



## **Volunteer Job Safety Policy**

In compliance with Senate Bill 198 and as part of its Injury and Illness Prevention Program, DHHSC will provide employees with safe equipment, quality materials, established work procedures, and safety rules to create a safe place of employment. In addition to reviewing and agreeing to follow the job safety rules, every employee and volunteer is expected to use equipment and materials in a safe and acceptable manner, follow established procedures, and use common sense rules of safety.

DHHSC's objective is to complete all work without injury and loss to personnel or equipment and to eliminate or minimize all job hazards. Employees and volunteers are expected to cooperate to achieve these objectives. Any violation of these rules or procedures or unsafe activity will initiate appropriate disciplinary action.

All employees and volunteers should report any unsafe conditions so that they can be corrected as soon as possible. An employee or volunteer will not be discriminated against for bringing to attention any unsafe conditions or for participating in safety activities.

1. Any unsafe conditions and/or potential hazards shall be reported immediately to a manager.
2. Smoking, burning candles, or holding any open flame is not allowed within the building.
3. Altering electrical outlets, overloading circuits with electrical appliances, or using hazardous electrical equipment is forbidden.
4. Water and other spills must be cleaned up immediately to avoid accidents.
5. If a consumer, visitor, volunteer, or staff member is involved in an accident, the person will first be removed to a safe location (unless moving the person would cause further injury). Medical treatment will be sought if necessary.
6. All accidents and injuries will be reported immediately to a DHHSC manager, or if not available, the Volunteer Coordinator, or Human Resources.
7. Use good body mechanics (i.e., use legs instead of back for lifting, maintain erect body posture, push instead of pull, and use a step ladder when reaching greater than an arm's length) to prevent undue strain or fatigue. The dolly will be used when lifting or moving heavy objects. When transporting items, several trips should be made instead of attempting to carry several items at once.
8. Do not attempt to hook up or set up devices or office equipment without prior training.
9. In the event of equipment malfunction, notify a staff member instead of trying to fix the equipment yourself.
10. If interpreting, typing, or using the computer for an extended period of time, it is recommended to take a short break every 20-30 minutes.
11. Be aware of Emergency Evacuation Plans posted in offices.
12. Be aware of locations and use of office fire extinguishers.