

Serve Site Safety Agreement

Before Serve Day volunteers arrive, please review this document to help create an accident and injury-free day.

Highlight Physical Accommodations

- Please clearly state to volunteers that if a particular task they have been assigned or volunteered for seems like it is physically too difficult at any point, then you or a team leader should be notified, so you can accommodate for a different task or trade off with someone else.
- Please do not risk an injury or illness by allowing volunteers to continue with an activity that they have indicated is causing them to feel extremely short of breath, weak, or cause pain.

Be Aware of Surroundings and Volunteers

- Keep an eye out for safety hazards and educate volunteers regarding known safety hazards.
- If someone seems to be in distress, please alert the Team Leader so he or she may check on him or her right away.

Look For Safe Lifting Practices

- If volunteers are lifting objects at your site, take notice that they are lifting by bending at the knees while keeping their back straight. If an object seems too heavy for someone to lift, do not allow them to try on their own; ask more volunteers to come and assist.

Consistently Encourage Volunteers to Drink Plenty of Water & Use Sunscreen

- Regularly ask and check in with volunteers about drinking plenty of water throughout the day. Remind them to drink water *before* they are thirsty, and every 15-30 minutes if possible.
- The team leader should have sunscreen so please make sure everyone working outside is using it.
- Please make sure the Team Leader and participants know where to find water to refill water bottles.

Work in Groups of 3 or More

- We require that volunteers work in groups of 3 or in public places. Volunteers should not be alone with another participant at any point in time.

Ladder Use Policy

- Do not allow the use of a ladder that is more than 8 feet high. Volunteers' feet should not be more than

6 feet above the ground and never allow the use of the top few steps of the ladder

- Ensure that ladders are safe, stable, and placed on level ground for use. Remind volunteers to use a spotter to hold the ladder while they work.

Power Tool Use Policy

- Use of power tools must be approved by the team leader or safety leader. Only experienced volunteers may use such tools. Do not allow the use of power tools unless ear and eye protection are worn.

Gloves, Safety Goggles, Etc.

- Volunteers should wear gloves that are appropriate for the type of work you are having them do. If you do not have gloves available, please let our team know so we may provide them for volunteers.
- If volunteers are working around air-borne debris, please require that they wear safety goggles.
- If you indicate the presence of poison oak or poison ivy to the Serve Day team, the team leader will have a poison oak kit. Please also educate the group on how to avoid these types of hazards.

Know Where to Find a First-Aid Kit

- Please show the Team Leader where the first aid kit is. If someone has had first aid training, ask that person for assistance if first aid is needed.

Be Aware of Increased Physical Activity; Regularly Encourage Stretching and Resting

- Some volunteers may be participating in work that is more physical than they are used to and/or for a longer period of time than usual. Because of this, they may be more at risk for injury, so we ask you to encourage or facilitate volunteers to take a few minutes to stretch their limbs before beginning any physical activity and at the end of the day to help muscles relax and reduce muscle soreness.
- Encourage them to take breaks as needed. If it is a hot day, please have them rest in the shade as you are able.

Request Emergency Assistance When Necessary | Report Injuries and Property Damage

Injuries and property damage should be reported to the Team Leader assigned to each group.

In the event of an emergency, please call 911 immediately.