



**City of San Rafael
Volunteer Service Agreement – Safety and Procedures Addendum**

To be utilized for volunteers working in public spaces not physically supervised by City staff.

Volunteer Project _____ **Date** _____

I agree that while undertaking this volunteer commitment, I will make every effort to insure my safety, the safety of others and minimize any harm to property. I understand that if I do not follow these guidelines the designated City supervisor may revoke the permission to volunteer. I will:

- Have all volunteers complete and sign a Volunteer Service Agreement before working. Youth must have forms signed by parent or legal guardian. No volunteer may work without this completed form.
- Only do the work agreed upon with the designated City supervisor of this project
- Use good back mechanics, bend with my legs, not my back; work uphill on slopes
- Not work on slippery or steep slopes
- Only use tools that I am familiar with and have used before safely
- Not use power tools of any kind
- Wear protective clothing, including sturdy shoes or boots, gloves, etc.
- Have a well-stocked first aid kit available
- Not work in the street or where I may incur harm from vehicles
- Notify the designated City supervisor for this project, the Volunteer Program Coordinator or the City of San Rafael Human Resources Department immediately if any injury to person or harm to property occurs. See phone numbers below.
- Fill out a time sheet and submit it to my supervisor or the Volunteer Program when finished
- Beware of sharp objects. Will not pick up needles, syringes or other dangerous or hazardous materials. Will notify supervisor if I come across hazardous materials
- Call 911 if an emergency occurs

I further acknowledge that Volunteers have not been asked by the City to use their personal vehicles and/or equipment in performing volunteer work for the City; and I hereby release, indemnify, and hold harmless the City of San Rafael, and its officers, employees and volunteers from and against any and all claims or liabilities for damages to such vehicles and/or equipment, or to other real or personal property incurred by reason of the use of the same in connection with volunteer work performed pursuant to this Agreement.

Work to be performed: _____

Other specific tasks and precautions: _____

Volunteer Name

Dates of Service

Supervisor Name

Volunteer Signature & Phone

Supervisor Signature & Phone

Volunteer Program: 415-485-3071 -3407/ Human Resources: 415-485-3063 / Police Department: 415-485-3000

Please send original copies of all Volunteer Service Agreements to: Volunteer Program, PO Box 151560, San Rafael, CA 94915-1560