



Clallam County Volunteer Orientation Guide

This is an outline of the orientation all long-term volunteers with Clallam County receive. You will receive more specific training to your position from your department. Bring this guide with you to your orientation along with any attachments you received.

Safety

Volunteers are responsible for the following:

- a. Follow all safety rules and requirements. Assure full compliance by yourself and coworkers.
 - b. Report any unsafe practice or unsafe condition in your work area to your supervisor.
 - c. Immediately report all accidents or injuries to your supervisor.
 - d. Perform housekeeping in your work area, the lunch room or break area.
- County Administrative Policy 240.1, .3, .5

Tobacco, Alcohol and Drug-Free Work Environment

The County has adopted a tobacco, alcohol, and drug-free work environment. For health and safety reasons, the County prohibits smoking by employees and volunteers in all County facilities, including County-owned buildings, vehicles and offices or other facilities rented or leased by the County.

The manufacture, possession, distribution, dispensing, or use of alcohol or controlled substances in the workplace is strictly prohibited.

Any volunteer who is using or possesses medically prescribed or over the counter drugs during work time that may impair his or her ability to perform the job must notify the supervisor of such use prior to beginning work.

Violations of these policies could result in immediate termination of volunteer services.

County Administrative Policy 230.16 and 240.10

Universal Health and Safety Precautions

If volunteers are required in their position descriptions to administer first aid or expected to come in contact with bodily fluids they must adhere to county training requirements per County Administrative Policy 240.12.

Anti-Harassment

Harassment is defined as verbal or physical conduct that demeans or shows hostility or aversion toward another employee, volunteer or member of the public. The policy of the County is that every employee has a fundamental right to be free of such harassment. In response to formal reports of harassment, the County will seek to protect all parties involved from retaliation, false accusations, or future harassment, and where indicated, will take prompt and adequate remedial measures. Should an issue of harassment be raised, all related matters will be kept private to the greatest extent possible throughout the investigation, counseling and disciplinary stages. Any County Official receiving notice of harassment shall notify the Human Resource Director who will direct an investigation and insure that the charge is resolved appropriately.
County Administrative Policy 230.19

Material Data Safety Sheets (MSDS)

All volunteers will be trained to recognize when a product is hazardous and how to obtain information for proper and safe use of the product. MSDS for all hazardous chemicals are kept on file and available for volunteers to use. These sheets help define the potential hazards and recommended cautions in using the substances researched.

All secondary containers must be clearly labeled as to their contents. Flammable products may only be put in approved containers (no "Clorox" bottles of gasoline).

County Administrative Policy 240.5.7

Reporting and Recording of Hours

Working Hours

Work hours will be established and agreed to by the County and volunteer prior to the beginning of assignment. Every volunteer is expected to report to work on time and be at the job location during the agreed time. If unavailable for the agreed time, please notify the department supervisor as far ahead of time as possible.

Time Reporting

Every volunteer will be issued a time sheet on which he or she will be required to record hours worked. Time sheets are to be completed, signed by the volunteer's supervisor, and turned into payroll quarterly with the volunteer hours cover sheet. The volunteer has medical coverage only if the time sheet is accurate and signed. Continuing assignments that span more than one quarter need a time sheet completed for each quarter. Supervisors are responsible for ensuring that the time sheets are complete and accurate, and for submitting them to payroll at the end of the quarter.

Insurance and Liability

With a signed time sheet and Volunteer Service Agreement, the County provides, during the time the Volunteer is performing service within their position description, Refer to CIMA Volunteers Insurance service handout for further info.

- a. Up to \$25,000 in accident medical reimbursement (all volunteers).
- b. Up to \$1,000,000 in personal liability insurance (work crew & community service workers excluded).
- c. For those volunteers who drive, up to \$500,000 in excess automobile liability insurance above the volunteer's own insurance (work crew & community service workers excluded).

There is no allowance for lost time compensation due to injury for volunteers.

County Administrative Policy 210.80.12

Use of County and Personal Vehicles

Use of County vehicles is at the discretion of the Department. County Defensive Driving course, Drivers License and State Drivers License abstract on file in the County are required of the operator. Volunteer medical expenses as a result of an MVA in a vehicle would be covered under the County's Volunteer Insurances. Private vehicles can be used for volunteer duties only at the discretion of the department. Proof of personal insurance is required and shall be kept on file.

County Administrative Policy 210.80.12