



# Nonprofit Volunteer Safety Manual

## NONPROFIT

**A Volunteer Guide to Safety Policies & Procedures  
to Support a Safety-Conscious Environment for Helping Others**

Provided by: RJ Ahmann Company

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## Appreciation for your Service

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Regardless of your contribution to NONPROFIT, you are making a dramatic difference in the lives of others by volunteering your time. You are a vital resource for this organization, which could not survive without the assistance and determination of community members like you. While partaking in this experience, we're confident you will feel a sense of giving to others and thoroughly enjoy the impact you have made on someone else's life. We want this experience to be wholly positive. That's why NONPROFIT is committed to taking the appropriate precautions to ensure your safety. Thank you for your time and effort.

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## Commitment to Safety

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NONPROFIT recognizes that our volunteers drive the organization. As our 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 NONPROFIT's 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.

NONPROFIT is firmly committed to the safety of our 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 volunteers but also as human beings critical to the success of their family, the local community and NONPROFIT.

Volunteers are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

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

Respecting this, NONPROFIT will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, NONPROFIT 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 NONPROFIT in higher regard with community members and increases productivity. This is why NONPROFIT will comply with all safety and health regulations that apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for volunteers. Consequently, management of NONPROFIT 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 and company rules as well as for preventing accidents and injuries. Management 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 supervisors of NONPROFIT will set a positive example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor company 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 constantly improve safety awareness and to prevent accidents and injuries.

Everyone at NONPROFIT must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries, keeping each other safe and healthy.

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President

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Risk Manager

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## Training Program

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Volunteers go through training to prepare themselves to work with community members. The training content and length will depend on the following criteria:

- The position and the duties required
- The experience and training the volunteer has prior to becoming a volunteer
- The client's special needs
- The position and the policies outlined by the board of directors

In the volunteer training session, the volunteer will be briefed (at minimum) on the position within the organization and the behaviors that are considered acceptable and unacceptable by NONPROFIT. The volunteer will receive an official welcome and the opportunity to learn more about NONPROFIT's 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 NONPROFIT.

# Volunteer Safety Responsibilities

The primary responsibility of volunteers of NONPROFIT 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 obey NONPROFIT's rules and established policies for health, safety and preventing injuries 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 before discussing the situation with a supervisor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with a supervisor, a volunteer still has questions or concerns, he or she is required to contact the safety 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 and practical jokes 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 that threatens or intimidates others, is forbidden.

### **Drugs and Alcohol**

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

### **Housekeeping**

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

The following areas must remain clear of obstructions:

- Aisles/exits
- Fire extinguishers and emergency equipment
- All electrical breakers, controls and switches

### **Injury Reporting**

All volunteer injuries must be reported to a supervisor immediately.

# Safety Orientation Training

The organization is committed to providing safety- and health-related orientation and training for all volunteers at all levels. NONPROFIT 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, the following:

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 equipment
5. Personal protective equipment (PPE) use and care
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 NONPROFIT 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 tripping and 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 NONPROFIT volunteers and not provided by the site contact person.
  - Wear shoes that support your feet and are slip resistant.
  - Avoid clothing that is 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 dismissal.

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 NONPROFIT policy that workplaces are subject to periodic safety and health inspections to ensure implementation and execution of our policies and procedures.

All volunteers are responsible for cooperating during these inspections and managers and supervisors 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 supervisor and properly recorded. Failure to promptly report an injury may result in dismissal.

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.

# Emergency Action Plan

## General Emergency Guidelines

Volunteers should review the following guidelines to prepare for an emergency.

- Stay calm and think through your actions.
- Know the emergency numbers (fire/police/ambulance/911).
- Internal emergency number **(Insert Number if Applicable)**.
  - o Human resources **(Insert Number or extension)**
  - o Page **(Insert number and instructions if applicable)**
  - o Operator "0"
- Know where exits are located.
- In the event of any emergency, do not take elevators; use the stairs.
- Do not hesitate to call or alert others if you believe that an emergency is occurring; you will not get in trouble.
- First aid supplies and emergency equipment are located in **(insert location)** for use by those who are authorized and properly trained.

## Evacuation

- Volunteers will be notified of a fire alarm either by the fire alarm system or by a paged announcement.
- Upon becoming aware of a fire alarm, volunteers should immediately evacuate the job site without delay to retrieve personal belongings or to wait for co-workers. Also, all doors should be closed as the last person passes through. Use of elevators is prohibited during fire alarm situations.
- Supervisors should be the last to leave the area. Check the job site to be sure that all personnel have evacuated.
- Any volunteer with mobility, visual, hearing or other condition that may hinder them from becoming aware of an emergency or evacuating should request special assistance through human resources.
- Upon exiting the building, all personnel should report for a head count.
- 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 re-occupy a job site or building 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.

## Fire Safety

- Volunteers should alert other persons in the immediate hazard area.
- Any volunteer can activate a fire alarm or call **(insert name)** to page an emergency announcement.
- Trained volunteers can use a fire extinguisher, following these guidelines:

**P**=Pull the safety pin

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

**S**=Squeeze the operating lever

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

*\*When using a fire extinguisher, all volunteers in the vicinity must always stay between the fire and an exit, staying low and backing away when the fire is extinguished.*

*\*If the fire is too hot or too smoky, volunteers are encouraged to evacuate immediately, discarding the fire extinguisher.*

- Volunteers should notify the incident commander of the location of the fire. He or she will relay this information to the fire department.



## Emergency Action Plan

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### **Violence**

- Any volunteer who feels that he or she has been threatened should immediately report the concern to a supervisor or to appropriate local authorities.
- If any person is observed exhibiting threatening behavior or making threatening statements, the individual who discovers the situation should warn others in the area and immediately notify a supervisor or human resources, staying away from the person exhibiting threatening behavior.
- Depending upon the level of concern, volunteers must call the police department (911) immediately.
- It is prohibited to confront any person exhibiting threatening behavior.

If volunteers have reason to believe that events in their personal lives or any other situation could result in an act of violence at work, they should privately discuss the issue with a representative of NONPROFIT or human resources and develop a prevention plan together.

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## Emergency Contact Information

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**FIRE DEPARTMENT:** \_\_\_\_\_  
**TELEPHONE:** \_\_\_\_\_

**POLICE DEPARTMENT:** \_\_\_\_\_  
**TELEPHONE:** \_\_\_\_\_

**EMERGENCY MEDICAL SERVICES (AMBULANCE):** \_\_\_\_\_  
**TELEPHONE:** \_\_\_\_\_

**HOSPITAL:** \_\_\_\_\_  
**TELEPHONE:** \_\_\_\_\_

**DOCTOR:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**TELEPHONE:** \_\_\_\_\_

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

**PROJECT NAME/NUMBER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
**TELEPHONE:** \_\_\_\_\_

**SITE SUPERVISOR:** \_\_\_\_\_  
**Cell/Home TELEPHONE:** \_\_\_\_\_

## Sexual Harassment Policy

The organization does not tolerate harassment of our employees, volunteers, 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 sexually harass another individual 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, you should:

1. If you feel comfortable enough to do so, tell the harasser that his or her actions are not welcome and they must stop.
2. Report the incident immediately to a supervisor.
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 NONPROFIT'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. Anyone who violates this policy or retaliates against another staff member in any way will be subject to disciplinary action up to and including immediate dismissal.

## Access to 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 organization upon request.

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## Vehicle Use Policy (If Applicable)

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To: All drivers of NONPROFIT

Effective:

- This policy applies to:
  - Vehicles owned, leased or rented to NONPROFIT.
  - Personally owned vehicles driven by volunteers on behalf of NONPROFIT.

The following policy has been established to encourage safe operation of vehicles and to clarify insurance issues relating to drivers and NONPROFIT.

- All drivers must have a valid driver's license.
- Motor vehicle records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier's guidelines of an unacceptable driver, your volunteer commitment to the organization will be terminated.
- A supervisor must be notified of any change in your license status or driving record.

When operating your own vehicle for NONPROFIT business:

- Your personal auto liability insurance is the primary payer. NONPROFIT's insurance is in excess of your coverage.
- You should carry at least **\$(insert amount)** per occurrence liability coverage. Evidence of insurance coverage is to be provided to NONPROFIT each year, by a copy of your policy's declaration page or a certificate of insurance.
- NONPROFIT is not responsible for any physical damage to your vehicle – you must carry your own collision and comprehensive coverage.
- Those driving a NONPROFIT vehicle or driving on behalf of NONPROFIT must accurately report mileage for expense reimbursement when required.

In the event of an accident:

- Take necessary steps to protect 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 NONPROFIT 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 its provisions.

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

\_\_\_\_\_  
Date

## Motor Vehicle Record (MVR) Grading Criteria [Last 3 Years] (If Applicable)

The following chart serves as a guideline for evaluating a volunteer's motor vehicle record (MVR). A volunteer with an MVR grade of "poor" may not be insurable by our insurance carrier and could jeopardize the relationship with the organization. Note that any major violation will result in a poor score.

| Minor Violations    | Number of at-fault accidents |            |            |      |
|---------------------|------------------------------|------------|------------|------|
|                     | 0                            | 1          | 2          | 3    |
| 0                   | Clear                        | Acceptable | Borderline | Poor |
| 1                   | Acceptable                   | Acceptable | Borderline | Poor |
| 2                   | Acceptable                   | Borderline | Poor       | Poor |
| 3                   | Borderline                   | Poor       | Poor       | Poor |
| 4                   | Poor                         | Poor       | Poor       | Poor |
| Any Major violation | Poor                         | Poor       | Poor       | Poor |

| Minor Violation                                        | Major Violations                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| All moving violations not listed as a major violation. | <ul style="list-style-type: none"> <li>▪ Driving under influence of alcohol/drugs</li> <li>▪ Failure to stop/report an accident</li> <li>▪ Reckless driving/speeding contest</li> <li>▪ Driving while impaired</li> <li>▪ Making a false accident report</li> <li>▪ Homicide, manslaughter or assault arising out of the use of a vehicle</li> <li>▪ Driving while license is suspended/revoked</li> <li>▪ Careless driving</li> <li>▪ Attempting to elude a police officer</li> </ul> |

### Hazard Communication

1. All NONPROFIT employees have a right to know what chemicals they work with, what the hazards are and how to handle them safely.
2. Material Safety Data Sheets (MSDS) are documents provided by the supplier of a chemical. MSDS detail the chemical contents, associated hazards and general safe handling guidelines. At NONPROFIT, the MSDS collection is located at **(insert location)**. Employees are free to use the MSDS as needed.
3. General rules for handling chemicals:
  - Read all label warnings and instructions.
  - Follow instructions for quantity – using more of a chemical is not always better.
  - Minimize contact with chemicals – use double layer cloths or gloves to protect your skin, and keep your face clear of the area to reduce inhalation.
  - Always wash your hands after handling chemicals.
  - If a chemical enters your eye(s), immediately hold open the injured eye(s) and rinse with clean, cool water for 15 minutes. Then be sure to report the injury immediately.
  - Any questions or concerns regarding chemicals should be reported to your jobsite manager and human resources.
4. All chemical containers must be labeled to identify contents and hazards. Most labels use numbers to rank the hazard level in three important areas:
  - **FIRE** (red background color) - Will the material burn?
  - **HEALTH** (blue background) - Is the material dangerous to the body?
  - **REACTIVITY** (yellow background) - Is the material dangerously unstable?

After each hazard (fire, health, and reactivity), a number from 1-4 will be assigned. The number reflects the degree (or amount) of hazard:

- 0** = Minimal
- 1** = Slight
- 2** = Moderate
- 3** = Serious
- 4** = Extremely hazardous

### Bloodborne Pathogens

1. Blood and other bodily fluids can carry pathogens, which are capable of causing diseases in others. This includes HIV, which leads to AIDS, and hepatitis.
2. Because we cannot tell by looking at a person if they are infected with a pathogenic disease, we must take precautions following an illness or injury when bodily fluids are released.
3. When a person is losing bodily fluids, employees must clear the area and warn others to do so as well. One employee can remain with the ill or injured person for support as long as he or she stays out of contact any bodily fluids.
4. In the event of exposure to spilled bodily fluids, a syringe or other contaminated medical materials, employees may not attempt to clean it up. They should call human resources or a supervisor immediately for instructions.

### Personal Protective Equipment (PPE)

Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.

### Lockout/Tagout

Prior to working on any machinery when guards or barriers are removed, every energy source (electrical, hydraulic, chemical, mechanical, etc.) must be deactivated, stored energy dissipated and the control locked in the off (safe) position.

Volunteers may never remove or tamper with a lockout performed by another individual. A lockout could consist of a lock applied to a control such as a switch or shift. A tag containing words such as "DANGER - DO NOT OPERATE" may also be used for lockout. The lock, the tag or both applied to an energy control device means you must not tamper with the equipment or the lockout procedures in any way.

General guidelines for volunteers include:

1. Do not perform maintenance, inspection, cleaning, adjusting or servicing of any equipment without following the NONPROFIT lockout/tagout program.
2. If required to work on powered equipment (hydraulic, electrical, air, etc.), you must have your personal padlock with your name on it and personal key on you at all times.
3. Disconnect and padlock all machine power disconnects in the off position before removing guards for the purpose of working on or in the machinery or approaching its unguarded parts. When more than one volunteer or employee is working on a single piece of equipment, each must use his own padlock along with lock-out tongs to lock out the equipment. When the work is completed, he must remove only his lock.
4. Do not commence equipment repair or maintenance work until you have verified that the tagged/locked out switch or control cannot be overridden or bypassed.
5. Replace all guards before removing personal padlocks from the control.
6. Do not use or remove another volunteer's protective lock. Do not remove a lock from equipment unless you placed it there.
7. Before machinery is put back into use after lockout/tagout, give a verbal announcement or sound a warning to fellow employees and volunteers.

### Respiratory Protection

1. Do not perform tasks requiring respirators unless you have been approved, fitted and trained in the company's respiratory protection program.
2. Inspect respirators for cracked or worn parts before and after each use and after cleaning.
3. Do not work in an area that requires the use of respiratory equipment if you fail to obtain a tight seal between the respirator and your face.
4. Clean and sanitize respiratory equipment according to the manufacturer's recommendations after each use.
5. Store respiratory equipment in a clean and sanitary location.



### Fire Prevention

1. Smoking is allowed only in designated outdoor areas.
2. No candles or unauthorized open flames are allowed in the work area.
3. No flammable chemicals are allowed inside work area at any time unless they are specifically authorized for use. If there is a work-related need to use a flammable chemical, contact the supervisor for guidance on hazard communication and fire safety.
4. Volunteers may never start or run an engine in an enclosed area.
5. Gasoline, diesel and other fuels must be transported in approved, marked containers. These containers must be secured in the vehicles with the lids closed.

### Electrical Safety

1. Electrical cords must be protected with specially designed cord protectors or kept out of areas where they will be damaged.
2. Operators must turn electrical appliances off using the switch, not by pulling out the plug.
3. All appliances should be turned off before leaving for the day.
4. Never run cords under rugs or other floor or ground coverings.
5. Immediately report all electrical problems.
6. The following areas must remain clear and unobstructed at all times:
  - Exit doors
  - Aisles
  - Electrical panels
  - Fire extinguishers

## General Safety Precautions (If Applicable)

### 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, slowly stand.
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 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, and 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 direct pedestrian traffic away from the ladder. Lock the doorway that you are blocking with the ladder and post signs that will direct 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.
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 volunteer 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.

## General Safety Precautions (If Applicable)

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### Housekeeping

1. Do not place materials, such as boxes or trash, in walkways or 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 use.
10. Use caution signs or cones to barricade slippery areas such as freshly mopped floors.

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## Job-Specific Safety Precautions

### Aggression Control Procedures

1. If you perceive no immediate physical threat:
  - a. Notify other volunteers or a supervisor, and have a standby 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 supervisor.
3. If you are assaulted:
  - a. Leave the area.
  - b. Report the assault to a supervisor.
  - 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.

### 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 on or off 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.

### Food Service Safety

1. Unplug electrical appliances, such as blenders, grinders and coffee pots, from their power source before cleaning them.
2. Wear closed-toe, low heel, non-slip shoes that have rubber soles while you are at work.
3. Do not store cleaning products with food products.
4. Turn the power switch of the exhaust hood fans to "on" when the ranges are in operation, and 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 use.
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 toward the floor.

## Job-Specific Safety Precautions

### 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, walk on or place objects on a cord;
  - 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. Do not use a metal ladder when doing electrical work.
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 terminals are energized.
6. Post the "Electrical Hazard" safety signs or symbols, or the accident prevention tags, to warn personnel of electrical hazards.
7. Unplug the electrical cord before making any mechanical or electrical adjustments to the machine it is connected to.
8. Visually inspect light poles, stadium poles and court poles for decay before climbing them. Do not climb any poles that are decayed.
9. Use your safety belt when climbing poles.
10. Wear your safety glasses when you are working with the drill.
11. When working in a high-voltage area or in an area with signs warning as such, wear your insulated gloves. If the gloves have cracks or pin pricks, do not use them.

### 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 (PPE) 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. Then, 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 procedures:
  - 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 or 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 filled with flammable material or containers labeled as such.
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."

## Job-Specific Safety Precautions

### 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/forming materials.
2. Replace guards before starting the machine, after making adjustments or repairing the machine.
3. Do not try to stop a workpiece 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 around machinery.
5. Read and obey safety warnings posted on or near any machinery.
6. Long hair must be contained under a hat or hair net.

### 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 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 makeshift repairs to tools.
8. Do not throw tools from one location to another or from one volunteer/employee to another.
9. Transport hand tools only in tool boxes or tool belts – do not carry tools in your hand or clothing, especially when climbing.

### Painter Safety

1. Store rags that have oil or paint on them in closed, labeled metal containers.
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 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 gown, read and follow the MSDS sheet for the paint that you are using, and read and follow the label on the paint can before mixing 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 required.

### Office Safety

1. Do not work on any computer or office machine if your hands are wet or if you are standing on a damp surface.
2. 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 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.

## Volunteer Acknowledgement Form

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NONPROFIT 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 the entire staff. 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 NONPROFIT. 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 supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local and NONPROFIT policies and procedures. Failure to comply with these policies may result in dismissal. Respecting this, NONPROFIT will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, NONPROFIT 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.
3. Accident prevention is good practice. It minimizes human suffering, promotes better working conditions for everyone, holds NONPROFIT in higher regard with customers and increases productivity. This is why NONPROFIT 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. Supervisors 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 supervisors of NONPROFIT will set an 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 constantly improve safety awareness and to prevent accidents and injuries.

Everyone at NONPROFIT 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.

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

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date