

(Volunteer Coordinator Checklist)

Adopting Organization: _____

Volunteer Coordinator: _____ Date: ___ / ___ / ___

Work location will be from _____
to _____

Safe parking/site staging area established _____

Briefing (check completed items)

- Ensure the advance warning/work ahead signs are placed at the beginning and end of the work area (*District Staff to place the signs*)
- Confirm that each work group has a minimum of 3 people
- Reviewed the **Adopt-a-Road Volunteer/Crew Chief Safety Briefing** with participants.
- Safety information and hazard identification that would be specific to the site
- Volunteer's name and contact numbers are recorded and confirmed on **the Adopt-a-Road Sign In and Out** form.
- Confirm all participants are "Eligible".
- Objectives of the day have been set and discussed.
- Give participants information about the work plan and schedule for the day. Hours of operations _____ TO _____.
- Check communications.
- Distribute safety vests, gloves, garbage bags and any other equipment.
- Check volunteer's clothing to ensure it is appropriate / suitable for conditions.
- Designated first aid person(s) identified, first aid kit on-site and procedures for summoning first aid / reporting injuries communicated.
- Emergency numbers: Fire, Police, Ambulance call 911.**
- Evacuations: Location of nearest hospital: Kelowna General Vernon Jubilee
2268 Pandosy St 2101 – 32nd Street
250-862-4000 250-545-2211
- Record any injuries to participants on the **Adopt-a-Road Volunteer's Report of Injury** form and report them to the District of Lake Country.
- Have cell phone available at all times.