

Section: Human Resources - Health and Safety

Health and Safety Roles and Responsibilities of KidsAbility Visitors and Volunteers	Date Approved:	October 2021
	Director Responsible:	Director of People & Culture
	Date for Review:	October 2025

PURPOSE

DEFINITIONS

SCOPE

The entire organization

POLICY

The duties and responsibilities of the KidsAbility visitors and volunteers shall be established in this procedure to ensure they are following the safety rules of KidsAbility.

Procedure:

Visitors and the General Public when on KidsAbility Premises must:

- Be informed of the necessary health and safety policies and expected to behave in a manner consistent with KidsAbility policies and procedures as required.
- Be informed this is a smoke free, nut free facility
- Remain out of restricted areas
- Follow the posted signs
- Report any hazards or unsafe conditions to the person they are visiting
- Report immediately any injuries
- In the event of an emergency please follow the service provider you are working with or leave the building via the nearest emergency exit.

All visitors to the centre must sign in at Reception and read the laminated card in the sign in book outlining the above points.

Volunteers must:

- Be informed of the necessary health and safety policies and expected to behave in a manner consistent with KidsAbility policies and procedures as required.
- Abide by the polices in the Volunteer Services Manual as outlined in the orientation
- Receive an orientation prior to commencing volunteer work
- Abide by the nut free, smoke free policy
- Remain out of restricted areas
- Follow the posted signs
- Report any hazards or unsafe conditions to the person they are visiting
- Report immediately any injuries
- In the event of an emergency please follow the service provider you are working with or leave the building via the nearest emergency exit
- Participate in COVID 19 & Personal Protective Equipment Training
- Review and adhere to the COVID 19 Vaccination Policy

All volunteers must sign in at the Volunteer Computer station identified during their orientation process if at the

Waterloo site, or as directed by their KidsAbility contact.

Communication:

Posted signs shall indicate all visitors must sign in at Reception.

Evaluation

The visitors log will be reviewed periodically by the Health & Safety Committee. This review shall be incorporated in the monthly inspection reports.

PROCEDURE

REFERENCE

APPENDICES