**This Policy was adopted by the board on November 21, 2016**

**Evergreen Conservancy Safety Policy**

Notice

This Volunteer Safety Manual has been prepared to inform you of Evergreen Conservancy’s volunteer practices, and policies, as well as the benefits provided to you as a valued volunteer.

Some Things You Must Understand

The policies in this Volunteer Safety Manual are to be considered as guidelines.

* Evergreen Conservancy, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this Volunteer Safety Manual at any time without prior notice as business, employment legislation, volunteer and economic conditions dictate.
* Any such action shall apply to existing as well as to future volunteers.
* Volunteers shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked.
* No one other than the Board of Evergreen Conservancy may alter or modify any of the policies in this Volunteer Safety Manual. Any alteration or modification of the policies in this Volunteer Safety Manual must be in writing. Volunteers will be apprised of revisions to the policy manual.

Safety

General Volunteer Safety

Evergreen Conservancy is committed to the safety and health of all volunteers and recognizes the need to comply with regulations governing injury and accident prevention and volunteer safety. Maintaining a safe work environment, however, requires the continuous cooperation of all volunteers.

Evergreen Conservancy will maintain safety and health practices consistent with the needs of the Conservancy. If you are ever in doubt about how to safely perform a job, it is your responsibility to ask for assistance. Any suspected unsafe conditions and all injuries that occur on the job must be reported immediately. Compliance with these safety rules is considered a condition of volunteer work. Therefore, it is a requirement that the Evergreen Conservancy Board make the safety of volunteers an integral part of regular management functions. It is the responsibility of each volunteer to accept and follow established safety regulations and procedures. Evergreen Conservancy strongly encourages you to communicate with the Board regarding safety issues.

Reporting Safety Issues

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to the President/Vice President or Board member of Evergreen Conservancy. If you or another volunteer is injured, you should contact outside emergency response agencies, if needed. The Volunteer's Claim for Compensation Benefits must be completed in all cases in which an injury requiring medical attention has occurred.

Safety Rules

Evergreen Conservancy will strive to provide a hazard-free working environment for our volunteers.

Volunteers must work with a partner at all times. No one is to go into the field alone since accidents can happen. If you must go alone, inform someone of the time you will be gone, when you will return and where you are going.

**Accidents or Illness on the Job**

Even with the best safety program, accidents and illness periodically occur on the job.

Upon an incident of work-related injury or illness, volunteers are responsible to inform the President of Evergreen Conservancy immediately. Failure to notify the appropriate persons immediately could result in loss of benefits.

If medical treatment is necessary, volunteers will be asked to seek medical attention. Claim notice must be given to the Federal Insurance Company through the Evergreen Conservancy Policy Holder. Failure to follow this procedure may jeopardize volunteer’s benefit coverage.

Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all Evergreen activities. We want to protect you against industrial injury and illness.

Below are some general safety rules to assist you in making safety a regular part of your work.

**Volunteer Benefits Insurance**

All Volunteers of Evergreen Conservancy are insured under Evergreen Conservancy’s Insurance Policy for hazards involved with volunteer duties while participating in volunteer duties pursuant to a formal program supervised by Evergreen Conservancy whether on or off premises or traveling directly to and from such volunteer duties.

Insurance covers accidental death and dismemberment, disappearance, exposure and accidental medial expense incurred from treatment of bodily injury for medically necessary charges and services. Accidental Medical Expense does not apply to charges and services in which the insured person has no obligation to pay, injury where worker’s compensation or occupational injury benefits are payable, any injury occurred while fighting (except in self-defense); treatment that is educational, experimental or investigational in nature; if the person is employed by Evergreen Conservancy; or treatment involves conditions caused by repetitive motion injuries or cumulative trauma not as a result of accidental bodily injury.

Insurance exclusions include any accident or loss involving an aircraft; incarceration; intoxication of insured person; narcotic use; service in the Armed Forces; suicide or intentional injury; war; trade sanctions; and disease and illness (excluding bacterial infection caused by accident or accidental consumption of a substance contaminated by bacteria).

For more information on Volunteer Insurance, contact the Evergreen Conservancy President to review the insurance policy.

Working Safely

Safety is everyone's responsibility. Remind your co-workers about safe work methods. Immediately report any suspected hazards and all accidents to the Board.

Lifting

Ask for assistance when lifting heavy objects or moving heavy furniture. Bend your knees, get a firm grip on the object, hold it close to your body and space your feet for good balance. Lift using your stronger leg muscles, not your weaker back muscles.

Materials Handling

Do not throw objects. Always carry or pass them. Use flammable items, such as cleaning fluids, with caution. Also, stack materials only to safe heights.

Trash Disposal

Keep sharp objects and dangerous substances out of the trash can. Items that require special handling should be disposed of in accordance with accepted practices.

Housekeeping

To prevent slips and tripping, clean up spills and pick up debris immediately.

Preventing a Fall

Keep aisles, work places and stairways clean, clear and well lighted. Walk, don't run. Watch your step. Be careful outdoors, be sure of your footing.

Handling Tools

Exercise caution when handling objects and tools. Do not use broken, defective or greasy tools. Use tools for their intended purpose only. Wear safety glasses or goggles whenever using a power tool.

Falling Objects

Store objects and tools where they won't fall. Do not store heavy objects or glass on high shelves.

Using Ladders

Place ladders securely. Do not stand on boxes, chairs or other devices not intended to be used as ladders.

Electrical Hazards

Do not stand on a wet floor while using any electrical apparatus. Keep extension cords in good repair. Don't make unauthorized connections or repairs. Do not overload outlets.

Fire Extinguishers

Know where fire extinguishers are and how to use them indoors.

Report Injuries

Immediately report all injuries, no matter how slight, to the Board.

Ask Questions

If you are ever in doubt regarding the safe way to perform a task, please do not proceed until you have consulted the Evergreen Conservancy President. Volunteers will not be asked to perform any task that may be dangerous to their health, safety or security. If you feel a task may be dangerous, inform someone on the Board at once.

We strongly encourage volunteer participation and your input on health and safety matters. Volunteers may report potential hazards and make suggestions about safety without fear of retaliation. We appreciate, encourage and expect this type of involvement! The success of the safety program relies on the participation of all employees. Though it is the Evergreen Conservancy’s responsibility to provide for the safety, health and security of its volunteers during working hours, it is the responsibility of each volunteer to abide by all safety rules, regulations and guidelines.

Fire Prevention

Know the location of the fire extinguisher(s) in your area and make sure they are kept clear at all times. Notify the Evergreen Conservancy President if an extinguisher is used or if the seal is broken. Keep in mind that extinguishers that are rated ABC can be used for paper, wood, or electrical fires. Make sure all flammable liquids, such as alcohol, are stored in approved and appropriately labeled safety cans and are not exposed to any ignition source.

In Case of Fire

If you are aware of a fire, you should:

* Dial 911 or (724) 349-1428 for non-emergency calls to the 911 Center.
* If possible, immediately contact the Evergreen Conservancy President. Evacuate all persons from the area.
* If the fire is small and contained, locate the nearest fire extinguisher. This should only be attempted by volunteers who are knowledgeable in the correct use of fire extinguishers.
* If the fire is out of control, leave the area immediately. No attempt should be made to fight the fire.

When the fire department arrives, direct the crew to the fire. Do not re-enter the building or area until directed to do so by the fire department.

Emergency Evacuation

If you are advised to evacuate the building, you should:

* Stop all work immediately.
* Contact outside emergency response agencies, if needed.
* Shut off all electrical equipment and machines, if possible.
* Walk to the nearest exit, including emergency exit doors.
* Exit quickly, but do not run. Do not stop for personal belongings.
* Proceed, in an orderly fashion, to a parking lot near the building.

Do not re-enter the building until instructed to do so.

Property and Equipment Care

It is your responsibility to understand the machines needed to perform your duties. Good care of any machine that you use during the course of your volunteer work, as well as the conservative use of supplies, will benefit you and Evergreen Conservancy. If you find that a machine is not working properly or in any way appears unsafe, please notify the Evergreen Conservancy President immediately so that repairs or adjustments may be made. Under no circumstances should you start or operate a machine you deem unsafe, nor should you adjust or modify the safeguards provided.

Do not attempt to use any machine or equipment you do not know how to operate, or if you have not completed training on the proper use of the machine or equipment.

**Water Safety**

No Swimming at Tanoma.

If you are going into the water, use your best judgment. Do not enter the water if the current is strong, if there are flash flood warnings and/or if you are by yourself. If you are in a boat you must wear a PFD.

Smoking and Illegal Substances

Smoking and illegal substances are not permitted at Tanoma.

**Emergency Contact Numbers**

Evergreen Conservancy President: Cindy Rogers 724-422-4333 (Cell)

724-349-4333 (Home)

Evergreen Conservancy Vice President: Malcolm Herman 724-422-0213 (Cell)

724-397-9359 (Home)

Fire/Emergency 911

Indiana State Police 911 or 724-357-1960