

# Volunteer Safety Guidelines

**I. Purpose** The purpose of these Safety Guidelines is to ensure the well-being of volunteers, clients, and staff while promoting a safe and secure environment for all activities conducted by Guided Path Terminal Cancer Support ("the Organization").

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## II. General Safety Rules

1. Always prioritize your safety and the safety of others during volunteer activities.
  2. Report any unsafe conditions, hazards, or incidents to your supervisor immediately.
  3. Adhere to all instructions provided during training and follow organizational policies and procedures.
  4. Avoid engaging in tasks that you are not trained or authorized to perform.
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## III. Personal Safety

1. Dress appropriately for your volunteer role. Appropriate dress may depend on event location and format.
  2. Stay hydrated and take breaks as needed to avoid fatigue.
  3. Avoid working alone in isolated areas; ensure you have a partner or supervisor present.
  4. Refrain from lifting heavy objects or performing strenuous activities without proper training or assistance.
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## IV. Client Interactions

1. Always maintain professional boundaries with clients and their families.
  2. Respect the privacy and dignity of clients; never share their personal information without consent.
  3. If a client becomes distressed or exhibits behavior that poses a risk, remain calm and notify your supervisor immediately.
  4. Do not administer medications or perform medical tasks.
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## V. Transportation Safety

1. Avoid using personal vehicles for transportation of clients unless approved by the Organization.
  2. Volunteers who transport clients or supplies must hold a valid driver's license, show proof of insurance and agree to a driving record check.
  3. Ensure that vehicles are in good working condition and that all passengers wear seat belts.
  4. Follow all traffic laws and drive responsibly.
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## VI. Emergency Preparedness

1. Familiarize yourself with emergency procedures, including evacuation routes and contact numbers.
  2. Carry a charged phone and emergency contact information during volunteer activities.
  3. In the event of an emergency, prioritize personal safety and follow the instructions of emergency personnel.
  4. Notify your supervisor as soon as possible after an emergency incident.
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## VII. Infectious Disease Precautions

1. Follow current health guidelines, including wearing masks, maintaining physical distance, and practicing good hand hygiene.
  2. Avoid volunteering if you feel unwell or have been exposed to contagious illnesses.
  3. Sanitize any shared equipment or surfaces after use.
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## VIII. Reporting and Documentation

1. Report any accidents, injuries, or safety concerns to your supervisor immediately.
  2. Complete an Incident Report Form for all accidents or near-miss incidents.
  3. Document and report any unusual situations involving clients or fellow volunteers.
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# Volunteer Safety Guidelines

## IX. Prohibited Activities

1. Volunteers must not:
    - Use alcohol or illegal substances while performing volunteer duties.
    - Smoke or vape around clients or in view during public events.
    - Bring weapons of any kind or hazardous materials to volunteer sites or events.
    - Engage in any activities that compromise the safety or reputation of the Organization.
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**X. Acknowledgment** By following these Safety Guidelines, volunteers contribute to a secure and positive environment that upholds the mission of Guided Path Terminal Cancer Support. If you have any questions or concerns about safety procedures, please contact your supervisor immediately.

### Acknowledgment:

Volunteer Name: \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_