

SAFETY & SECURITY POLICIES

Workplace Safety and Security

In order to provide a secure, safe and healthy work environment for volunteers, the Central Maryland Chapter periodically provides information to volunteers about workplace safety, health, and security issues through regular internal communication means such as meetings, memos or other written communications.

Volunteers are discouraged from bringing large amounts of cash or other personal valuables to work unless absolutely necessary. The Central Maryland Chapter is not responsible for volunteers' personal items that are lost or stolen.

Some of the best safety improvement ideas come from volunteers. Those with ideas, concerns or suggestions for improved safety and security in the workplace are encouraged to bring them to management's attention so that the safety and welfare of all volunteers can be improved. Volunteers should feel free to report, without fear of retaliation, any condition which they believe poses a safety, health or security risk in the workplace. The Central Maryland Chapter will investigate such reports promptly and thoroughly and take appropriate corrective action. Further, any comments or jokes regarding threats of violence will be taken seriously, and dealt with appropriately and promptly.

Each volunteer is expected to obey safety rules and to exercise caution in all work activities. Volunteers must report any unsafe condition to their supervisor immediately. Volunteers who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, take action to remedy such situations, may be subject to disciplinary action, up to and including separation.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, volunteers should immediately notify their supervisor. Such reports are necessary to comply with laws and initiate insurance benefit procedures.

Injuries While Volunteering

All volunteers are expected to follow appropriate safety guidelines while volunteering. However, even under the best circumstances, an accident may occur.

If a volunteer is injured, even slightly, the volunteer is expected to immediately stop the activity that caused the injury and seek first aid or medical attention if necessary. The volunteer must inform his or her supervisor about the incident and complete an incident report. If the volunteer is unable to reach the supervisor, the volunteer must contact the Department of Human Resources and Volunteers. The volunteer should not resume the activity until treatment has been provided and/or he or she has been given a supervisor's approval to continue the activity.

For information about insurance please refer to the 'Insurance for Volunteers' section in this handbook. Volunteers who become unable to work because of a volunteer-related illness or injury must inform their supervisor as soon as possible.

Use of American Red Cross Vehicles

From time to time, volunteers may be required to travel as part of their responsibilities. Volunteers who drive as part of their responsibilities are required to do so in a friendly, courteous and safe manner. It is the policy of the Central Maryland Chapter to make sure its drivers are qualified and legally authorized to operate motor

vehicles used in the course of company business in a safe manner. Only those volunteers who meet the qualifications of the Central Maryland Chapter's vehicle policy are allowed to operate Central Maryland Chapter vehicles or operate a personal vehicle on Central Maryland Chapter business.

Drivers are responsible for the safe operation of their vehicle. At no time are they permitted to subject a Central Maryland Chapter vehicle to abuse through careless or reckless operation.

Drivers are required to notify the Central Maryland Chapter of license suspensions or revocations, and to report accidents or damage to company vehicles within 24 hours no matter how insignificant they appear. Drivers who fail to comply with these rules may face disciplinary action, up to and including separation.

Seat belts must be used at all times, by both the driver and all occupants of the vehicle. Failure to use seat belts properly will also be cause for disciplinary action. Smoking is prohibited in Red Cross vehicles.

No driver may operate a motor vehicle while the driver's ability or alertness is so impaired, through fatigue, illness, taking medication or any other cause, as to make it unsafe for the driver to operate the vehicle. Volunteers who drive Red Cross vehicles while under such conditions, which could impair their driving ability, face disciplinary action, up to and including separation.

Drivers can be disqualified from driving vehicles for a number of reasons, including involvement in a number of accidents, or a demonstration of disregard for the safety of the public, as evidenced by excessive speeding, reckless driving, driving under the influence, driving while his/her license is suspended or revoked, other evidence of reckless driving, failure to report an accident and/or breaking any motor vehicle laws.

Parking and traffic fines incurred while utilizing vehicles are the responsibility of the driver and will not be paid by the Central Maryland Chapter.

Red Cross Property

The Central Maryland Chapter of the American Red Cross works to prevent property loss of any kind. All property used to conduct business belongs to the Central Maryland Chapter. The Central Maryland Chapter assumes no liability for personal property brought into the workplace or any Red Cross worksite.

Identification

In order to facilitate identification and communication, the American Red Cross logo and volunteer name identification should be clearly visible when you are representing the American Red Cross. New volunteers will be issued identification badges which should be worn at all times when on Central Maryland Chapter premises or when serving on Red Cross business off-site. Lost badges should be reported to the Department of Human Resources and Volunteers immediately so that a new badge can be issued. Badges must be turned in when a volunteer's service with the organization ends.

Emergency Evacuation Procedures

The Central Maryland Chapter has developed an Emergency Evacuation Procedure for the Mount Hope Headquarters. Volunteers will receive details from their supervisor. An evacuation plan is posted in each department.