

Kwantlen Polytechnic University

Volunteer Safety Guideline

General Guidelines

As a minimum volunteers need to be provided with the following safety information prior to the commencement of their volunteer activities at Kwantlen Polytechnic University. This list is by no means exhaustive. The safety orientation provided to volunteers must be documented by the volunteer's supervisor.

1. Supervisor Name and contact information.
2. Procedure for reporting hazards, unsafe act/conditions. Hazards must be reported to the supervisor.
3. Location of campus first aid room and how to summon first aid if needed. Injuries sustained while volunteering at KPU must be reported to the supervisor and the campus First Aid attendant.
4. Hazards that the volunteer may be exposed to and safe work procedures that are in place to deal with those hazards.
5. Provide the volunteer with applicable safety training so that they can perform their activities safely. Training must be documented.
6. If volunteer needs to use Personal Protective Equipment (PPE) tell them what to use, when to use it and where to find it.
7. Review emergency procedures. Show them the location of manual pull stations (in case of fire), nearest emergency exits and where the Designated Assembly Areas are located.
8. Volunteers must be supervised.

Department Specific Guidelines

Please add additional safety information/guidelines that may be specific to your unit/department below.

If you have any questions, please contact Pablo E. Dobud, Manager, Occupational Health and Safety at 604.598.6074 (office) or email Pablo.Dobud@kpu.ca.