

Policy & Procedure Manual

VOLUNTEER PLACEMENTS AND ORIENTATION - HR-VII-3

POLICY:

Once a volunteer has been accepted, a comprehensive orientation to the agency shall be completed. Where volunteers will have direct contact with persons with developmental disabilities, such orientation shall include initial and annual review of the agency Mission, Philosophy, Service Principles and Recipients Bill of Rights and Training on the Quality Assurance Measures and agency abuse protection, identification and reporting, review of applicable agency policies and procedures, as well as Non Violent Crisis Intervention training.

PURPOSE:

1. To ensure volunteers receive adequate information regarding OPTIONS NORTHWEST and its mission.
2. To inform volunteers of agency processes and expectations.
3. To ensure compliance with all relevant legislation, including Regulation 299/10.

PROCEDURE:

1. The Coordinator, Health & Safety will commence the orientation using Appendix A and B. The Coordinator will complete the name of volunteer on Appendix C and forward to the area supervisor for completion and return. The Health & Safety Coordinator will retain the completed policy signature page (Appendix B).
2. The placement Supervisor will complete the Area Orientation, using Appendix C. The placement supervisor will request a policy and procedure sign off document from the Receptionist/Secretary for volunteer sign-off as required. Any completed policy and procedure sign off sheets shall be forwarded to the Coordinator, Health and Safety for filing.

POLICY: HR-VII-3
DEPARTMENT: Human Resources
CATEGORY: Volunteers/Students
EFFECTIVE DATE: July 2021
SUPERSEDES VERSION DATED: April 2007
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RECOMMENDED BY: Director, Human Resources

APPENDICES: 3

OPERATIONAL ACCOUNTABILITY: Administration, Human Resources,
Community Services (all)

ORIGINAL POLICY DATE: November 2005

AUTHORIZED BY: Executive Director

SIGNATURE:

A handwritten signature in black ink, appearing to be "J. P. [unclear]", written over a horizontal line.

OPTIONS NORTHWEST
New Volunteer/Student Orientation

Name of Volunteer/Student: _____ Start Date: _____

Volunteer/Student Role: _____ Area of Assignment: _____

Mentor: _____

Topic	Date Attended/Received or N/A	Comments
<u>Documentation:</u>		
- Application Form		
- Interview Conducted		
- Police Record Check		
<u>Mandatory Agency Introduction:</u>		
- Oath of Confidentiality		
- Workplace Agreement (WSIB) (student only)		
- Assigned Policies and Procedures with explanation (day 1 read & sign)		
<u>Health Screening:</u>		
- Health Assessment		
- Universal Precautions		
- First Aid Procedures/Kit Locations		
- Reporting Illness/Injury		
Quality Assurance Measures Training (DVD)		
Discretionary Training - To be determined by the Placement Area Supervisor/ H&S Coordinator		
- Wellness/Injury Prevention		
- NCI (required when involved in direct support)		
- WHMIS		
- Charting & Confidentiality		
- Medication & Treatment Administration System		
- First Aid Certificate		
- Respecting Rights and Preventing Abuse		
- AODA Training		
- Health and Safety Awareness		
Other – Specify		

OPTIONS NORTHWEST
New Student/Volunteer Signature Page

Student/Volunteer Name: _____
(please print)

Date: _____

You are required to read the following Policies & Procedures:

Policy Title and Number	Effective Date	Date Read
Philosophy		
Mission Statement		
AD-I-1: Internal Reporting System		
AD-I-6: Incident Reporting And Follow Up		
AD-I-7: Serious Occurrence Reporting And Follow Up		
AD-I-10: Collection, Use and Disclosure of Recipients Personal Information		
AD-III-1: Abuse		
AD-III-2: Feedback Process		
AD-III-10: Service Principles and Recipients Bill of Rights		
HR-II-2: Confidentiality of Information		
HR-III-45: Employee Dress Code		
HR-III-19: Harassment Prevention		
HR-XI-1: Occupational Health & Safety		
HR-XI-4: Wellness and Injury Prevention Program		
HR-XI-23: Workplace Violence Prevention		

I have read and understand the above documents.

Student/Volunteer Signature: _____

Date: _____

Please return to Health & Safety Coordinator by: _____
(Date)

OPTIONS NORTHWEST
New Volunteer Orientation Placement
Checklist

Name of Volunteer: _____

Start Date: _____

Placement Location: _____

Place a checkmark (✓) once completed or mark N/A if not applicable

☐

TOUR AND INTRODUCTIONS

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FIRE ESCAPE PLAN/FIRST AID KIT

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EXPECTATIONS/ROLE

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VOLUNTEER SCHEDULES, SIGN-IN RECORD, PROCESS IF NOT ABLE TO COME IN

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RECIPIENT SPECIFIC INFORMATION

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PLACEMENT LOCATION SPECIFIC INFORMATION (i.e.: USE OF EQUIPMENT)

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PROVIDE POLICY & PROCEDURE SHEET FOR REQUIRED READING

Checklist Completed On: _____

Policy & Procedure Signature
sheet completed on: _____

Signature of Volunteer: _____

Signature of Supervisor: _____

Please forward to: Health & Safety Coordinator upon completion.

HR340/JAN 2013