Volunteers Policy

Effective: September 2000
Reviewed: June 2023
Revised: June 2023
Signature/Position: Vice-President, Finance and Operations

Applicable Legislation:

Occupational Health and Safety Act (OHSA), R.S.O. 1990

Applicability:

This Policy applies to all University of Guelph programs and facilities that may host volunteers.

Policy Statements:

1. Only employees authorized by their Directors or department Chairs shall accept persons as volunteers at the University of Guelph.
2. Environmental Health and Safety (EHS) shall be consulted about volunteer activities that may include direct involvement with laboratory work, use of chemicals, biohazards, radioactive sources, operation of motorized equipment or handling of animals.
3. Information related to the potential or inherent risks associated with the volunteer activity shall be provided to the prospective volunteer prior to the commencement of the volunteer service.
4. All volunteers must complete and sign the Release and Indemnification form for Volunteers which can be obtained from the EHS website [1].
5. Prospective volunteers shall be given time to read and understand the Release and Indemnification form for Volunteers and to seek advice about the form, if requested.
6. Copies of the completed Release and Indemnification form for Volunteers shall be forwarded to Environmental Health and Safety using ehs@uoguelph.ca [2] prior to a volunteer commencing any volunteering activity.
7. Orientation, and training, including required Accessible Service Provision (AODA) training [3], and Diversity and Human Right's (DHR) Principles of Belonging [4] training on equity and inclusion, shall be provided for all volunteers at the commencement of their volunteer service.
8. Authorized employees shall provide supervision for all volunteers throughout their service.

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Links
[1] https://www.uoguelph.ca/hr/about-hr/environmental-health-safety-ehs/ehs-programs-policies-guidelines-and-forms/ehs-waivers [2] mailto:ehs@uoguelph.ca [3] https://courselink.uoguelph.ca/d2l/home/25061 [4] https://www.uoguelph.ca/diversity-human-rights/educational-resources-training/principles-belonging-anti-oppression-anti-racism [5] https://www.uoguelph.ca/hr/page-category/policy