

**PER 15: VOLUNTEER POLICY**

1. The library is committed to the utilization of all available resources to further its goals. It has been demonstrated that volunteers can enrich library services and inform the public about library services. Within an effectively managed program, volunteers can perform tasks efficiently and responsibly.
2. Volunteers shall only be used by the Library to enrich or expand library services, or to free skilled paid staff for other duties. Volunteers shall not be used to replace paid employees.
3. The Chief Executive Officer shall be responsible for selecting, interviewing, assigning, and terminating volunteers.
4. Each volunteer shall have a specific paid staff member to whom he or she reports and with whom to discuss problems.
5. Each volunteer shall be made aware of the Library's rules and expectations.
6. In the event of an opening for a paid position on the Library staff, volunteers who apply for the position shall be evaluated on the same basis as all other applicants.
7. A volunteer shall perform his or her duties in the Library in the presence of at least one paid staff member or one member of the Board.
8. When taking on the services of a volunteer or volunteers, the Library shall take steps to ensure that appropriate coverage has been obtained for Worker's Compensation and liability.
9. All volunteers applicants shall be asked to complete an application form stating: date of application; name, address and telephone number; emergency contacts; days and times available; starting date; relevant education and/or experience; interests and skills.
10. Each volunteer selected to perform duties at the library shall be required to sign a volunteer agreement and shall be provided with a volunteer job description.

Date: \_\_\_\_\_ Chairperson: \_\_\_\_\_

PER 16:

Application to Volunteer at the County of Prince Edward Public Library					
Name:		Age:* (students only)		Phone Number:	
Street Address:					
Mailing Address:					
<b>Education:</b>	<b>High School/GED</b>			<b>University/College</b>	
	Name:		Name:		
	Location:		Location:		
	Years Attended:		Degree/Area of Study:		
Why are you interested in volunteering at the library?					
If volunteer hours have been assigned for a school or program, please indicate:					
Name of School/ Program:					
Number of Hours:		Date by which hours must be completed:			
When are you available to volunteer?	Monday : ____ to ____ Tuesday: ____ to ____ Wednesday: ____ to ____ Thursday: ____ to ____ Friday: ____ to ____				
Which branch would you like to volunteer at?					
References: Please list two people whom we may contact as references for your application, and include contact information. (These should not be relatives, but could be teachers, employers or other community					

members.)

- Check to indicate that you have read the health and safety policy (on back)

## **Health and Safety Information (Volunteer Application form)**

### **Duties of a Worker, Section 28**

A worker shall:

- Work in compliance with the Act and Regulations
- Use or wear any equipment, protective devices or clothing required by the employer
- Report any known missing or defective equipment, or protective device to the supervisor or employer
- Report any known violation of the Act or regulations to the supervisor or employer
- Not remove or make ineffective any protection device required by the regulations or the employer
- Not use or operate any equipment or work in a way that may endanger any worker
- Not use or operate any equipment or work in a way that may endanger any worker
- Not engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

### **HEA- 4: Workers' Rights**

The Act gives three basic rights:

#### **1. *The Right to Participate***

Workers have the right to be part of the process of identifying and resolving workplace health and safety concerns. This right is formally expressed through worker membership on Joint Health and Safety Committees and informally through fulfilling their duties to report unsafe conditions, making suggestions, etc.

#### **2. *The Right to Know***

Workers have the right to know about any potential hazard to which they may be exposed. This means the right to receive training and information on machinery, equipment, working conditions and potentially hazardous substances. The Act and WHIMIS Regulation play an important role in giving workers the right to know.

#### **3. *The Right to Refuse Unsafe Work***

A worker has the right to refuse unsafe work that he or she has reason to believe may endanger him/herself or another worker.

The Act describes the exact process for refusing dangerous work and the responsibilities of the supervisor, JHSC member designated to handle work refusals, and the refusing worker.

**For more information: please feel free to ask any library staff person or a member of the health and safety committee member (Barbara Sweet, Kathy Elley, Peggy Leavey, or Liz Zylstra)**

