



Middlesex United Way

Day of Caring Risk Assessment Checklist

The following risk assessment checklist will help ensure that your Day of Caring project, staff, and volunteers will be as safe as possible. The checklist should be completed for each project and/or project site.

Overall Safety

- Adequate liquids are available to volunteers to ensure proper hydration to eliminate heat stress exposure. Adequate breaks will be made part of any projects where the temperature is greater than 85 degrees.
- Fully stocked first-aid kit is available and readily accessible at all project sites.
- Individual trained in first-aid/CPR available at each work site.
- List of emergency numbers is available and readily accessible at each work site.
- Working phone is available at each work site.
- No volunteer will work alone at sites.
- Volunteers will work in larger groups in areas identified by law enforcement as high-crime areas or will be provided with local security.
- Power tools/equipment will be checked for safety by a qualified tradesperson prior to use by volunteers.
- No volunteer will operate power tools or equipment without prior authorization, and minors should never operate power tools.
- Volunteers will be canvassed to ascertain particular allergies to plants, insect bites, respiratory sensitivity, sensitivity to chemical vapors and other personal health issues prior to beginning project.
- Personal protective equipment is available for each task, as applicable. (Safety glasses, hearing protection, gloves, hard hats, respirators, etc.)

- ❑ Staff will ensure that volunteers are properly dressed for the task prior to the start of activities

Specific Projects

Clean-Up Projects (trash and waste removal, general housekeeping):

- ❑ Volunteers will be encouraged to use gloves: watch for sharp items, biohazards, puncture hazards, etc.
- ❑ Volunteers will be supervised to ensure safe operation of power equipment.
- ❑ Only experienced volunteers will operate power equipment.
- ❑ Personal safety equipment will be available for use by all volunteers.
- ❑ Proper gloves will be used.
- ❑ Lightning safety will be practiced in the event of thunderstorms.

Painting and Preparation:

- ❑ Potential hazard exposure determined by reading safety data and warning labels on all paints, solvents and thinners.
- ❑ Water-based paints used wherever possible.
- ❑ Dust masks and respirators are available and will be used by volunteers involved in sanding, scraping or in areas of poor ventilation.
- ❑ Ladder and scaffolding safety will be practiced.
- ❑ Ensure safe use of any electrical painting equipment.
- ❑ Construction
- ❑ Ground fault protection used for tools outside or in bathrooms or other wet areas.
- ❑ Safety glasses and hearing protection will be available and used.
- ❑ Volunteers will wear proper footwear (no athletic shoes).

Splitting Firewood:

- ❑ Safety glasses will be made available and used.

- ❑ Only qualified, experienced operators will use hydraulic/electric equipment.

Cleaning Animal Pens:

- ❑ Advise volunteers to use caution to avoid slipping on animal waste, holes or other uneven surfaces.
- ❑ Dust masks/respirators will be used when adding or removing bedding material.
- ❑ Proper personal hygiene will be stressed.
- ❑ Volunteers will be alerted to animal habits and behaviors.
- ❑ Hand protection will be used.
- ❑ Caution will be stressed to volunteers working with or around sharp pointed tools such as pitchforks and rakes.

Child Care:

- ❑ Agency representatives will be present during all interactions between volunteers and children to guard against any behaviors that could endanger the child or be potentially harmful to the volunteer.
- ❑ If appropriate and necessary, have volunteers sign disclosure statement or confidentiality statements prior to event.