

Guidelines for Placing Volunteers at VCU

In partnership with VCU's offices of Environmental Health & Safety and Risk Management, following is information and resources to help Personnel Administrators (PAs) manage University volunteers (a formal program was formerly managed by the VCU Health System).

Please review the following to ensure that the volunteer completes the related forms and reviews information prior to being placed within the University:

- Enter the volunteer's information into the affiliate database (as you do for other affiliates) so he/she can obtain a VCU ID and e-mail address. See the Affiliate User Guide at <http://www.hr.vcu.edu/forms/AffiliateUserGuide.pdf>.
- Review the VCU Guidelines Concerning Safety and Liability Issues for Non-VCU Employees, which is available on the website of VCU's Office of Environmental Health and Safety at <http://www.vcu.edu/oehs/nonvcuemp.PDF>.
- Review the University Employee Identification Policy (available at <http://www.hr.vcu.edu/policies/Current%20Policies/EmplID.pdf>) for affiliates, students, patients, and visitors.
- Determine what personal protective equipment (PPE) is needed for the volunteer.
- Review with the volunteer and have him/her sign the Worker's Right to Know Statement at <http://www.vcu.edu/oehs/WRTK-VCU06.pdf>.
- Ensure the volunteer is assigned a supervisor/contact person and is given a tour of the assigned facility.
- Review with the volunteer the VCU Volunteer Fact Sheet at <http://www.hr.vcu.edu/forms/VCUVolunteerFactSheet.pdf>.
- Once the volunteer's work assignment is completed, obtain the individual's keys, ID, and equipment.

Prior to providing volunteer services, all volunteers are required to:

- Complete a VCU Volunteer Data Form (available at <http://www.hr.vcu.edu/forms/>).
- Complete the Worker's Right to Know Statement (available at <http://www.vcu.edu/oehs/WRTK-VCU06.pdf>).
- Provide a completed VCU Health Form for Volunteers (available at <http://www.hr.vcu.edu/forms/>) and the following immunization records for review by the PA (or designee) and VCU Employee Health Services:
 - If volunteering in labs with no animal contact, the following information is needed:
 - Up-to-date tetanus vaccination (i.e., within the past 10 years)*
 - If volunteering and working with and around animals (non-human primates), the following information is needed:
 - Up-to-date tetanus vaccination (i.e., within the past 10 years)*
 - A completed Laboratory Animal Allergy Questionnaire (available at <https://www.vcu.edu/research/iacuc/ohspah.htm>)
 - If volunteering and working with primates (monkeys), the following information is needed:
 - Up-to-date tetanus vaccination (i.e., within the past 10 years)*
 - A completed Laboratory Animal Allergy Questionnaire (available at <https://www.vcu.edu/research/iacuc/ohspah.htm>)
 - Current tuberculin test (within past 30 days)*
 - Two current documented doses of measles vaccine (MMR vaccine)*
- View and complete the on-line VCU Safety Awareness Orientation video and test at <http://www.hr.vcu.edu/orientation/safety.htm>.

If the volunteer will be handling animals, review the additional safety requirements and precautions at <https://www.vcu.edu/research/iacuc/ohspah.htm>.

Questions? E-mail emprel@vcu.edu.

*It is the volunteer's responsibility to obtain needed vaccines, tests, and records at the individual's own expense and through his/her own physician. The department PA is responsible for (1) explaining the process and supplying any needed form(s) and (2) reviewing forms for initial completeness. Immunization forms should be sent to VCU Employee Health Services for final review.