

	<b>Dimensions:</b> <b>Safety</b>	<b>HAO Standard:</b> <b>3.2 a</b>	<b>Policy:</b> <b>Safety #3</b>
	<b>Original Approval Date:</b> <b>March 17, 2003</b>	<b>Date Revised:</b> <b>February 2, 2009</b>	<b>Revision Approval Date:</b> <b>August 31, 2009</b>

**TOPIC: VOLUNTEER SAFETY**

**POLICY STATEMENT:**

The NNPCN (N/PS) has a process for informing volunteers of their roles and limitations according to safety protocol.

**PROCEDURE:**

1. Volunteers can only visit clients who have been assigned to them by their Team Leader or the Program Administrator.
2. The Team Leader or Program Administrator reviews the Client Assessment-Palliative Care (Form 002) and the Individual Palliative Care Plan (Form 089) with the Volunteer prior to visits commencing. Any unusual information, such as pets in the home, suspected abuse, hoarding of money, are discussed with the Volunteer before the first visit is made.
3. Volunteers may refuse an assignment or request a change of assignment at any time by advising their Team Leader or the Program Administrator.
4. Volunteers may refuse to enter the premises or deal with the clients if they feel the conditions are unsafe. Volunteers must advise their Team Leader/Program Administrator of the situation, and complete an Incident Report – (Form 027).
5. Safety is of primary importance. Volunteers are never required to compromise their personal safety in performing their duties.
6. Volunteers are included in the general liability insurance coverage of the NNPCN (N/PS). WSIB is not included.

**REVISION HISTORY:**

<b>DATE mm/dd/yyyy</b>	<b>REVISED BY</b>	<b>REVIEW ONLY (✓)</b>	<b>COMMENTS / MODIFICATIONS</b>	<b>BOARD APPROVAL DATE: mm/dd/yyyy</b>