

## BAYFIELD COUNTY

### Volunteer Release Form

**INFORMED CONSENT:** By signing this Volunteer Release Form, I understand that any activity has inherent risks, which could result in harm and/or losses to myself or my child (if appropriate) whether or not known or readily foreseeable at this time; and which might result not only from my own act or omission, but also from the actions, inactions, or negligence of others, or the condition of the premises or equipment used. By signing this form, I fully accept all such risks of any injury, damage or loss, regardless of severity that may be sustained and all responsibility for losses, costs, and damages incurred in any and all activities connected with volunteering.

**WAIVER OF LIABILITY:** I agree to indemnify and hold Bayfield County harmless, including their officers, employees and agents from and against all claims, demands, loss of liability of any kind or nature for any possible injury or damage incurred during volunteer service.

I understand that my services are being offered on a voluntary basis without anticipation of financial remuneration. I am not an employee or independent contractor of any organization that I am volunteering for, and nothing in the work that I perform shall create any employer-employee relationship. I have read and accepted the "Top Tips for Field Safety" provided along with this form. I understand that these volunteer activities may require frequent bending, standing, walking, picking up objects with hands and tools, using a variety of tools, painting and conducting other minor maintenance type activities. I take responsibility for conducting myself within my physical and mental abilities; and I will refrain from tasks that may exceed those capabilities. The same applies for my child. No accident or other insurance is provided: it is my responsibility to obtain my own medical/health insurance coverage.

**CONFIDENTIALITY:** I understand that as a volunteer for Bayfield County, it is my duty to maintain the confidentiality of any sensitive information I may encounter while performing volunteer services. I further understand that any breach of confidentiality will result in release from service and could result in prosecution under Wisconsin statutes if applicable.

**POLICY ACKNOWLEDGEMENT:** I certify that I have reviewed the county's policies related to Discrimination, Harassment, and Retaliation, Workplace Violence, Alcohol and Drug policy, Smoking policy, Confidentiality policy, Computer Use policy, Vehicle Use policy (if appropriate), and Volunteer Policy. I acknowledge that I have reviewed and understand the relevant policies and procedures and will comply as outlined in the policy.

**BACKGROUND and DRIVER LICENSE CHECK:** My signature on this form grants Bayfield County permission to run a Criminal Background and/or Driver License check on me if the volunteer work I will be doing may involve minors, vulnerable adults, or will require operating vehicles that require a valid driver license. I understand that certain findings will restrict my ability to volunteer in some positions.

**PHOTO USE:**

I DO or DO NOT grant (circle one) permission for my photo to be used for official public information purposes associated with the volunteer activities.

# BAYFIELD COUNTY Volunteer Release Form

\_\_\_\_\_  
Print Name of Participant (Age, if a minor)

\_\_\_\_\_  
Print Name of Parent/Guardian (for a minor)

\_\_\_\_\_  
Signature of Participant or Parent/Guardian

\_\_\_\_\_  
Print Emergency Contact Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Emergency Contact Phone Number

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Date of signature

\_\_\_\_\_  
Remarks (if any)

Please briefly describe the type of volunteer activities that will be provided. Examples: Cleaning Restrooms, Clearing Trails, Manually removing invasive plant species, staffing a ticket booth, etc..

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## VOLUNTEER POLICIES AND PROCEDURES

### A. General Operating Procedures:

- Use of power tools, chainsaws, or heavy equipment will require demonstration/documentation of experience by the operator and proof of certification. Should not be operated alone – have at least one other person on site.
- Work on roofs or heights above 6 feet is not allowed.
- Volunteers shall not drive vehicles owned by their regular employer when volunteering. If driving their personal vehicle, proof of insurance must be provided.
- Prior to conducting any volunteer activities, volunteers will participate in an orientation that addresses 1) liability, 2) Confidentiality 3) Roles and responsibilities of volunteers, 4) Relevant County Policies and 5) Safety practices.
- All volunteers must sign the Volunteer Release Form before conducting any volunteer activities.

## **BAYFIELD COUNTY Volunteer Release Form**

### **TOP TIPS for FIELD SAFETY**

1. Come prepared:
  - a. Dress for the weather conditions. Layers are preferable.
  - b. Proper personal protection: hat, work gloves, supportive work/hiking boots, long pants and shirts, sunscreen, bug repellent, tick precautions (light colored clothing, high footwear, tape pant legs).
  - c. Bring ample water and food.
2. Put first aid first:
  - a. Know the location of the 1<sup>st</sup> aid kit.
  - b. Inform the supervisor of allergies, medical conditions, or other possible physical limitations.
3. Know your limits:
  - a. Don't be afraid to say no. Rest when you need to and communicate if not feeling well.
  - b. Maintain proper body mechanics while stooping, bending, lifting, carrying heavy objects.
  - c. Know and address the signs of heat exhaustion/stroke, and hypothermia.
  - d. Inform the supervisor and 1<sup>st</sup> aid person of medical conditions and allergies. Carry an EpiPen if required. If diabetic have a high carb snack and insulin if needed.
4. Practice proper tool safety:
  - a. Keep adequate spacing while walking and carry tools with sharp points downward.
  - b. Maintain safe working distance between workers using tools.
  - c. Keep tools from underfoot, sharp edges/points facing downward.
  - d. Chainsaw and power tool operations require proper protective gear: eye and ear protection, gloves, boots, chaps (chainsaw), etc.
5. Maintain situational awareness:
  - a. Watch out for tripping hazards, slippery footing, low hanging branches, and other hazards.
  - b. Keep an eye on each other.
6. Stay in touch:
  - a. Cell phones and/or radio/walkie should be available.
  - b. Let the supervisor or someone else know if you have to leave the work group.

Training Video:

<https://www.bayfieldcounty.wi.gov/656/Volunteer-Training-Video>

Bayfield County Policies:

<https://www.bayfieldcounty.wi.gov/DocumentCenter/View/17048/Bayfield-County-Policies>