

## **Neighborhood Partnering Program Volunteer Manual**

### **1. Overview**

Neighborhood associations and other civic interest groups (“Community Groups”) interested in expediting municipal improvement projects may apply to the City for participation in the Neighborhood Partnering Program (“NPP”). In the selection of NPP projects for participation in the Program, the City may credit contributions of in-kind services in addition to or in lieu of cash contributions from such community groups. As such, the Community Groups may propose to use volunteers to perform activities related to the project, subject to approval by the City. The guidelines in this Volunteer Manual are intended to establish the expectations of the City for Community Groups proposing to utilize volunteers when participating in NPP projects. This Volunteer Manual will constitute a part of the project agreement with the Community Group.

### **2. General Provisions**

A. All volunteers, who will perform services on a NPP project, must sign a liability waiver and release, which be valid for the life of the project. Any volunteer activities on a project must be set forth in the project agreement between the Community Group and the City. Any volunteer activities for a project that are not set forth in the project agreement are not permissible.

B. Any violation of the provisions in this Volunteer Manual by a Community Group may result in the termination of the project agreement and a determination that the volunteer may not be allowed to continue service on the project.

C. Volunteer coordination will be the responsibility of the Community Group. The Community Group will provide volunteer coordinators to communicate with the Group’s volunteer before undertaking any project activities. Volunteer coordinators shall maintain emergency contact information for each volunteer participating in the project.

### **3. *Special statement on pesticides and fertilizers***

Each project is unique with respect to the need for pesticides and fertilizers. The City must specifically approve the use of any pesticides and fertilizers on a NPP project. Application of any pesticides or fertilizers must be done per the manufacturer’s recommendations, and only while using proper personal protective equipment.

#### **4. Safety Guidelines**

Of paramount importance to the Neighborhood Participation Program and any NPP project agreement is the health and safety of the volunteers working on a project. Many NPP projects involve physical work and the use of tools and volunteer workers must comply with all applicable worker safety rules and procedures. Accordingly, the City has established the following guidelines for project safety:

- Volunteers that are under the age of 18 must be accompanied by a responsible adult and a parent or guardian must sign the minor's release and waiver form. The Liability Release and Waiver places a responsibility on both the Community Groups and volunteers to assure that the work is carried out safely.
- Unless otherwise approved by the City, volunteers will provide their own tools and equipment for performance of tasks outlined in the project agreement. All tools and equipment to be used by volunteers must be properly maintained, be in good condition, and be appropriate for the intended tasks. Tools and all motor driven equipment must be maintained and operated per the manufacturer's recommendations and specifications. All tools and other equipment will be transported, stored, and used safely and will be subject to inspection by the volunteer coordinators and in its discretion the City.
- Misuse of tools or equipment, including operating tools or equipment outside of manufacturer's recommendation or specifications, will not be permitted.
- Volunteers must use appropriate personal protective equipment (PPE) for the tasks to be performed and for the particular tools and/or equipment to be used, in accordance with the recommendations of the manufacturer and generally recognized safety practices.
- Volunteers should be advised to consult with their physician before undertaking any strenuous physical labor.
- Volunteers will be allowed rest breaks and will be provided with fresh water during work activities.

#### **5. Personal Protective Equipment**

All personal protective clothing and equipment shall be of appropriate design and construction for the work to be performed and shall be maintained in a sanitary and reliable condition. All PPE shall meet applicable NIOSH (National Institute for Safety & Health) or ANSI (American National Standards Institute) standards, and shall be properly fitted to the individual volunteer worker. Please refer to attached Appendix A for general guidelines related to the selection of PPE.

#### **6. Volunteer Personal PPE and other Personal Property**

Volunteers may use their own PPE as long as it meets the applicable safety standards. Volunteers are responsible for their PPE and other personal property used or otherwise

present on a NPP project at all times, and volunteers shall accept the risk of damage, destruction or loss of their PPE and other personal property and shall release and not hold the City responsible for any such damage, destruction or loss.

## **7. Training**

No volunteer may perform any work for which the volunteer has not received appropriate instruction or training. In the case of skilled trades, such as welding or other trades requiring specific knowledge and training, no volunteer may perform any such skilled trade work or other related task for which that volunteer has not received training, does not have appropriate PPE, and is not sufficiently experienced to be capable of safely and efficiently performing the work. In addition, no volunteer may perform any work involving confined space entry, trench safety, or the necessity of fall protection without the specific approval of the City and supervision by an experienced safety professional.

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## **APPENDIX A**

### **General Guidelines for Choosing Personal Protective Equipment**

#### **1. Head Protection**

Hard hats meeting applicable industry standards and appropriate for the classification of work being performed are required to protect volunteer workers from falling or flying objects, or from collisions with fixed objects.

#### **2. Description and Use of Eye/Face Protectors**

Appropriate eye and face protection meeting applicable industry standards and appropriate for the classification of work being performed are required to protect volunteer workers.

#### **3. Foot Protection**

Volunteers shall wear appropriate protective footwear meeting applicable industry standards shall be worn at all times the volunteer is providing project services.

#### **4. Hand Protection**

Appropriate hand protection meeting applicable industry standards shall be worn at all times the volunteer is providing project services.

#### **5. Use of Tools and Machinery**

Care and attention must be given to working with tools and machinery. Power tools and machinery must have guards installed or incorporated into their design that prevent the hands from contacting the point of operation, power train, or other moving parts.

- All factory-installed or manufacturer-provided guards must be in place and used.
- Machines and tools must be locked out and disconnected from power sources before making any repairs or performing any maintenance.
- Machine and tools without required guards may not be used and must be treated as inoperative