

Volunteer Coordinator (VC) Occupational Health and Safety Instructions



1. Once assigned, VC completes online [Volunteer Coordinator OHS Orientation](#) in Enterprise Learning.
2. VC completes "[Volunteer Hazard Assessment](#)" form(s) for EACH activity.
 - The hazard assessment identifies required health and training to be completed by the Volunteer before the activity and a list of personal protective equipment (PPE) for the Volunteer to bring or that they will be provided with and required to wear.
 - Faculties/Units/Departments may retain Volunteer Hazard Assessment(s) as templates for future volunteer opportunities.
3. VC makes the completed Volunteer Hazard Assessment(s) available to Volunteers to review before they sign up for a volunteer activity.
4. VC verifies that Volunteers have completed the Volunteer OHS Orientation by:
 - Confirming the Volunteer's 'attestation' in Better Impact, or
 - Receipt of the 'Confirmation of Completion' records obtained from Volunteers. Volunteers generate these records from "My Learning" in Enterprise Learning.
5. VC verifies that Volunteers have completed all required health and safety training as identified on the Volunteer Hazard Assessment.
 - Volunteers are instructed to send 'Confirmation of Completion' records (generated from Enterprise Learning) to the VC for verification.
 - 'Confirmation of Completion' records must be retained. See step 8.
6. VC prints a copy of the completed Volunteer Hazard Assessment and uses the document to conduct the On Site Orientation with Volunteers. VC review the Hazard Assessment, updates the document if there are changes, provides Volunteers with personal protective equipment (PPE) and PPE training as required.
7. After Volunteers have signed and dated the completed Hazard Assessment, the VC also signs and dates the Hazard Assessment.
8. After the activity has concluded, VC sends the signed Hazard Assessment and all 'Confirmation of Completion' training records to Department Administrator.
 - Records must be retained by the Faculty/Unit/Department for a minimum of 3 years and must be readily available for regulatory and audit purposes.
 - Documents may be retained in hard copy in the OHSMS Departmental Manual by the Departmental OHSMS Coordinator or electronically by the Department Administrator.
9. Contact Environment, Health and Safety at ucsafety@ucalgary.ca or 403.220.6345 for questions about health and safety and these steps.