

**CITY OF CHENEY
POLICY AND PROCEDURE
INDIVIDUAL/ORGANIZATIONAL VOLUNTEER WORKERS**

The City recognizes the advantages of utilizing the rich skills and talents of the community and the community's desire to enhance their way of life. Our objective is to utilize these individuals and organizations to benefit the community as a whole in such a way that projects and services which would not usually be available due to excessive costs can be provided in an appropriate manner. It is also our objective to do so without adding undue or unnecessary liability to the citizens of the City.

Therefore, we hereby establish the following guidelines for the use of individual and/or organizational volunteer workers.

Section I. Scope of Volunteer Service A scope of volunteer service description will be provided to every individual and/or organization identifying the policies and procedures for each project. Each description will include "Scope of Work" defining:

- A. The duties of the work assigned,
- B. Supervision responsibilities,
- C. Training and orientation prior to performing work,
- D. Personal protective equipment to be provided,
- E. Name of contact person and description of how to contact them, and
- F. Goals will be established for the organization and the volunteers,
- G. Periodic evaluations of volunteers shall be conducted as needed.

Section II. Background Checks As required in RCW 43.43.830–839 all persons potentially coming into unsupervised contact with children or the handicapped will have completed a background check for history of abuse and/or sexual deviant behavior or other crimes of violence.

Section III. Liability Coverage The City is self insured through the Washington Cities Insurance Authority (WCIA) for comprehensive general liability coverage. Volunteers working within the scope of their assignment and on behalf of the City have liability coverage as provided under the WCIA Coverage Document.

WCIA strongly recommends against using volunteers under the age of 14 years of age due to the level of supervision necessary. Organizations whose membership consists of children under this age could be allowed to perform volunteer services if their independent organization provides proof of liability insurance to the city and provides all the adult supervision necessary to perform the activity safely.

Unless waived by the city, all organizations performing volunteer services shall provide proof of Commercial General Liability coverage, naming the City as an additional named insured. All organizations must sign a waiver holding the City harmless for any injuries and claims of any kind resulting from their actions, and provide all necessary supervision for the project.

If an organization does not have Commercial General Liability insurance available through their organization, they can volunteer as individuals and be directly supervised by City staff.

Section IV. Personal Injuries All volunteer hours should be recorded by department supervisor and recorded as volunteer hours with personnel. The City provides medical coverage for these individuals through the State Labor and Industries coverage for volunteer workers - or - individual expressly agrees that they have their own medical coverage, or medical coverage is provided by the organization. Individual volunteers should be covered for medical through the State Labor and Industries for volunteer workers and records should be maintained on hours worked and activities performed. Labor and Industries does not cover individuals under the age of 14, therefore, WCIA strongly recommends against using volunteers under the age of 14 years of age.

Organizations providing volunteer service are solely responsible for the organization's members medical care for injuries incurred during the scope of service. The organization is to provide proof of medical insurance to the city.

Section V. Safety The City of Cheney is dedicated to creating a safe environment for the staff, volunteers, and community members who are impacted by services. The following volunteer guidelines are in place to ensure a safe working environment –

- Any potential hazards that could cause harm to staff, volunteers, or community members are to be immediately reported in writing to department supervisors via the City of Cheney Safety Suggestion Form.
- All accidents, near misses and unsafe conditions must be reported to your supervisor and the safety committee.
- Basic safety rules that all volunteers must follow are:
- Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor or safety committee representative. We will find a safer way to do that job.
- Do not remove or disable any safety device.
- Never operate a piece of equipment unless you have been trained and are authorized.
- Use personal protective equipment whenever it is required.
- Obey all safety warning signs.
- Working under the influence of alcohol or illegal drugs or using them at work is strictly prohibited and can result in the termination of volunteer services.
- Do not bring firearms or explosives onto City property.
- Smoking is only permitted outside the building away from any entry or ventilation intake.
- Horseplay, running and fighting are prohibited.
- Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent accidents.

Section VI. Waivers Organizations providing volunteer service should sign "Agreement Regarding Organizational Service With the City," including agreement to defend, indemnify and hold the City harmless for any claims or lawsuits that arise out of their activities.

Individual volunteers should sign "Agreement Regarding Individual Volunteer Service With The City." This agreement is included as a part of the application process.

Section VII. Documentation of Training Detailed training records identifying specific training provided, instructor, any testing results, and attendance sheets will be kept and maintained for a minimum of three years. These records will be provided to Personnel Department upon completion of training.

Section VIII. Provision of Personal Protective Equipment The City shall provide personal protective equipment as required for the scope of work and identified by the Washington Industrial Safety and Health Act. All volunteers requiring personal protective equipment shall be provided adequate training in its proper use and care. All training will be documented, signed by the individual, and provided to the Personnel Department.

Section IX. Termination of Volunteer Service The City and/or the volunteer may terminate this volunteer service at any time without cause.

Sterling-Moorman House Restoration Project

Scope of Service

March-June 2009

- A. Duties Assigned: **Site cleanup, removal of broken plaster, graffiti removal, un-sticking of windows, taking up carpet from parlor, measuring for storm windows, landscape preparation & planting.**
- B. Supervision Responsibilities: **None.**
- C. Training and orientation prior to performing work: **Provided at beginning of daily work session.**
- D. Personal protective equipment to be provided: **City will provide dust masks and rubber gloves.**
- E. Name of contact person: **Susan Beeman, Cheney Planning Department, 498-9240**
- F. Goals for the organization and the volunteers: **Restoration of historic Sterling-Moorman House according to the Secretary of the Interior's Guidelines for restoration & rehabilitation of historic buildings.**
- G. Periodic evaluations of volunteers shall be conducted as needed.