



# Volunteer Liability & Accident Reporting Policy

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Subject: Volunteers

Policy: Liability & Accident Reporting

Revised: New

Effective Date: 7/26/18

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## **Introduction and Purpose:**

Hilltop strives to provide a safe and healthy working environment. As volunteers are not considered employees of Hilltop, they are not covered under workers compensation insurance if injured while volunteering for or on behalf of the organization. Hilltop does have general liability coverage which with some exclusions may protect volunteers for covered injury or damage that results from activities or service that volunteers perform at Hilltop's direction and within the scope of their duties. In order to clarify liability, define and identify the process for appropriately responding to and reporting of volunteer accidents, this policy has been established.

**Policy:** Any volunteer serving within the scope of their assigned duties that sustains an injury while volunteering for Hilltop will receive immediate medical attention based on the nature and severity of their injury. Volunteer injuries must be reported within 48 hours of the accident to Volunteer Services. Hilltop's general liability insurance will be **secondary** to the volunteer's primary medical and motor vehicle insurance coverage unless the accident was caused due to Hilltop negligence or facility safety problems.

## Procedure:

1. If a volunteer is injured in the course of their volunteer service, he/she should notify their program liaison or coordinator immediately.

2. The program liaison or coordinator will ask the volunteer if they need medical attention, and ensure the volunteer receives immediate medical attention if necessary, and/or that they follow-up with their primary physician. If warranted, the volunteer's emergency contact will be notified of the injury.
3. The program liaison or coordinator will help the volunteer to complete a Volunteer Accident Report form within 24 hours of the incident.
4. The completed accident report should be sent to the Manager of Volunteer Services for follow-up with the volunteer within 48 hours of the accident. The Manager of Volunteer Services will notify Hilltop's Safety Officer.
5. Volunteers who do not have insurance or have concerns regarding insurance coverage will be instructed to contact the Manager of Volunteer Services.

Addendum:

Volunteer Accident Report Form