on the organization.

### Periodic Inspections

It is the policy of the City that workplaces are subject to periodic safety and health inspections to ensure implementation and execution of our policies and procedures as relates to employees, volunteers, and community members.



All volunteers are responsible for cooperating during these inspections and managers and Facility Volunteer Coordinators are responsible for initiating corrective actions to improve items discovered during the walk-through inspection.

### **Incident Reporting**

Any work-related injury or suspected injury must be reported immediately to a Facility Volunteer Coordinator. An *801 Claim Form* must be completed. Failure to report an injury promptly may result in the relief of duties.

An accident investigation will be conducted to determine the root cause of the accident. The injured volunteer will be asked to participate in the investigation.

### **Mandatory Safety Meetings**

Volunteers at each City of Yachats facility shall have a mandatory safety meeting each quarter, at which time the facility safety inspection is completed.

Quarterly safety meetings may take place as part of a regular monthly meeting or separately.

All safety meetings must be documented in writing and readily available for viewing in the event OSHA performs an inspection.

## Emergency Action Plan

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### General Emergency Guidelines

- Stay calm and think through your actions
- Know the emergency numbers:
  - Fire/Police/Ambulance: **911**
  - Internal Emergency Number 24/7: **(541) 547-3565**
- Know where the exits are located
- Do not hesitate to call or alert Facility Volunteer Coordinators or the Risk Management Coordinator if you believe that an emergency is occurring; you will not “get in trouble”
- Know where the First aid supplies and emergency equipment are located.

### Evacuation

- **Volunteers will be notified of a fire alarm either by the fire alarm system or a verbal announcement.**
- Upon becoming aware of a fire alarm, volunteers should immediately evacuate the job site. Do not delay evacuation to get personal belongings or to wait for fellow volunteers. In addition, all doors should be closed as the last person passes through.
- Any volunteers having mobility, visual, hearing, or other conditions, which may hinder them from becoming aware of an emergency or evacuating, should request special assistance through a Facility Volunteer Coordinator or the City's Risk Management Coordinator.
- Upon exiting the building, all personnel should report for a headcount.
- In the event of a city-wide emergency, an Incident Commander will be assigned to coordinate response efforts. If any volunteer is missing, an immediate report should be made to the *incident commander*, who will in turn report to the first available fire department officer.
- Volunteers should stay together in a group so that periodic updates on the situation can be issued.
- The order to reoccupy the building or job site will be issued by the *incident commander*.
- In the event of inclement weather, the *incident commander* will make arrangements for all personnel to move to shelter.

### Medical Emergency

- Upon discovering a medical emergency, **call 911**.
- Notify the Facility Volunteer Coordinator or Risk Management Coordinator and report the nature of the medical emergency and location.
- Stay with the person involved being careful not to come in contact with any bodily fluids.
- Volunteers in the immediate vicinity of the emergency, but not directly involved, should leave the area.
- Facility Volunteer Coordinators should either make the necessary notifications to family members of the person suffering the medical emergency, or contact City Hall so City Staff can make the contact.

## All Hazards Warnings

NOAA Receivers are in place at the Little Log Church & Museum and the Yachats Public Library  
The radios will alert volunteers of:

- **Natural** (e.g., tsunamis, earthquakes, floods, severe weather)
- **Technological** (e.g., chemical release, oil spill, maritime accidents)
- **AMBER Alerts** (child abduction emergency)
- **Terrorist Attacks**

Each Wednesday morning the radios will perform a test by sounding the alarm tone. During the first Wednesday of each month the Fire District performs a Tsunamis Alert by sounding the siren.

## Fire Safety

- Alert other persons in the immediate hazard area.
- Activate a fire alarm.
- If you have been trained, you can decide to use a fire extinguisher following these instructions:

P=**P**ull the safety pin

A=**A**im the nozzle at the base of the fire

S=**S**queeze the operating lever

S=**S**weep side to side covering the base of the fire

*\*When using a fire extinguisher, always stay between the fire and an exit; stay low and back away when the fire is extinguished.*

*\*Never feel that using a fire extinguisher is required. If the fire is too hot, too smoky or you are frightened, evacuate.*

## Organization Violence

- Any volunteer who feels that she/he has been threatened should immediately report their concern to the Facility Volunteer Coordinator.
- If any person is observed exhibiting threatening behavior or making threatening statements, the person discovering the situation should warn others in the area and immediately notify the Facility Volunteer Coordinator and stay away from the person exhibiting threatening behavior.
- Depending upon the level of concern, the Lincoln County Sheriff's Department (911) should be called immediately.
- Never attempt to confront any person exhibiting threatening behavior.

If you have reason to believe that events in your personal life could result in acts of violence occurring at the location where you volunteer, you are urged to discuss the issue with the Facility Volunteer Coordinator confidentially so that a prevention plan can be developed.

## Emergency Contact Information

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For All Medical, Police, or Fire Emergencies **call 911** be prepared to give your specific address or location including cross streets, NATURE

YACHATS RURAL FIRE PROTECTION DISTRICT / EMS: \_\_\_\_\_

LINCOLN CO. SHERRIF'S DEPARTMENT: \_\_\_\_\_

HOSPITAL: \_\_\_\_\_

**JOBSITE TELEPHONE NUMBERS (IF APPLICABLE):**

PROJECT NAME/NUMBER:

\_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

SITE VOLUNTEER COORDINATOR: \_\_\_\_\_

Cell/Home TELEPHONE: \_\_\_\_\_

## **Injury to Volunteers**

The City of Yachats provides Volunteer Coverage through the City's Workers Compensation Insurance program. Under this coverage, the volunteer is entitled to all of the benefits of a paid employee. These include:

- Time loss benefit based on an assumed wage.
- Medical benefit for all care related to the covered injury.
- Permanent impairment award.
- Vocational Rehabilitation services.

Injury claims must be filed with the City Volunteer Coordinator using the proper OSHA form.

### **No Name, No Claim**

In order to be covered by the City's Workers Compensation Insurance a volunteer must be included on the current volunteer roster. If a volunteer has not completed the registration form their name will not be on the roster, and no insurance coverage will be provided.

## Sexual Harassment Policy

The City does not tolerate harassment of its volunteers, employees, community members or guests. Any form of harassment related to a volunteer's race, color, sex, religion, national origin, age, citizenship status, veteran status, or handicap is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, sex, religion, or national origin; sexual advances; requests for sexual favors and other verbal, graphic, or physical conduct of a sexual nature. The intentions to harass another individual sexually, expressed through language, expressions and proximity to another is as detrimental as the actual act. Further, as of 1998, the Supreme Court recognizes that Title VII of the Civil Rights Act of 1964 also applies to same-sex harassment.

Violation of this policy by a volunteer shall subject that volunteer to immediate discharge.

Examples of conduct prohibited by this policy include but are not limited to:

### Physical Actions:

- Neck or shoulder massaging
- Hugging, kissing or patting another's body
- Touching oneself with sexual overtones while in the proximity of another

### Verbal Actions:

- Whistling or making cat calls at another individual
- Discussing sexual topics that make others uncomfortable
- Making comments about another individual's body parts and/or clothing

### Non-Verbal Actions:

- Making sexual gestures with one's hands, tongue or other body parts
- Looking an individual up and down
- Winking, licking lips or blowing kisses at another individual

If you believe that you are being subjected to harassment while at the organization, you should:

1. Tell the harasser that his or her actions are not welcome and they must stop, if you feel comfortable enough to do so.
2. Report the incident immediately to a Facility Volunteer Coordinator or City Hall.
3. Report any additional incidents that may occur to one of the above resources.

All reported incident will be investigated. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given The City of Yachats's obligation to investigate and act upon reports of such harassment. Retaliation of any kind against a volunteer who reports a suspected incident of sexual harassment is prohibited. A volunteer who violates this policy or retaliates against a volunteer in any way will be subject to disciplinary action up to and including immediate the relief of duties..

## Access to Volunteer Exposure & Medical Records (If Applicable)

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Volunteers and former volunteers, who are, have been, or will be exposed to toxic substances or harmful physical agents, such as noise, can have access to exposure and medical records maintained by the City of Yachats upon request.

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## Vehicle Use Policy

- Volunteers do not operate City vehicles. If it is necessary for a volunteer to use their own vehicle their personal automobile insurance carrier will be the payer. Volunteers should carry at least an amount equal to or more than Oregon' minimum per occurrence liability coverage (see below). Evidence of insurance coverage is to be provided to The City of Yachats each year, by a copy of your policy's Declaration page or a Certificate of Insurance.

Per Oregon's Mandatory Insurance Law [ORS 806.010](#) the minimum liability insurance a driver must have is:

### Bodily Injury and Property Damage Liability

\$25,000 per person / \$50,000 per crash for bodily injury to others

\$20,000 per crash for damage to the property of others

State law also requires every motor vehicle liability policy to provide:

### Personal Injury Protection

\$15,000 per person

### Uninsured Motorist Coverage

\$25,000 per person

\$50,000 per crash for bodily injury

- The City of Yachats is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive coverage.
- Report your mileage for expense reimbursement.

In the event of an accident:

- Take necessary steps to protect the lives of yourself and others.
- Comply with police instructions.
- Do not assume or admit fault. Others will determine liability and negligence after thorough investigation.
- Report the accident to The City of Yachats as soon as possible.

By signing this document, you are agreeing that you have read and understood the Vehicle Use policy and will comply with it.

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Date



### Fire Prevention

1. Smoking is only allowed in designated exterior smoking areas.
2. No candles or open flames are allowed within the organization facility.

### Electrical Safety (If Applicable)

1. With the exception of independently fused multi-tap cords for computers, extension records are not allowed except for maintenance or construction work.
2. Keep electrical cords out of areas where they will be damaged by stepping on or kicking them.
3. Turn electrical appliances off with the switch, not by pulling out the plug.
4. Turn all appliances off before leaving for the day.
5. Never run cords under rugs or other floor coverings.
6. Any electrical problems should be reported immediately.
7. The following areas must remain clear and unobstructed at all times:
  - Exit doors,
  - Aisles,
  - Electrical panels, and
  - Fire extinguishers.

## General Safety Precautions (If Applicable)

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### Lifting

1. Plan the move before lifting; ensure that you have an unobstructed pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees, not at the back.
8. Keep your back straight.
9. Get a firm grip on the object using your hands and fingers. Use handles when they are present.
10. Hold the object as close to your body as possible.
11. While keeping the weight of the load in your legs, stand to an erect position.
12. Perform lifting movements smoothly and gradually; do not jerk the load.
13. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
14. Set down objects in the same manner as you picked them up, except in reverse.
15. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
16. Never lift anything if your hands are greasy or wet.
17. Wear protective gloves when lifting objects that have sharp corners or jagged edges.

### Ladders & Stepladders

1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.
2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads, or are otherwise visibly damaged.
3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
4. Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking with the ladder and post signs that will detour traffic away from your work.
5. Do not place a ladder at a blind corner or doorway without diverting foot traffic by blocking or roping off the area.
6. Allow only one person on the ladder at a time.
7. Face the ladder when climbing up or down it.
8. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down the ladder.
9. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder. Do not jump from ladders or step stools.
10. Do not stand on tables, chairs, boxes or other improvised climbing devices to reach high places. Use the ladder or stepstool.
11. Do not stand on the top two rungs of any ladder.

12. Do not stand on a ladder that wobbles, or that leans to the left or right of center.
13. When using a straight or extension ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
14. Secure the ladder in place by having another employee hold it if it cannot be tied to the structure.
15. Do not move a rolling ladder while someone is on it.
16. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
17. Do not carry items in your hands while climbing up or down a ladder.

### **Housekeeping**

1. Do not place materials such as boxes or trash in walkways and passageways.
2. Sweep up shavings from around equipment such as drill presses, lathes or planers by using a broom and a dust pan.
3. Mop up water around drinking fountains, drink dispensing machines and ice machines immediately.
4. Do not store or leave items on stairways.
5. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
6. Do not block the walking surfaces of elevated working platforms, such as scaffolds, with tools or materials that are not being used.
7. Straighten or remove rugs and mats that do not lie flat on the floor.
8. Remove protruding nails or bend them down into the lumber by using a claw hammer.
9. Return tools to their storage places after using them.
10. Do not use gasoline for cleaning purposes.
11. Use caution signs or cones to barricade slippery areas such as freshly mopped floors.

### **Aggression Control Procedures**

1. If you perceive no immediate physical threat:
  - a. Notify other volunteers or a Facility Volunteer Coordinator and have a stand-by to render assistance.
  - b. State clearly who you are, what you can do to help and what your time limits are as a volunteer.
2. If you perceive the possibility of severe physical injury:
  - a. Assume a non threatening physical posture and voice tone.
  - b. State in clear concise terms what you want the individual to do.
  - c. State what you can do to help.
  - d. Speak with authority.
  - e. Make direct commands.
  - f. Set a time limit. At the end of set time, seek assistance from another volunteer or Facility Volunteer Coordinator.
3. If you are assaulted:
  - a. Leave the area.
  - b. Report the assault to a Facility Volunteer Coordinator.
  - c. Do not return alone. Bring assistance with you.
4. Breaking up an altercation:
  - a. Do not attempt to break it up alone.
  - b. Call for help from other volunteers or call security.
  - c. Stay out of the immediate area.
  - d. Wait for help from at least one other person. Do not intervene alone.

## **Office Safety (If Applicable)**

1. Do not work on any computer, typewriter, or other electrical office machines if your hands are wet, nor while standing on damp floors.
2. Never use carbon tetrachloride for typewriter cleaning.
3. Do not mount pencil sharpeners so that they protrude beyond the edges of desks or tables.
4. Do not stand on a swivel chair.
5. Do not raise the seats on swivel chairs beyond the point where your feet can touch the floor.
6. Do not compact material in the waste basket with your hands or your feet.
7. Do not use cardboard boxes as waste receptacles
8. Do not leave file drawers open; always use the handles to close them.
9. Do not stack file cabinets on top of one another.
10. Open one file cabinet drawer at a time.
11. Put heavy files in the bottom drawers of file cabinets.

## **Food Service Safety**

1. Unplug electrical appliances, such as blenders, grinders, and coffee pots from their power source before cleaning them.
2. Wear your closed-toe, low heel, non-slip shoes that have rubber soles while you are at work.
3. Do not store cleaning products along with food products.
4. Turn the power switch of the exhaust hood fans to "on" when the ranges are in operation. Use the spray can labeled "Degreaser" to clean the grease off of the hood filters.
5. Store cleaning equipment such as brooms, mops, carts, and pails in the utility closet.
6. When handling knife blades and other sharp cutting tools, direct sharp points and edges away from you.
7. Cut in the direction away from your body when using knives.
8. Store knives in knife blocks or in sheaths after using the knives.
9. Use the knife that has been sharpened; do not use knives that have dull blades.
10. Do not use honing steels that do not have disc guards.
11. Do not attempt to catch a falling knife.
12. Use knives for the operation for which they are named.
13. When opening cartons, use the safety box cutters. Do not cut with the blade extended beyond the guard.
14. Do not use knives that have broken or loose handles.
15. Do not use knives as screwdrivers, pry bars, can openers or ice picks.
16. Do not leave knives in sinks full of water.
17. Do not pick up knives by their blades.
18. Carry knives with their tips pointed towards the floor.

## Electrical Safety

1. When using an extension cord:
  - a. Look to see that the wattage labeled on the tool, appliance, or equipment does not exceed the wattage limit labeled on the cord;
  - b. Do not run the cord through doorways, holes in ceilings, walls or floors;
  - c. Never remove, bend or modify any metal prongs on the plug of the cord;
  - d. Do not use the cord under wet conditions;
  - e. Do not plug one extension cord into another;
  - f. Never drive over, drag, step on or place objects on a cord, or walk on it;
  - g. Always unplug the cord when you have finished using it;
  - h. Do not use the cord as a permanent power source.
2. When working on live circuits, use the tools that have the blue rubber handgrips, and that have the UL approval label on the tool; these tools are insulated.
3. When doing electrical work from a ladder, do not use a metal ladder.
4. Never connect a heating unit that has a wattage label reading in excess of 1500 watts into a utility 15-amp outlet.
5. Use the fuse handling equipment when removing or installing fuses where fuse terminals are energized.
6. Post the "Electrical Hazard" safety signs or symbols, or the accident prevention tags, to warn personnel of electrical hazards.
7. Wear your protective gloves and aprons, as well as your face protection when you are working in the battery service rooms.
8. Unplug the electrical cord before making any mechanical or electrical adjustments to the machine it is connected to.
9. Visually inspect light poles, stadium poles, and court poles for decay before climbing them. Do not climb any poles that are decayed.
10. Use your safety belt when climbing poles.
11. Wear your safety glasses when you are working with the drill.
12. When working in an area that has signs posted "High Voltage Area," wear your insulated gloves. If the gloves have cracks or "pin pricks," do not use the gloves.

## Hazardous Materials Safety

1. Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product used in your workplace.
2. Use personal protective clothing or equipment such as neoprene gloves, rubber boots, shoe covers, rubber aprons, and protective eyewear, when using chemicals labeled "Flammable," "Corrosive," "Caustic" or "Poisonous."
3. Do not use protective clothing or equipment that has split seams, pin holes, cuts, tears, or other signs of visible damage.
4. Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.
5. Before pouring, dispensing or transferring any liquid from a bulk container labeled "Flammable," observe the following safety procedure:
  - a. Only use red color-coded, metal containers for transferring the liquid.
  - b. Electrically ground and bond the containers as follows:

- (1) Attach the clip at one end of the grounding wire to the rim of the dispensing container and then attach the clip at the other end of the grounding wire to a ground source, such as a ground driven steel stake.
  - (2) Attach the clip at one end of the bonding wire to the rim of the dispensing container and then attach the clip at the other end of the bonding wire to the rim of the receiving container.
  - (3) You are now ready to dispense the liquid from the bulk container into the opened receiving container. Upon completion, replace the lid on the receiving container and remove the bonding wire.
6. Do not use chemicals from unlabeled containers and unmarked cylinders.
  7. Do not perform "hot work," such as welding, metal grinding or other spark producing operations, within 50 feet of containers labeled "Flammable" or "Combustible."
  8. Do not drag containers labeled "Flammable."
  9. Use a rubber cradle when transporting unpackaged, glass bottles of chemicals.
  10. Do not store chemical containers labeled "Oxidizer" with containers labeled "Corrosive" or "Caustic."
  11. Always use chemical goggles and a face shield before handling chemicals labeled "Corrosive" or "Caustic."

## **Machine Safety**

1. Do not remove, alter or bypass any safety guards or devices when operating mechanical equipment such as mechanical power presses, press brakes, metal working lathes, radial arm saws, drills, horizontal mill, punch press, or when bending or forming materials.
2. Replace guards, before starting the machine, after making adjustments or repairing the machine.
3. Do not try to stop a work piece as it goes through any machine. If the machine becomes jammed, disconnect the power before clearing the jam.
4. Do not wear loose clothing, jewelry or ties in the machine shop.
5. Read and obey safety warnings posted on or near any machinery.
6. Long hair must be contained under a hat or hair net, regardless of gender.

## **Heavy Equipment Safety**

1. Wear hard hats, hearing protection and safety goggles while operating heavy equipment.
2. Wear seat belts when operating scrapers, loaders, dozers, tractors and graders.
3. No passengers are permitted on heavy equipment.
4. Keep windows and windshield clean.
5. Do not use heavy equipment if its horn and backup alarm do not sound.
6. Do not crawl under the raised dump body during inspection of a dump truck.
7. Turn off the engine before leaving heavy equipment unattended.
8. Do not jump "off" or "on" any heavy equipment.
9. Do not stay in the cab of haulage vehicles while the payload is being loaded or unloaded by cranes or loaders.
10. When finished using bulldozers or loaders, land the blade on the ground, set the brakes, turn off the power and shift the gear lever into neutral.
11. Keep heavy equipment in gear when going down grade. Do not use neutral.
12. Do not enter the bucket swing radius while the equipment is in operation.
13. Display the "Slow Moving Vehicle" sign when operating heavy equipment on roads.

## Hand Tool Safety

1. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
2. Tag worn, damaged or defective tools "Out of Service" and do not use them.
3. Do not use a tool if the handle surface has splinters, burrs, cracks or splits.
4. Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.
5. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
6. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, chisels or files in your pocket unless the tool or your pocket is sheathed.
7. Do not perform "make-shift" repairs to tools.
8. Do not throw tools from one location to another or from one employee to another.
9. Transport hand tools only in tool boxes or tool belts. Do not carry tools in your hand or clothing when climbing.

## Painter Safety

1. Store rags that have oil or paint on them in closed metal containers labeled "oily rags."
2. Press the pressure relief valve on painting canisters and painting guns prior to disconnecting them.
3. Do not eat, drink, smoke or apply cosmetics where spray painting is taking place.
4. Do not operate spark inducing tools such as grinders, drills or saws near containers labeled "Flammable " or in an explosive atmosphere such as paint spray booths or rooms.
5. Perform all spray painting operations in the spray booth or room.
6. Do not point the spray gun toward any part of your body or at anyone else.
7. Turn the control switch to the "on" position to operate the mechanical ventilation system before and during all spraying operations.
8. When mixing paint and thinner, wear your face shield.
9. Use your safety line (lanyard) to haul paint up to a job.
10. Wear your face shield and safety gloves when using airless spray guns.
11. Do not use window jacks when painting windows; use a bucket instead.
12. Wear your protective gowns, read and follow the MSDS sheet for the paint that you are using, as well as read and follow the label on the paint can, before mixing any paint.
13. When using a pressure washer on a swing station, secure yourself by using the safety line. Do not use a ladder for pressure wash work.
14. Wear the respirator issued to you when applicable.

## Volunteer Acknowledgement Form

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The City of Yachats is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for you and all volunteers. We value you not only as a volunteer but also as a human being critical to the success of your family, the local community, and The City of Yachats. You are encouraged to report any unsafe work practices or safety hazards encountered while at the organization. All accidents/incidents (no matter how slight) are to be immediately reported to the Facility Volunteer Coordinator on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and The City of Yachats policies and procedures. Failure to comply with these policies may result in the relief of duties. Respecting this, The City of Yachats will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, the City of Yachats subscribes to these principles:

1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.
2. Safety and health controls are a major part of our work every day.
3. Accident prevention is good practice. It minimizes human suffering, promotes better working conditions for everyone, holds The City of Yachats in higher regard with customers, and increases productivity. This is why The City of Yachats will comply with all safety and health regulations that apply to the course and scope of operations.
4. The organization is responsible for providing the safest possible workplace for volunteers. Consequently, the organization is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Volunteers are responsible for following safe work practices, organization rules, and for preventing accidents and injuries. Volunteer Coordinators will establish lines of communication to solicit and receive comments, information, suggestions, and assistance from volunteers where safety and health are concerned.
6. Management and Volunteer Coordinators of The City of Yachats will set an exemplary example with good attitudes and strong commitment to safety and health. Toward this end, management must monitor the organization's safety and health performance, working environment, and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all volunteers and persons affected or associated in any way by the scope of this organization. Everyone's goal must be to improve safety awareness constantly and to prevent accidents and injuries.

Everyone at The City of Yachats must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the work that provides our livelihood.

By signing this document, I confirm the receipt of The City of Yachats's volunteer safety handbook. I have read and understood all policies, programs, and actions as described, and agree to comply with these set policies.

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Volunteer Signature

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Date



## Volunteer Waiver for Members of Volunteer Groups

### WAIVER, RELEASE, AND HOLD HARMLESS AGREEMENT For the following activity:

The undersigned is a volunteer for the group: \_\_\_\_\_

Participant's Name (please print): \_\_\_\_\_

Date of Performance: \_\_\_\_\_

**Service Event** (Please describe the volunteer service event)

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I having read and understood the contents and nature of this agreement, state that I understand and agree that:

- I will perform the volunteer services pursuant to the above information.
- The above described activities may expose me, other members of my performance group, and volunteers to a variety of hazards. Dependant on the nature of the performance, the risk of injury attendant with the performance, whether foreseen or unforeseen, cannot be eliminated due to the nature of the performance.
- I am trained for the type of services to be provided and agree to assume full responsibility for my own safety, and the safety of other members of my group.

By signing this release form, I agree to waive and discharge any and all claims and to hold harmless the City of Yachats its employees, volunteers, and agents from any claims for injury or damages, except for our sole negligence, that may arise from, or in connection with my volunteer service described above.

I understand this Agreement, I have read this Agreement in its entirety, and I freely and voluntarily assume all risks and responsibilities associated therewith, and notwithstanding such, I agree to perform pursuant to this agreement and be bound by its conditions.

This Agreement is intended to be as broad and inclusive as is permitted by law. If any provision or any part of any provision of this Agreement is held to be invalid or legally unenforceable for any reason, the remainder of this Agreement shall not be affected thereby and shall remain valid and fully enforceable.

\_\_\_\_\_  
Signature of Participant (or parent if child is under 18)

\_\_\_\_\_  
Date

## Facility Volunteer Coordinators Forms

### Volunteer Checklist

#### Volunteer Risk Management Assessment

1) Volunteers complete an application form.	Yes	No	N/A
2) Backgrounds, experience and skills are carefully reviewed to match volunteers to appropriate assignments.	Yes	No	
3) Criminal background checks are conducted on all volunteers who work with children or other vulnerable populations in unsupervised or one on one situations	Yes	No	N/A
4) Position descriptions are used for volunteer assignments.	Yes	No	
5) Position descriptions and volunteer applications have been recently reviewed by an attorney or other qualified professional.	Yes	No	
6) Volunteers are interviewed prior to being selected.	Yes	No	
7) Staff responsible for interviewing potential volunteers are trained in proper interview techniques.	Yes	No	
8) Volunteers who drive vehicles are required to be properly licensed and their motor vehicle record has been reviewed.	Yes	No	N/A
9) Volunteers are provided appropriate training for their assignments.	Yes	No	
10) The <b>paid staff</b> of the organization supervise the volunteers	Yes	No	
11) Volunteers are not placed in situations in which a reasonable person would consider to be dangerous.	Yes	No	
12) Volunteers under the age of 18 if used are closely supervised and receive additional training	Yes	No	N/A
13) Informed consent forms are used that are drafted to relieve the organization from inherent risks of certain activities but that do not attempt to excuse the organization from responsibility for its own negligence	Yes	No	N/A
14) When young children are involved in an activity, parental consent forms are used.	Yes	No	N/A
15) The organization has insurance to cover the acts, errors and omissions of its volunteers; my organization understands the exceptions and limitations of its insurance coverage	Yes	No	
16) Procedures are in place to respond to an accident or other incident involving a volunteer, including medical procedures, contacting family members and completing an incident report.	Yes	No	
17) The risk management plan includes identify our potential risk and implanting plans to avoid reduce and control risk.	Yes	No	
18) The federal Volunteer Protection Act and its limitations have been reviewed with volunteers.	Yes	No	
19) The state laws that address volunteers and nonprofit organization liability have been reviewed and addressed in the risk management plan	Yes	No	
20) If the organization becomes aware of, or is informed of a dangerous or potentially dangerous situation immediate action is taken even if that requires removing a volunteer from an assignment.	Yes	No	

#### Volunteer Risk:

≤3 No responses: Minimal risk. Keep up the good work.

3-5 No responses: So risk areas that should be addressed. Consider reviewing some of your policies and procedures.

≥6 No responses: Significant exposure to exist. Review volunteer program and implement programs

## Volunteer Screening Process

The City of Yachats has a screening process for accepting individuals as volunteers for the organization. Should an individual express interest in becoming a volunteer after obtaining a description of the positions available, he/she will be required to complete one or more of the following: a written *Volunteer Information* form; or an interview and a personal reference check. This process should provide the volunteer with the basic understanding of the position and the expectations that the City of Yachats has of its volunteers.

<b>Not sure about this table provided didn't work</b>	Yes	No	N/A
Are volunteers qualified to perform the tasks they are assigned?			
<i>Comments:</i>			
Are volunteers trained to perform their assigned tasks in a safe manner?			
<i>Comments:</i>			
Will volunteers be supervised to ensure they are performing their tasks safely?			
<i>Comments:</i>			
Will volunteers be driving a vehicle for the event? If yes, have you checked their motor vehicle records?			
<i>Comments:</i>			
If volunteers are driving their own vehicles during the event, have you required proof of their personal automobile insurance? Are their limits of insurance adequate?			
<i>Comments:</i>			
If volunteers are driving <b>public entity</b> vehicles, do they have appropriate licenses?			
<i>Comments:</i>			
Are volunteers trained to operate the types of vehicles being provided?			
<i>Comments:</i>			
Are volunteers required to sign waivers and releases of liability prior to working on the City's behalf?			
<i>Comments:</i>			
Do you have persons participating in high-risk activities (such as working with toxic chemicals)?			
<i>Comments:</i>			

## Training Program

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Once the screening process is complete, volunteers will go through training to prepare themselves to work with the public. The training content and length will depend on the following criteria:

- The position and the duties required
- The experience and training the volunteer had prior to becoming a volunteer
- The entity's special needs
- The position and the policies outlined by the *Little Log Church & Museum* Board of Directors or the *Yachats Public Library* Commission or the *Trails Committee*

At minimum in the volunteer training session the volunteer will be briefed on the position within the *facility or activity* and the behaviors that are considered acceptable and unacceptable by City of Yachats. The volunteer will receive an official welcome and the opportunity to learn more about the City of Yachats's and the entities history, services, and mission statement.

The volunteer will also learn the specific responsibilities of the position and any additional training for the use of equipment or tools. Finally, the volunteer will receive information on the policies of the organization and will be required to sign the *Commitment to Safety Form* and a *Volunteer Acknowledgement Form* provided in this manual. These forms serve as an official waiver in the event that the volunteer is injured while serving as a representative of The City of Yachats.