

University of Mount Union

VOLUNTEER MANUAL



Dear VOLUNTEER,

Thank you for taking this opportunity to volunteer for our campus and our community!

Regardless of your contribution to the University of Mount Union, you are making a dramatic difference in the lives of others by volunteering your time. You are a vital resource for this organization, which could not survive without the assistance and determination of volunteers like you. While partaking in this volunteer experience, we're confident you will feel a sense of giving to others and thoroughly enjoy the impact you have made on someone else's life. We want this experience to be wholly positive. That's why University of Mount Union is committed to taking the appropriate precautions to ensure your safety. Thank you for your time and effort.

We appreciate YOU!

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UNIVERSITY OF MOUNT UNION

Institutional Mission Statement:

The mission of the University of Mount Union is to prepare students for fulfilling lives, meaningful work, and responsible citizenship.

Vision:

As a community, the University of Mount Union upholds its mission by continuously and proactively creating a learning environment for holistic growth and a promising future.

Purpose:

The University of Mount Union cultivates a learning environment that acknowledges, accepts, and meets differing needs so that everyone is valued, experiences belonging, and achieves their full potential.

Core Values:

Belonging, Excellence, Integrity

WELCOME STATEMENT

At the University of Mount Union, we welcome, accept, and respect all people. Through the union of various perspectives, we strengthen our community, facilitate global enlightenment, and enable collective self-discovery. As such, we create a greater understanding and acceptance of all people so that we facilitate the development of ideas, ensure the advancement of global perspectives, and embrace inclusiveness for all our constituents. We promote an engaging and collaborative environment that inspires mutual respect and positive interactions that effectively enrich learning and living for our students, faculty, staff, administration, and community.

As members of the University of Mount Union community, we pledge to:

- Acknowledge, respect, honor, and celebrate all members of our campus community.
- Work together to create an environment in which everyone is both welcomed and valued.
- Take these inclusive attitudes with us as we continue our life journeys.

Statement of Business Conduct & Ethics

The University of Mount Union is proud of its heritage and long-standing adherence to ethical conduct throughout its organization. Like other complex institutions, Mount Union operates by means of a decentralized organizational structure through which responsibility is delegated for a variety of business functions. Management of this delegated process is achieved through policies and procedures for its administration and through the setting of internal control procedures to monitor its effectiveness. All staff charged with the responsibilities of such functions must be familiar with the appropriate policies and procedures covered in this statement, which can be found on Raider Experience, under institutional policies: [Statement of Business Conduct & Ethics](#).

Volunteer Expectations:

Volunteers will be safeguarded through training, provision of appropriate work surroundings and procedures that foster protection of health and safety. All work conducted by University of Mount Union's volunteers will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than volunteer health and safety. We are committed to the safety of our volunteers.

Volunteers are encouraged to report any unsafe work practices or safety hazards encountered on the assignment. All accidents/incidents are to be **immediately reported** to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local and company policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, the University of Mount Union will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards.

Additionally, University of Mount Union subscribes to these principles:

- Accidents may be preventable and mitigated through implementation of effective safety and health control policies and programs.
- Safety and health controls are a major part of our work every day.
- Accident prevention is good business and practice. It promotes better working conditions for everyone, holds all of us in higher regard with community members and increases productivity. Consequently, we are committed to allocating and providing resources needed to promote and effectively implement this safety policy.

Volunteers are responsible for following safe work practices and Mount Union policies as well as for preventing accidents and injuries. We shall set a positive example with good attitudes and strong commitment to safety and health in this volunteer opportunity. We shall monitor safety and health performance, working environment and conditions to ensure that program objectives are achieved. Our safety program applies to all volunteers and persons affected or associated in any way by the scope of this organization. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries. Together, we can prevent accidents and injuries, keeping each other safe and healthy.

Volunteers will go through training to prepare themselves to work with community members.

The training content and length will depend on the following criteria:

- *The position and the duties required of the volunteer activity/event
- *The experience and training the volunteer has prior to becoming a volunteer
- *The client's special needs or requests

In the volunteer training session, the volunteer will be briefed (at minimum) on the position within the organization and the behaviors that are considered acceptable and unacceptable by University of Mount Union.

The volunteer will also learn the specific responsibilities and duties of the position and any additional training for the use of equipment or tools. The volunteer will receive information on the policies of the organization and will be required to sign this commitment to safety form and a volunteer acknowledgement form. These forms serve as an official waiver in the event that the volunteer is injured while serving as a representative of University of Mount Union.

The primary responsibility of volunteers of University of Mount Union is to perform their duties in a safe manner in order to prevent injury to themselves and others. As a condition of your time spent with the organization, volunteers must become familiar with, observe and obey University of Mount Union's rules and established policies for health, safety and preventing injuries while volunteering or working. Additionally, volunteers **MUST** learn the approved safe practices and procedures that apply to their volunteer duties.

If a volunteer has any questions about how a task should be done safely, they are under instruction not to begin the task before discussing the situation with a supervisor or volunteer coordinator on duty. Together, they will determine the safe way to do the job.

NO VOLUNTEER IS EVER REQUIRED to perform work that they believe is unsafe or that they think is likely to cause injury or a health risk to themselves or others.

Staff Volunteers: Background Check & Motor Vehicle Record

All staff volunteers are required to have a criminal background check every 3 years and/or a motor vehicle background check every year (if applicable) as determined by Human Resources (see Volunteer Policy for details). Background checks will be paid by the host office/department that is using the volunteers.

GENERAL SAFETY RULES

Conduct

Horseplay and practical jokes are forbidden. Volunteers are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the volunteers or others at risk, or that threatens or intimidates others, is forbidden.

Drugs and Alcohol

Use and/or possession of illegal drugs or alcohol while volunteering or on volunteer time are forbidden. Reporting as a representative of the organization while under the influence of illegal drugs or alcohol is forbidden.

General Housekeeping

Clean up several times throughout the day, disposing of trash and waste in approved containers, wiping up any drips/spills immediately and putting equipment and tools away as you are finished with them.

- Do not place materials, such as boxes or trash, in walkways or passageways.
- Sweep up shavings from around equipment such as drill presses, lathes or planers by using a broom and a dust pan.
- Mop up water around drinking fountains, drink dispensing machines and ice machines immediately.
- Do not store or leave items on stairways.
- Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
- Do not block the walking surfaces of elevated working platforms, such as scaffolds, with tools or materials that are not being used.
- Straighten or remove rugs and mats that do not lie flat on the floor.
- Remove protruding nails or bend them down into the lumber by using a claw hammer.
- Return tools to their storage places after use.
- Use caution signs or cones to barricade slippery areas such as freshly mopped floors.

The following areas must remain clear of obstructions:

*Aisles/exits

*Fire extinguishers and emergency equipment

*All electrical breakers, controls and switches

Incident / Injury Reporting

All volunteer/work-related injuries must be reported to your supervisor or volunteer coordinator as soon as practicable. Failure to promptly report an injury may result in dismissal from the volunteer activity. An accident investigation will be conducted to determine the root cause of the accident. The injured volunteer may be asked to participate in the investigation.

The organization is committed to providing safety- and health-related orientation and training for all volunteers at all levels. University of Mount Union will maintain and support a program to educate and familiarize volunteers with safety and health procedures, rules and safe work practices. The training subjects and materials have been developed using industry best practices criteria and site-specific data.

The training may include, but not be limited to, the following:

- Organization-specific accident and incident data
- Hazards associated with the work area
- Hazards associated with a specific job or task
- Operation of equipment
- Personal protective equipment (PPE) use and care
- Emergency procedures
- Volunteer accident reporting requirements

If your contact person does not advise you regarding safety hazards, consider the following:

- Emergency exit location(s);
- Keep your eye on the path you are walking and avoid tripping and slipping hazards. When on stairs, maintain three-point contact (hand on rail and feet on stairs);

- When visiting construction sites, eye protection, hearing protection and hard hats are required. This equipment may be in the possession of University of Mount Union volunteers and may be provided by the site contact person.
- Wear shoes that support your feet and are slip resistant.
- Avoid clothing that is constrictive or too loose; loose clothing can get caught in machinery or other equipment.

These rules are established to help you stay safe and injury free. Violation of the above rules or conduct that does not meet minimum accepted work standards may result in dismissal. When working at different locations, volunteers are required to follow the above rules, as well as all location rules and procedures, and work in a manner that reflects positively on the organization.

Hazard Communication

All University of Mount Union employees have a right to know what chemicals they work with, what the hazards are and how to handle them safely.

Safety Data Sheets (SDS) are documents provided by the supplier of a chemical. SDS detail the chemical contents, associated hazards and general safe handling guidelines. At University of Mount Union, the SDS collection is located at the Physical Plant. Volunteers and employees are free to use the SDS as needed.

General rules for handling chemicals:

- Read all label warnings and instructions.
- Follow instructions for quantity – using more of a chemical is not always better.
- Minimize contact with chemicals – use double layer cloths or gloves to protect your skin, and keep your face clear of the area to reduce inhalation.
- Always wash your hands after handling chemicals.
- If a chemical enters your eye(s), immediately hold open the injured eye(s) and rinse with clean, cool water for 15 minutes. Then be sure to report the injury immediately.

Any questions or concerns regarding chemicals should be reported to your jobsite manager or volunteer supervisor.

Lifting

- Plan the move before lifting; ensure that you have an unobstructed pathway.
- Test the weight of the load before lifting by pushing the load along its resting surface.
- If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
- If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
- Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
- Face the load.
- Bend at the knees, not at the back. Keep your back straight.

- Get a firm grip on the object using your hands and fingers – use handles when they are present.
- Hold the object as close to your body as possible and do not twist at the waist.
- While keeping the weight of the load in your legs, slowly stand.
- Perform lifting movements smoothly and gradually; do not jerk the load.
- Set down objects in the same manner as you picked them up, except in reverse.
- Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and adjust your grip before lifting it higher.
- Never lift anything if your hands are greasy or wet.
- Wear protective gloves when lifting objects that have sharp corners or jagged edges.

Ladders & Stepladders

Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads or are otherwise visibly damaged. Keep ladder rungs clean and free of grease, and remove buildup of material such as dirt or mud.

Do not place ladders in a passageway or doorway without posting warning signs or cones that direct pedestrian traffic away from the ladder. Lock the doorway that you are blocking with the ladder and post signs that will direct traffic away from your work. Do not place a ladder at a blind corner or doorway without diverting foot traffic by blocking or roping off the area.

Allow only one person on the ladder at a time. Face the ladder when climbing up or down it. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder. Do not jump from ladders or step stools.

Do not stand on tables, chairs, boxes or other improvised climbing devices to reach high places. Use the ladder or stepstool. Do not stand on the top two rungs of any ladder. Secure the ladder in place by having another volunteer hold it if it cannot be tied to the structure. Do not move a rolling ladder while someone is on it. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases. Do not carry items in your hands while climbing up or down a ladder.

Machine Safety

Do not remove, alter or bypass any safety guards or devices when operating mechanical equipment such as mechanical power presses, press brakes, metal working lathes, radial arm saws, drills, horizontal mill, punch press or when bending/forming materials. Do not try to stop a workpiece as it goes through any machine. If the machine becomes jammed, disconnect the power before clearing the jam. Do not wear loose clothing, jewelry or ties around machinery. Read and obey safety warnings posted on or near any machinery. Long hair must be contained under a hat or hair net.

Hand Tool Safety

- Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
- Do not use damaged or defective tools. Do not use a tool if the handle surface has splinters, burrs, cracks or splits.
- When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
- Do not carry sharp or pointed hand tools such as screwdrivers, scribes, chisels or files in your pocket unless the tool or your pocket is sheathed.
- Do not perform makeshift repairs to tools.
- Do not throw tools from one location to another or from one volunteer/employee to another.
- Transport hand tools only in tool boxes or tool belts – do not carry tools in your hand or clothing, especially when climbing.

Health and Safety:

University of Mount Union is firmly committed to your safety. Health and safety should be the concern of every member of the campus community. Poor policies and practices in this area are reflected directly or indirectly in the economic growth of the whole community. If you see an unsafe working condition, report it to your volunteer supervisor or the Director of the Physical Plant.

Some examples of good safety practices are:

1. Maintain a work area that is clean and orderly.
2. Keep desk and cabinet drawers closed when not in use.
3. Have any defective equipment repaired or replaced.
4. Wrap broken glass, mark it, and put it aside (not in wastebasket) for the housekeeper.
5. Keep restrooms and storerooms clean and orderly.
6. Open one drawer of a file cabinet at a time to avoid an upset and evenly distribute stored materials to avoid empty bottom drawers that can cause an upset.
7. Take time to be safe - especially when using stairways. Walk – don't run.
8. Avoid use of makeshift equipment and tools.
9. Do not use extension cords over 6 feet in length except for temporary use (i.e. use with projectors).
10. Drive vehicles with care and watch for pedestrians.
11. Seat belts are required to be used in all Mount Union vehicles.
12. Texting and talking on a cellphone are not permitted while operating a Mount Union vehicle.

HUMAN RELATIONS

Every member of the campus community has a moral obligation to see that the University is a little better for their volunteer service or employment. The courtesy, which is extended to fellow campus community members, generates a spirit of human dignity. Consideration of other persons is reflected in the respect given and the attitude expressed toward fellow members of the campus community.

Safety Acknowledgements

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local and University of Mount Union policies and procedures. Failure to comply with these policies may result in dismissal. Respecting this, University of Mount Union will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Volunteers are responsible for following safe work practices, organization rules and for preventing accidents and injuries. Supervisors will establish lines of communication to solicit and receive comments, information, suggestions, and assistance from volunteers where safety and health are concerned.

By signing this document, I confirm the receipt of University of Mount Union's volunteer safety handbook. I have read and understood all policies, programs and actions as described, and I agree to comply with these set policies.

Volunteer PRINTED NAME

Volunteer Signature

Date