

# Volunteer Coordinator (VC)

## Occupational Health and Safety Instructions



1. VC completes online [Volunteer Coordinator OHS Orientation](#) in Enterprise Learning.
2. VC completes The applicable [Hazard Assessment](#) form(s) for EACH activity/program.
  - The hazard assessment identifies required health and training to be completed by the Volunteer before the activity and a list of required personal protective equipment (PPE) for the Volunteer.
3. VC makes the completed 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:
  - Email notification generated by the Better Impact system to designated coordinator; or
  - Review volunteer's Better Impact profile and confirm Volunteer OHS.v2021 qualification is updated to "complete" status.
5. VC verifies that Volunteers have completed all other required health and safety training, if applicable and as identified on the Hazard Assessment.
6. VC prints a copy of the completed Volunteer Hazard Assessment and uses the document to conduct the On Site Orientation with Volunteers.
  - VC reviews the Hazard Assessment, updates With any needed changes, provisions volunteers with personal protective equipment (PPE) and PPE training as required.
7. After Volunteers have signed and dated the completed Hazard Assessment, the VC signs and dates. It to be retained in the department's files.
8. VC submits the signed Hazard Assessment to Dept Coordinator for records retention.
  - Records must be retained by the Faculty/Unit/Department for a minimum of 3 years and 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 (scanned version of signed form) by the Dept Coordinator.
9. Contact Environment, Health and Safety at [ucsafety@ucalgary.ca](mailto:ucsafety@ucalgary.ca) or 403.220.6345 for questions about health and safety and these steps.