



WRHA VOLUNTEER SERVICES GOOD PRACTICE GUIDELINE MANUAL

Good Practice Guideline: Volunteer Accidents, Injuries and Illness while on Duty – Direct Service and Collaborative Volunteers	Reference # 6.1	Page 1 of 1
	Approved: J.Edwards	Date: 15/09/04 Reviewed/ Revised: November 2011

GOOD PRACTICE DESIRED OUTCOME:

WRHA volunteers will receive appropriate medical attention and support, if required, while on duty.

GOOD PRACTICE GUIDELINES:

1. Delegated volunteer placement supervisors or the volunteer will inform the WRHA Manager of Volunteer Services immediately if a volunteer becomes ill or injured while on duty. If the volunteer is from a collaborative or supported agency the Manager of Volunteer Services or the placement supervisor will notify the agency.
2. The volunteer's placement supervisor will immediately assist the volunteer in arranging for accessing appropriate treatment.
3. If necessary, the volunteer's placement supervisor will make transportation arrangements to ensure the volunteer returns home safely.
4. The volunteer's placement supervisor will complete an occurrence form and report it to the WRHA Manager of Volunteer Services. A copy of the incident will be recorded in the volunteer's file.

Source: New

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