



## Volunteer Guidelines

### Country Heritage Agricultural Society O/A Country Heritage Park

Volunteer - As defined by the Ontario Health and Safety Act: “a worker who performs work or supplies a service but who receives no monetary compensation. Volunteers are not covered by the Workplace Safety and Insurance Board (WSIB) in case of workplace-related injury.”

Volunteers assume the risk in case of injury and may wish to consult their insurance company as a precautionary measure. Supervisors will ensure volunteers receive applicable training and will explain safety rules before the volunteer begins work at CHAS.

- All volunteers must sign a Volunteer Agreement, Release and Waiver Form, which outlines the volunteer's and CHAS's obligations in terms of the protection of their own safety.
- All volunteers will receive a safety manual, will be required to read the manual, and complete a training session with a staff member of CHAS.
- All volunteers are expected to sign in and out. The book is located in the main office reception area. No vehicles are allowed to be driven on-site during school trips, 10:00 to 2:30 without approval from CEO.
- **NOTE TO ALL VOLUNTEERS:** keys will be available at the reception area. Volunteers are required to sign for the key and return the key at day's end. Arrangements will be made with staff if a group of volunteers need to work past the normal work hours of 8:30 to 5:00 Monday to Friday or on weekends. A staff member must be available during the off hours when volunteers are on site.
- Volunteering: A full time volunteer coordinator will have a list of activities that need volunteer attention. Volunteers will be asked to provide the volunteer coordinator a list of skills they could provide. Staff members of CHAS are responsible for the safety and health of volunteers and are required to ask a volunteer to discontinue an activity if deemed a risk for the individual.
- Volunteers must wear the appropriate apparel for the job. For example, long pants, closed toed safety shoes, and safety glasses are required for jobs such as cutting grass.
- Volunteers involved in any physical work must work in a group of at least two people.
- Equipment and tools will be available at designated locations. Volunteers must return the equipment and tools to the location when the work is completed.