Winnipeg Regional Health Authority | Office régional de la santé de Winnipeg

WRHA VOLUNTEER SERVICES
GOOD PRACTICE GUIDELINE MANUAL

Good Practice Guideline: Workplace Safety – Direct Service and Collaborative Volunteers	Reference # 6.6	Page 1 of 2
	Approved: J.Edwards	Date: 15/09/04 Reviewed/Revised: November 2011

GOOD PRACTICE DESIRED OUTCOME:

A safe physical workplace environment will be provided for WRHA volunteers.

DEFINITIONS:

Controlled and hazardous products are those products outlined by Workplace Hazardous Material Information System (WHMIS) legislation.

GOOD PRACTICE GUIDELINES:

1. Volunteer placement supervisors will assess each new volunteer assignment for risks in the workplace. This assessment will include:

- The identification of any controlled and hazardous products that the volunteer may come into contact with.
- The identification of any hazards inherent to the volunteer position such as handling and transporting cash, knife handling, working alone or in an isolated environment, exposure to disruptive or aggressive clients/visitors, etc.

2. Volunteer placement supervisors will:

- identify any changes in the workplace that may affect workplace safety.
- review changes to the workplace risks when they update volunteer assignments.
- note any workplace safety measures that need to be put in place.
- note who will be responsible for the necessary volunteer training.

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3. Volunteers are expected to take reasonable care in dealing with controlled products to protect their safety and health and the safety and health of other persons who may be affected by their acts or omissions.

4. Volunteers will follow all recommended practices and safety procedures identified by the volunteer placement supervisor.

5. As part of the volunteer orientation, a review of WHMIS will occur if required.

6. Volunteers will report any workplace health and safety concerns to their volunteer placement supervisor immediately.

Source: New

Originator: Karen-Denise Cyr, Manager Volunteer Services, Jeanette Edwards, Director Community Development

Reviewed/Revised: Suzie Matenchuk, Manager Volunteer Services and Jeanette Edwards, Regional Director Primary Health Care and Chronic Disease