

## Departmental Volunteer Orientation Checklist

**\*\*Supervisor required to complete all departmental orientation for volunteer and return completed/signed checklist to the Human Resources Department/Volunteer Services \*\***

Discussion/Review Topic	Supervisor Initials	Volunteer Initials	Date Reviewed
<b>Departmental Organization Plan &amp; Objectives</b>			
<b>Department Functions &amp; Relation to other Areas/Departments</b>			
<b>Department Safety/Fire Disaster Plan:</b> <ol style="list-style-type: none"> <li>1. Department's Role</li> <li>2. Volunteer's Role</li> <li>3. Location/Use of Fire Extinguisher</li> <li>4. Location/Use of Fire Alarms/Boxes</li> <li>5. <b>Evacuation Routes/Procedures</b></li> </ol>			
<b>Departmental Policy Manual:</b> <ol style="list-style-type: none"> <li>1. Basic Infection Control Polices</li> <li>2. Basic Infection Control Procedures for area/department</li> </ol>			
<b>Additional Policies, Procedures and Information:</b> <ol style="list-style-type: none"> <li>1. Volunteer Supervisor</li> <li>2. Reporting Absences</li> <li>3. Reporting Incidents</li> <li>4. Food/Drink/Breaks</li> <li>5. Smoke-free Campus</li> <li>6. Location of Supplies</li> <li>7. HSCEP OP, departmental policies and Reference Manuals location</li> <li>8. Departmental Leadership &amp; Team Introductions</li> </ol>			
<b>Volunteer Placement and Specific Duties</b>			
<b>IF APPLICABLE: Safety Training for Hazardous Materials, Equipment or Substances – Must Be Recorded with Safety Services and HR/Volunteer Office</b>			
<b>Tours:</b> <ol style="list-style-type: none"> <li>1. Department</li> <li>2. Campus (as applicable)</li> <li>3. Offsite Campus Locations (as applicable)</li> <li>4. UMC/EPCH (as applicable)</li> </ol>			

**I was oriented to this department as noted above.**

Volunteer Printed Name	Volunteer Signature	Date
Department		
Supervisor Printed Name	Supervisor Signature	Date