

Placing a Volunteer

Checklist for Department

Prior to Volunteer Starting Work:

- _____ Department completes VOLUNTEER PLACEMENT FORM A – Completed form is sent to HR.
- _____ Have Volunteer complete VOLUNTEER INFORMATION FORM B – Volunteer returns form to Safety Office with a copy to HR.
- _____ Department receives confirmation from Human Resources to place Volunteer.
- _____ For Volunteer instructors, submit appropriate materials for instructor approval to Academic Affairs.
- _____ Additional Form to be completed by Volunteer:
 - DRIVER STATUS REPORT FORM; if they are required to drive on behalf of the college for their volunteer duties – form is on Paperless Office and is returned to Safety Office, RCH-119.
- _____ Send the Volunteer along with a STAFF ID DEPARTMENT REQUEST FORM to Safety Office, RCH-119 to obtain their ID Badge.
- _____ Review the Volunteer's duties and working hours and don't forget FORM C each quarter for reporting volunteer hours.

Once Volunteer Begins Work:

- _____ Introduce Volunteer to staff.
- _____ Ensure Volunteer knows:
 - _____ Where personal items will be located (coat, lunch, help them secure valuables, etc.
 - _____ Where restrooms are.
 - _____ When lunches occur and where kitchen area and food service facilities are.
 - _____ When breaks occur, and where break area is.
 - _____ When college closure days and holidays are.
 - _____ Procedure for reporting absences.
 - _____ Procedures department may have for special days (birthdays, etc.)
 - _____ Applicable college policies and procedures i.e., smoking, computer usage, inclement weather, etc.
 - _____ Where copiers and FAX machine are located and mail procedures.
 - _____ Where emergency exits are and evacuation procedures.
 - _____ How to report accidents/injuries.
- _____ Track Volunteer hours of service for use in Workers' Compensation reporting. (Only Volunteers working as Tutors, Office/Clerical/Secretarial, Instructional/Program Support, Instructors, and Food Service are covered by the College's Workers' Compensation insurance. Contact HR if you need assistance with determining whether a Volunteer is covered or not.)
- _____ Submit Volunteer hours of service on Workers' Compensation Reporting FORM C to Human Resources at end of each quarter. Volunteers covered by another institution for Workers' Compensation while volunteering at LBCC must have a Certificate of Insurance sent to the college from their employer's Workers' Compensation carrier. The original should be sent to Risk Management and a copy kept within the department.

Safety Discussions:

- _____ Job specific safety issues have been discussed (material handling/lifting, weight lifting, mechanical devices, special communication techniques, emergency stop buttons, "down time" procedures, personal protective equipment, lockout/tagout, hazardous waste disposal, and workstation ergonomics).
- _____ Hazardous materials training and communication (MSDS-- Material Safety Data Sheet, hazardous areas, chemicals, blood borne pathogens and other hazards) has been provided.