



---

Meals on Wheels | Family Respite Centre | Health Promotion Services | Community Integration

## **Volunteer Program**

### **Safe Working Conditions Policy and Procedure: Family Respite Centre (FRC)**

---

The Health and Home Care Society of BC (Care BC) values the rights of volunteers to work under safe conditions and to not feel uncomfortable or endangered while performing their role. Care BC strives to provide clients with services especially when their health depends on the service. Care BC acknowledges that there may be risk involved when working with vulnerable clients and seeks to manage this risk to safeguard all involved.

#### **Policies:**

- Volunteers who do not feel comfortable and secure working with specific clients will not be required to work with those clients.
- Volunteers are not required or permitted to perform any personal care duties for clients.
- Volunteers are not permitted to lift or transfer clients.
- Volunteers are not required to perform any duties for clients, caregivers or families outside of their duties at the FRC.
- Care BC FRC volunteers will be duly notified if the program is cancelled due to weather issues either by the FRC Activity Coordinator, or the Volunteer Program Manager (or designate).

#### **Procedure:**

1. Inform staff immediately if you are uncomfortable in any situation while volunteering at the FRC.
2. Remove yourself immediately from any harmful situations should a client at the FRC become abusive in any way; notify staff as soon as possible.
3. Inform staff and the Volunteer Program Manager of any injuries you sustain immediately.

Care BC cannot be liable for any accidents or personal injuries that occur during the course of volunteering at the FRC.

---

**Review Date: January 2016**