

VRC Staff Tasks – Safety Trainers

(Station #4 Safety Briefing)

Your job is to brief all new volunteers on what to expect at their job sites, how to be safe while volunteering and how to take good care of themselves after their experience. When a small group has gathered, thank the volunteers for offering to help. Pass around a clipboard with an attendance sheet and check to be sure that all participants have signed it.

Read the entire Safety Training sheet slowly, emphasizing the importance of following supervisors' instructions at the worksite. Encourage everyone to attend a debriefing, if available, at the end of their shift. Ask if there are any questions. If a question arises to which you do not know the answer, put on the hat to summon a runner. Ask the runner to summon the VRC Director or other VRC staff to answer the question. **At the conclusion of the briefing, direct volunteers to Station #5 Volunteer ID.**

Attach a copy of the safety briefing script/handout to the attendance sheet for each class, file them in the folder and turn them in to the VRC Director daily.

Maintenance of these records is important to help protect the Volunteer Reception Center, voluntary agencies and emergency management officials from liability, should a volunteer be injured on the job.

Items needed:

- An ID Badge
- Sign (Station #4 Safety Training)
- 10 or more chairs, preferably in a semi-circle so everyone is
- Clipboard with attendance sheets
- Pen
- Stapler
- Flag or hat to summon runners
- List of additional training required by specific worksites, training locations and instructors
- A supply of Safety Training handouts