



A Toolkit for Nonprofits

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The Importance of an Audit Committee

In recent years, several companies have found themselves on newspaper front pages for illegal business activities. In response to these events, organizations are recognizing the tremendous value an audit committee is to their company.

These committees serve to ensure that all financial dealings are legal and ethical, and assure that there is no fraudulent behavior within the company.

Businesses have also responded to the regulations set forth by the Sarbanes-Oxley Act of 2002. The Act outlines standards regarding financial dealings and auditing procedures within publicly traded companies. However, several provisions also apply to nonprofits, which instruct organizations to establish concrete auditing procedures. For instance, it provides explicit provisions for electing audit committee members, protections for whistle-blowers and regulations regarding the destruction of documents.

As a result of notable scandals, nonprofits must remain educated concerning the design and responsibilities of an audit committee to ensure that their organization remains financially strong and responsible.

Audit Committee Members

According to the Sarbanes-Oxley Act, a company's audit committee must be comprised of members of the Board of Directors who are also considered "independent." This means that committee members must not receive compensation for their services on the audit committee or within the organization in another function, except if they are paid as a Board of Directors member. Generally, though, members of the board are volunteers and do not receive compensation.

The committee must also contain one designated finance "expert" who interfaces with the auditor. This person must have the knowledge and ability to analyze financial documents. The other members should also be financially competent enough to make sound financial decisions.

Specifically, they should be able to select a credible auditing firm and understand the audit data once it is completed.

Responsibilities

Nonprofits conduct audits through an outside professional, with that auditor's purpose being to discover any fraudulent activities within the organization. The auditing committee will then work with the auditor and the Board of Directors to identify financial red flags and ensure that all aspects of the organization are operating legally. In addition, the auditing committee supervises the organization's management and oversees the finance reporting procedures, including the following duties:

- Selects the outside auditor without management
- input to ensure there is no conflict of interest
- Works with the auditor to regulate the organization's finances on a regular basis and especially at the end of the fiscal year
- Establishes a level of openness within the organization, and encourages employees and board members to speak up about any fraudulent activity
- Monitors the organization's operations and risk management controls
- Ensures that all financial reporting within the organization complies with federal and state regulations, and follows the doctrines established by the Board of Directors

Insurance Options

There are several insurance options available to combat losses in the event of fraudulent activity. These coverage options, along with an audit committee, can add financial security to a nonprofit organization.

- Employee Dishonesty Coverage: Protects the organization in the event of fraudulent activity of one or more employees including loss of funds, property and securities.
- Fiduciary Dishonesty Coverage: Covers the loss of assets from an ERISA plan in the event of theft or larceny by an employee of an organization.
- Fiduciary Liability: Protects employee welfare and pension plans, the organization itself and the individual fiduciaries of the plans. Covers any liability from violations of responsibility, obligation or duties imposed upon the fiduciaries by ERISA.

Contact Camargo Insurance at 513.561.5311 for more information about the best coverage options to protect your nonprofit entity.

When it comes to coverage - go beyond the obvious.

Here are the top five coverages, besides the obvious auto and property insurance, that nonprofits should strongly consider:

1. General Liability Insurance

This coverage is essential to protect your nonprofit from claims related to third-party bodily injury, property damage, or personal injury. Whether it's a visitor slipping and falling at an event or a volunteer accidentally damaging someone's property, general liability ensures you're covered for legal fees, medical expenses, and settlements.

2. Directors and Officers (D&O) Liability Insurance

D&O insurance protects board members, directors, and officers from personal liability for decisions made on behalf of the organization. Without it, individuals could be personally sued for claims alleging mismanagement, wrongful acts, or breach of fiduciary duty, putting their personal assets at risk.

3. Employment Practices Liability Insurance (EPLI)

Nonprofits, like any employer, can face lawsuits related to employment practices. EPLI covers claims of wrongful termination, discrimination, harassment, and other employment-related issues. With the complexities of managing employees and volunteers, this coverage is crucial to protect against costly legal battles.

4. Professional Liability (Errors & Omissions) Insurance

If your nonprofit provides any form of advice, counseling, or professional services (such as educational programs, social services, or consulting), this coverage is vital. It protects against claims of negligence, errors, or omissions that could arise from the services provided, ensuring your nonprofit isn't held liable for mistakes or misunderstandings.

5. Cyber Liability Insurance

In today's digital world, data breaches and cyberattacks are increasingly common. Cyber liability insurance helps protect your nonprofit from the fallout of a data breach, including legal costs, notification expenses, credit monitoring for affected individuals, and even ransomware demands. This is especially important if your organization handles sensitive donor or client information.

These coverages go beyond the basics and ensure your nonprofit is fully protected from a wide range of risks—many of which can be easy to overlook but are critical to the long-term health and safety of your organization.

WHEN IS IT TIME TO REVIEW YOUR COVERAGE



90 DAYS PRIOR TO THE EXPIRATION DATE OF YOUR CURRENT POLICY IS A GOOD TIME TO REVIEW YOUR COVERAGE AND EXPLORE BETTER OPTIONS OR UPDATED TERMS. HERE ARE A FEW OTHER TIMES TO CONSIDER A REVIEW.

A CHANGE IN PEOPLE

As the organization expands, with more employees or volunteers, insurance needs may change to ensure adequate liability and protection. New leadership is also a good time to consider D&O coverage.



A CHANGE IN ASSETS

If the nonprofit receives large donations or acquires new assets (like property, vehicles, or equipment), updated coverage should reflect these new resources.



CHANGE IN SERVICES OR PROGRAMS:

Launching new initiatives, services, or events can introduce new risks, requiring adjustments in coverage to ensure the nonprofit is fully protected.



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Nonprofit Volunteer **SAFETY MANUAL**

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SAMPLE. Provided by: Camargo Insurance

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Appreciation for your Service

Regardless of your contribution to , you are making a dramatic difference in the lives of others by volunteering your time. You are a vital resource for this organization, which could not survive without the assistance and determination of community members like you. While partaking in this experience, we're confident you will feel a sense of giving to others and thoroughly enjoy the impact you have made on someone else's life. We want this experience to be wholly positive. That's why is committed to taking the appropriate precautions to ensure your safety. Thank you for your time and effort.

Commitment to Safety

recognizes that our volunteers drive the organization. As our most critical resource, volunteers will be safeguarded through training, provision of appropriate work surroundings and procedures that foster protection of health and safety. All work conducted by 's volunteers will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than volunteer health and safety.

is firmly committed to the safety of our volunteers. We will do everything possible to prevent accidents, and we are committed to providing a safe working environment for all volunteers.

We value our volunteers not only as volunteers but also as human beings critical to the success of their family, the local community and .

Volunteers are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local and company policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, subscribes to these principles:

1. All accidents are preventable through implementation of effective safety and health control policies and programs.
2. Safety and health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds in higher regard with community members and increases productivity. This is why will comply with all safety and health regulations that apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for volunteers. Consequently, management of is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Volunteers are responsible for following safe work practices and company rules as well as for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from volunteers where safety and health are concerned.
6. Management and supervisors of will set a positive example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor company safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all volunteers and persons affected or associated in any way by the scope of this organization. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries, keeping each other safe and healthy.

President

Risk Manager

Training Program

Volunteers go through training to prepare themselves to work with community members. The training content and length will depend on the following criteria:

- The position and the duties required
- The experience and training the volunteer has prior to becoming a volunteer
- The client's special needs
- The position and the policies outlined by the board of directors

In the volunteer training session, the volunteer will be briefed (at minimum) on the position within the organization and the behaviors that are considered acceptable and unacceptable by . The volunteer will receive an official welcome and the opportunity to learn more about 's history, services and mission statement.

The volunteer will also learn the specific responsibilities of the position and any additional training for the use of equipment or tools. Finally, the volunteer will receive information on the policies of the organization and will be required to sign the commitment to safety form and a volunteer acknowledgement form provided in this manual. These forms serve as an official waiver in the event that the volunteer is injured while serving as a representative of .

Volunteer Safety Responsibilities

The primary responsibility of volunteers of is to perform their duties in a safe manner in order to prevent injury to themselves and others.

As a condition of your time spent with the organization, volunteers *must* become familiar with, observe and obey 's rules and established policies for health, safety and preventing injuries at work. Additionally, volunteers **MUST** learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, a volunteer should review applicable and appropriate safety rules.

If a volunteer has any questions about how a task should be done safely, he or she is under instruction **not** to begin the task before discussing the situation with a supervisor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with a supervisor, a volunteer still has questions or concerns, he or she is required to contact the safety coordinator.

NO VOLUNTEER IS EVER REQUIRED to perform work that he or she believes is unsafe or that he or she thinks is likely to cause injury or a health risk to themselves or others.

General Safety Rules

Conduct

Horseplay and practical jokes are forbidden. Volunteers are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the volunteers or others at risk, or that threatens or intimidates others, is forbidden.

Drugs and Alcohol

Use and/or possession of illegal drugs or alcohol while volunteering or on volunteer time are forbidden. Reporting as a representative of the organization while under the influence of illegal drugs or alcohol is forbidden.

Housekeeping

Clean up several times throughout the day, disposing of trash and waste in approved containers, wiping up any drips/spills immediately and putting equipment and tools away as you are finished with them.

The following areas must remain clear of obstructions:

- Aisles/exits
- Fire extinguishers and emergency equipment
- All electrical breakers, controls and switches

Injury Reporting

All work-related injuries must be reported to your supervisor as soon as practicable.

Safety Orientation Training

The organization is committed to providing safety- and health-related orientation and training for all volunteers at all levels. will maintain and support a program to educate and familiarize volunteers with safety and health procedures, rules and safe work practices. The training subjects and materials have been developed using industry best practices criteria and site-specific data.

The training may include, but not be limited to, the following:

1. Organization-specific accident and incident data
2. Hazards associated with the work area
3. Hazards associated with a specific job or task
4. Operation of equipment
5. Personal protective equipment (PPE) use and care
6. Emergency procedures
7. Volunteer accident reporting requirements
8. Any OSHA-required training not included or addressed above

Off-Site Safety (If Applicable)

- Volunteers of are required to follow all safety and security procedures during off-site visits.
- If your contact person does not advise you regarding safety hazards, consider the following:
 - Emergency exit location(s);
 - Keep your eye on the path you are walking and avoid tripping and slipping hazards. When on stairs, maintain three-point contact (hand on rail and feet on stairs);
 - When visiting construction sites, eye protection, hearing protection and hard hats are required. This equipment will be in the possession of volunteers and not provided by the site contact person.
 - Wear shoes that support your feet and are slip resistant.
 - Avoid clothing that is constrictive or too loose; loose clothing can get caught in machinery or other equipment.

These rules are established to help you stay safe and injury free. Violation of the above rules or conduct that does not meet minimum accepted work standards may result in dismissal.

When working at different locations, volunteers are required to follow the above rules, as well as all location rules and procedures, and work in a manner that reflects positively on the organization.

Periodic Inspections

It is policy that workplaces are subject to periodic safety and health inspections to ensure implementation and execution of our policies and procedures.

All volunteers are responsible for cooperating during these inspections and managers and supervisors are responsible for initiating corrective actions to improve items discovered during the walk-through inspection.

Safety Orientation Training

Incident Reporting

Any work-related injury or suspected injury must be reported immediately to a supervisor and properly recorded. Failure to promptly report an injury may result in dismissal.

An accident investigation will be conducted to determine the root cause of the accident. The injured volunteer will be asked to participate in the investigation.

Emergency Action Plan

General Emergency Guidelines

Volunteers should review the following guidelines to prepare for an emergency.

- Stay calm and think through your actions.
- Know the emergency numbers (fire/police/ambulance/911).
- Internal emergency number **(Insert Number if Applicable)**.
 - Human resources **(Insert Number or extension)**
 - Page **(Insert number and instructions if applicable)**
 - Operator "0"
- Know where exits are located.
- In the event of any emergency, do not take elevators; use the stairs.
- Do not hesitate to call or alert others if you believe that an emergency is occurring; you will not get in trouble.
- First aid supplies and emergency equipment are located in **(insert location)** for use by those who are authorized and properly trained.

Evacuation

- Volunteers will be notified of a fire alarm either by the fire alarm system or by a paged announcement.
- Upon becoming aware of a fire alarm, volunteers should immediately evacuate the job site without delay to retrieve personal belongings or to wait for co-workers. Also, all doors should be closed as the last person passes through. Use of elevators is prohibited during fire alarm situations.
- Supervisors should be the last to leave the area. Check the job site to be sure that all personnel have evacuated.
- Any volunteer with mobility, visual, hearing or other condition that may hinder them from becoming aware of an emergency or evacuating should request special assistance through human resources.
- Upon exiting the building, all personnel should report for a head count.
- If any volunteer is missing, an immediate report should be made to the incident commander who will in turn report to the first available fire department officer.
- Volunteers should stay together in a group so that periodic updates on the situation can be issued.
- The order to re-occupy a job site or building will be issued by the incident commander.
- In the event of inclement weather, the incident commander will make arrangements for all personnel to move to shelter.

Fire Safety

- Volunteers should alert other persons in the immediate hazard area.
- Any volunteer can activate a fire alarm or call **(insert name)** to page an emergency announcement.
- Trained volunteers can use a fire extinguisher, following these guidelines:

Emergency Action Plan

- **P**=Pull the safety pin
- **A**=Aim the nozzle at the base of the fire
- **S**=Squeeze the operating lever
- **S**=Sweep side to side covering the base of the fire

**When using a fire extinguisher, all volunteers in the vicinity must always stay between the fire and an exit, staying low and backing away when the fire is extinguished.*

**If the fire is too hot or too smoky, volunteers are encouraged to evacuate immediately, discarding the fire extinguisher.*

- Volunteers should notify the incident commander of the location of the fire. He or she will relay this information to the fire department.

Violence

- Any volunteer who feels that he or she has been threatened should immediately report the concern to a supervisor or to appropriate local authorities.
- If any person is observed exhibiting threatening behavior or making threatening statements, the individual who discovers the situation should warn others in the area and immediately notify a supervisor or human resources, staying away from the person exhibiting threatening behavior.
- Depending upon the level of concern, volunteers must call the police department (911) immediately.
- It is prohibited to confront any person exhibiting threatening behavior.

If volunteers have reason to believe that events in their personal lives or any other situation could result in an act of violence at work, they should privately discuss the issue with a representative of or human resources and develop a prevention plan together.

Emergency Contact Information

FIRE DEPARTMENT: _____

TELEPHONE: _____

POLICE DEPARTMENT: _____

TELEPHONE: _____

EMERGENCY MEDICAL SERVICES (AMBULANCE): _____

TELEPHONE: _____

HOSPITAL: _____

TELEPHONE: _____

DOCTOR: _____

ADDRESS: _____

TELEPHONE: _____

JOBSITE TELEPHONE NUMBERS (IF APPLICABLE):

PROJECT NAME/NUMBER: _____

ADDRESS: _____

TELEPHONE: _____

SITE SUPERVISOR: _____

Cell/Home TELEPHONE: _____

Sexual Harassment Policy

The organization does not tolerate harassment of our employees, volunteers, community members or guests. Any form of harassment related to a volunteer's race, color, sex, religion, national origin, age, citizenship status, veteran status or handicap is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes, but is not limited to, slurs, jokes or other verbal, graphic or physical conduct relating to an individual's race, color, sex, religion or national origin; sexual advances; requests for sexual favors and other verbal, graphic or physical conduct of a sexual nature. The intentions to sexually harass another individual expressed through language, expressions and proximity to another is as detrimental as the actual act. Further, as of 1998, the Supreme Court recognizes that Title VII of the Civil Rights Act of 1964 also applies to same-sex harassment.

Violation of this policy by a volunteer shall subject that volunteer to immediate discharge.

Examples of conduct prohibited by this policy include, but are not limited to:

- Physical Actions:
 - Neck or shoulder massaging
 - Hugging, kissing or patting another's body
 - Touching oneself with sexual overtones while in the proximity of another
- Verbal Actions:
 - Whistling or making cat calls at another individual
 - Discussing sexual topics that make others uncomfortable
 - Making comments about another individual's body parts and/or clothing
- Non-Verbal Actions:
 - Making sexual gestures with one's hands, tongue or other body parts
 - Looking an individual up and down
 - Winking, licking lips or blowing kisses at another individual

If you believe that you are being subjected to harassment, you should:

1. If you feel comfortable enough to do so, tell the harasser that his or her actions are not welcome and they must stop.
2. Report the incident immediately to a supervisor.
3. Report any additional incidents that may occur to one of the above resources.

All reported incident will be investigated. Complaints, and actions taken to resolve complaints, will be handled as confidentially as possible given 's obligation to investigate and act upon reports of such harassment. Retaliation of any kind against a volunteer who reports a suspected incident of sexual harassment is prohibited. Anyone who violates this policy or retaliates against another staff member in any way will be subject to disciplinary action up to and including immediate dismissal.

Access to Exposure & Medical Records (If Applicable)

Volunteers and former volunteers, who are, have been or will be exposed to toxic substances or harmful physical agents, such as noise, can have access to exposure and medical records maintained by the organization upon request.

Vehicle Use Policy (If Applicable)

To: All drivers of

Effective:

This policy applies to:

- Vehicles owned, leased or rented to .
- Personally owned vehicles driven by volunteers on behalf of .

The following policy has been established to encourage safe operation of vehicles and to clarify insurance issues relating to drivers and .

- All drivers must have a valid driver's license.
- Motor vehicle records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier's guidelines of an unacceptable driver, your volunteer commitment to the organization will be terminated.
- A supervisor must be notified of any change in your license status or driving record.

When operating your own vehicle for business:

- Your personal auto liability insurance is the primary payer. 's insurance is in excess of your coverage.
- You should carry at least \$(insert amount) per occurrence liability coverage. Evidence of insurance coverage is to be provided to each year, by a copy of your policy's declaration page or a certificate of insurance.
- is not responsible for any physical damage to your vehicle – you must carry your own collision and comprehensive coverage.
- Those driving a vehicle or driving on behalf of must accurately report mileage for expense reimbursement when required.

In the event of an accident:

- Take necessary steps to protect yourself and others.
- Comply with police instructions.
- Do not assume or admit fault. Others will determine liability and negligence after thorough investigation.
- Report the accident to as soon as possible.

By signing this document, you are agreeing that you have read and understood the vehicle use policy and will comply with its provisions.

Volunteer's Signature

Date

Motor Vehicle Record (MVR) Grading Criteria [Last 3 Years] (If Applicable)

The following chart serves as a guideline for evaluating a volunteer's motor vehicle record (MVR). A volunteer with an MVR grade of "poor" may not be insurable by our insurance carrier and could jeopardize the relationship with the organization. Note that any major violation will result in a poor score.

Minor Violations	Number of at-fault accidents			
	0	1	2	3
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Borderline	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor
Any Major violation	Poor	Poor	Poor	Poor

Minor Violation	Major Violations
All moving violations not listed as a major violation.	- Driving under influence of alcohol/drugs - Failure to stop/report an accident - Reckless driving/speeding contest - Driving while impaired - Making a false accident report - Homicide, manslaughter or assault arising out of the use of a vehicle - Driving while license is suspended/revoked - Careless driving - Attempting to elude a police officer

OSHA Compliance Programs (If Applicable)

Hazard Communication

1. All employees have a right to know what chemicals they work with, what the hazards are and how to handle them safely.
2. Safety Data Sheets (SDS) are documents provided by the supplier of a chemical. SDS detail the chemical contents, associated hazards and general safe handling guidelines. At , the SDS collection is located at **(insert location)**. Employees are free to use the SDS as needed.
3. General rules for handling chemicals:
 - Read all label warnings and instructions.
 - Follow instructions for quantity – using more of a chemical is not always better.
 - Minimize contact with chemicals – use double layer cloths or gloves to protect your skin, and keep your face clear of the area to reduce inhalation.
 - Always wash your hands after handling chemicals.
 - If a chemical enters your eye(s), immediately hold open the injured eye(s) and rinse with clean, cool water for 15 minutes. Then be sure to report the injury immediately.
 - Any questions or concerns regarding chemicals should be reported to your jobsite manager and human resources.
4. All chemical containers must be labeled to identify contents and hazards. Standardized pictograms, denoted by red frames, will be required on all chemical labels regardless of whether the shipment is domestic or international.

Health Hazard	Flame	Exclamation Mark	Gas Cylinder	Corrosion	Exploding Bomb
 • Carcinogen • Mutagenicity • Reproductive toxicity • Respiratory sensitizer • Target organ toxicity • Aspiration toxicity	 • Flammables • Pyrophorics • Self-heating • Emits flammable gas • Self-reactives • Organic peroxides	 • Irritant (skin and eye) • Skin sensitizer • Acute toxicity (harmful) • Narcotic effects • Respiratory tract irritant • Hazardous to ozone layer	 • Gases under pressure	 • Skin corrosion/burns • Eye damage • Corrosive to metals	 • Explosives • Self-reactives • Organic peroxides
			Flame Over Circle  • Oxidizers	Environment*  • Aquatic toxicity <i>*under EPA jurisdiction</i>	Skull & Crossbones  • Acute toxicity (fatal or toxic)

OSHA Compliance Programs (If Applicable)

Bloodborne Pathogens

1. Blood and other bodily fluids can carry pathogens, which are capable of causing diseases in others. This includes HIV, which leads to AIDS, and hepatitis.
2. Because we cannot tell by looking at a person if they are infected with a pathogenic disease, we must take precautions following an illness or injury when bodily fluids are released.
3. When a person is losing bodily fluids, employees must clear the area and warn others to do so as well. One employee can remain with the ill or injured person for support as long as he or she stays out of contact any bodily fluids.
4. In the event of exposure to spilled bodily fluids, a syringe or other contaminated medical materials, employees may not attempt to clean it up. They should call human resources or a supervisor immediately for instructions.

Personal Protective Equipment (PPE)

Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.

Lockout/Tagout

Prior to working on any machinery when guards or barriers are removed, every energy source (electrical, hydraulic, chemical, mechanical, etc.) must be deactivated, stored energy dissipated and the control locked in the off (safe) position.

Volunteers may never remove or tamper with a lockout performed by another individual. A lockout could consist of a lock applied to a control such as a switch or shift. A tag containing words such as "DANGER - DO NOT OPERATE" may also be used for lockout. The lock, the tag or both applied to an energy control device means you must not tamper with the equipment or the lockout procedures in any way.

General guidelines for volunteers include:

1. Do not perform maintenance, inspection, cleaning, adjusting or servicing of any equipment without following the lockout/tagout program.
2. If required to work on powered equipment (hydraulic, electrical, air, etc.), you must have your personal padlock with your name on it and personal key on you at all times.
3. Disconnect and padlock all machine power disconnects in the off position before removing guards for the purpose of working on or in the machinery or approaching its unguarded parts. When more than one volunteer or employee is working on a single piece of equipment, each must use his own padlock along with lock-out tongs to lock out the equipment. When the work is completed, he must remove only his lock.
4. Do not commence equipment repair or maintenance work until you have verified that the tagged/locked out switch or control cannot be overridden or bypassed.
5. Replace all guards before removing personal padlocks from the control.
6. Do not use or remove another volunteer's protective lock. Do not remove a lock from equipment unless you placed it there.
7. Before machinery is put back into use after lockout/tagout, give a verbal announcement or sound a warning to fellow employees and volunteers.

Respiratory Protection

1. Do not perform tasks requiring respirators unless you have been approved, fitted and trained in the company's respiratory protection program.
2. Inspect respirators for cracked or worn parts before and after each use and after cleaning.

OSHA Compliance Programs (If Applicable)

3. Do not work in an area that requires the use of respiratory equipment if you fail to obtain a tight seal between the respirator and your face.
4. Clean and sanitize respiratory equipment according to the manufacturer's recommendations after each use.
5. Store respiratory equipment in a clean and sanitary location.

Respirable Crystalline Silica

Employees will take steps to limit their exposure to respirable crystalline silica in accordance with OSHA standards. A final rule from OSHA that sets the permissible exposure limit (PEL) for respirable silica to 50 micrograms per cubic meter of air (50 µg/m³) will come into effect on June 23, 2018. Starting on this date, employees must follow 's written exposure plan for respirable silica at all times. Also starting on this date, employees who are exposed to levels of respirable silica at or above the PEL for 30 or more days a year will be offered medical examinations at least once every three years. These medical examinations will be offered to employees exposed to silica levels at or above OSHA's action level for respirable silica (25 µg/m³) for 30 or more days a year beginning on June 23, 2020.

Fire Prevention & Electrical Safety

Fire Prevention

1. Smoking is allowed only in designated outdoor areas.
2. No candles or unauthorized open flames are allowed in the work area.
3. No flammable chemicals are allowed inside work area at any time unless they are specifically authorized for use. If there is a work-related need to use a flammable chemical, contact the supervisor for guidance on hazard communication and fire safety.
4. Volunteers may never start or run an engine in an enclosed area.
5. Gasoline, diesel and other fuels must be transported in approved, marked containers. These containers must be secured in the vehicles with the lids closed.

Electrical Safety

1. Electrical cords must be protected with specially designed cord protectors or kept out of areas where they will be damaged.
2. Operators must turn electrical appliances off using the switch, not by pulling out the plug.
3. All appliances should be turned off before leaving for the day.
4. Never run cords under rugs or other floor or ground coverings.
5. Immediately report all electrical problems.
6. The following areas must remain clear and unobstructed at all times:
 - Exit doors
 - Aisles
 - Electrical panels
 - Fire extinguishers

General Safety Precautions (If Applicable)

Lifting

1. Plan the move before lifting; ensure that you have an unobstructed pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees, not at the back.
8. Keep your back straight.
9. Get a firm grip on the object using your hands and fingers – use handles when they are present.
10. Hold the object as close to your body as possible.
11. While keeping the weight of the load in your legs, slowly stand.
12. Perform lifting movements smoothly and gradually; do not jerk the load.
13. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body – do not twist at the waist.
14. Set down objects in the same manner as you picked them up, except in reverse.
15. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and adjust your grip before lifting it higher.
16. Never lift anything if your hands are greasy or wet.
17. Wear protective gloves when lifting objects that have sharp corners or jagged edges.

Ladders & Stepladders

1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.
2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads or are otherwise visibly damaged.
3. Keep ladder rungs clean and free of grease, and remove buildup of material such as dirt or mud.
4. Do not place ladders in a passageway or doorway without posting warning signs or cones that direct pedestrian traffic away from the ladder. Lock the doorway that you are blocking with the ladder and post signs that will direct traffic away from your work.
5. Do not place a ladder at a blind corner or doorway without diverting foot traffic by blocking or roping off the area.
6. Allow only one person on the ladder at a time.
7. Face the ladder when climbing up or down it.
8. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down.

General Safety Precautions (If Applicable)

9. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder. Do not jump from ladders or step stools.
10. Do not stand on tables, chairs, boxes or other improvised climbing devices to reach high places. Use the ladder or stepstool.
11. Do not stand on the top two rungs of any ladder.
12. Do not stand on a ladder that wobbles or that leans to the left or right of center.
13. When using a straight or extension ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
14. Secure the ladder in place by having another volunteer hold it if it cannot be tied to the structure.
15. Do not move a rolling ladder while someone is on it.
16. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
17. Do not carry items in your hands while climbing up or down a ladder.

Housekeeping

1. Do not place materials, such as boxes or trash, in walkways or passageways.
2. Sweep up shavings from around equipment such as drill presses, lathes or planers by using a broom and a dust pan.
3. Mop up water around drinking fountains, drink dispensing machines and ice machines immediately.
4. Do not store or leave items on stairways.
5. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
6. Do not block the walking surfaces of elevated working platforms, such as scaffolds, with tools or materials that are not being used.
7. Straighten or remove rugs and mats that do not lie flat on the floor.
8. Remove protruding nails or bend them down into the lumber by using a claw hammer.
9. Return tools to their storage places after use.
10. Use caution signs or cones to barricade slippery areas such as freshly mopped floors.

Job-Specific Safety Precautions

Aggression Control Procedures

1. If you perceive no immediate physical threat:
 - Notify other volunteers or a supervisor, and have a standby to render assistance.
 - State clearly who you are, what you can do to help and what your time limits are as a volunteer.
2. If you perceive the possibility of severe physical injury:
 - Assume a non-threatening physical posture and voice tone.
 - State in clear, concise terms what you want the individual to do.
 - State what you can do to help.
 - Speak with authority.
 - Make direct commands.
 - Set a time limit. At the end of set time, seek assistance from another volunteer or supervisor.
3. If you are assaulted:
 - Leave the area.
 - Report the assault to a supervisor.
 - Do not return alone; bring assistance with you.
4. Breaking up an altercation:
 - Do not attempt to break it up alone.
 - Call for help from other volunteers or call security.
 - Stay out of the immediate area.
 - Wait for help from at least one other person. Do not intervene alone.

Heavy Equipment Safety

1. Wear hard hats, hearing protection and safety goggles while operating heavy equipment.
2. Wear seat belts when operating scrapers, loaders, dozers, tractors and graders.
3. No passengers are permitted on heavy equipment.
4. Keep windows and windshield clean.
5. Do not use heavy equipment if its horn and backup alarm do not sound.
6. Do not crawl under the raised dump body during inspection of a dump truck.
7. Turn off the engine before leaving heavy equipment unattended.

Job-Specific Safety Precautions

8. Do not jump on or off any heavy equipment.
9. Do not stay in the cab of haulage vehicles while the payload is being loaded or unloaded by cranes or loaders.
10. When finished using bulldozers or loaders, land the blade on the ground, set the brakes, turn off the power and shift the gear lever into neutral.
11. Keep heavy equipment in gear when going down grade – do not use neutral.
12. Do not enter the bucket swing radius while the equipment is in operation.
13. Display the "Slow-Moving Vehicle" sign when operating heavy equipment on roads.

Food Service Safety

1. Unplug electrical appliances, such as blenders, grinders and coffee pots, from their power source before cleaning them.
2. Wear closed-toe, low heel, non-slip shoes that have rubber soles while you are at work.
3. Do not store cleaning products with food products.
4. Turn the power switch of the exhaust hood fans to "on" when the ranges are in operation, and use the spray can labeled "degreaser" to clean the grease off of the hood filters.
5. Store cleaning equipment such as brooms, mops, carts and pails in the utility closet.
6. When handling knife blades and other sharp cutting tools, direct sharp points and edges away from you.
7. Cut in the direction away from your body when using knives.
8. Store knives in knife blocks or in sheaths after use.
9. Use the knife that has been sharpened; do not use knives that have dull blades.
10. Do not use honing steels that do not have disc guards.
11. Do not attempt to catch a falling knife.
12. Use knives for the operation for which they are named.
13. When opening cartons, use the safety box cutters. Do not cut with the blade extended beyond the guard.
14. Do not use knives that have broken or loose handles.
15. Do not use knives as screwdrivers, pry bars, can openers or ice picks.
16. Do not leave knives in sinks full of water.
17. Do not pick up knives by their blades.
18. Carry knives with their tips pointed toward the floor.

Electrical Safety

1. When using an extension cord:

Job-Specific Safety Precautions

- Look to see that the wattage labeled on the tool, appliance or equipment does not exceed the wattage limit labeled on the cord;
 - Do not run the cord through doorways, holes in ceilings, walls or floors;
 - Never remove, bend or modify any metal prongs on the plug of the cord;
 - Do not use the cord under wet conditions;
 - Do not plug one extension cord into another;
 - Never drive over, drag, step on, walk on or place objects on a cord;
 - Always unplug the cord when you have finished using it;
 - Do not use the cord as a permanent power source.
2. When working on live circuits, use the tools that have the blue rubber handgrips and that have the UL approval label on the tool; these tools are insulated.
 3. Do not use a metal ladder when doing electrical work.
 4. Never connect a heating unit that has a wattage label reading in excess of 1500 watts into a utility 15-amp outlet.
 5. Use the fuse-handling equipment when removing or installing fuses where terminals are energized.
 6. Post the "Electrical Hazard" safety signs or symbols, or the accident prevention tags, to warn personnel of electrical hazards.
 7. Unplug the electrical cord before making any mechanical or electrical adjustments to the machine it is connected to.
 8. Visually inspect light poles, stadium poles and court poles for decay before climbing them. Do not climb any poles that are decayed.
 9. Use your safety belt when climbing poles.
 10. Wear your safety glasses when you are working with the drill.
 11. When working in a high-voltage area or in an area with signs warning as such, wear your insulated gloves. If the gloves have cracks or pin pricks, do not use them.

Hazardous Materials Safety

1. Follow the instructions on the label and in the corresponding Safety Data Sheet (SDS) for each chemical product used in your workplace.
2. Use personal protective clothing or equipment (PPE) such as neoprene gloves, rubber boots, shoe covers, rubber aprons and protective eyewear when using chemicals labeled "flammable," "corrosive," "caustic" or "poisonous."
3. Do not use protective clothing or equipment that has split seams, pin holes, cuts, tears or other signs of visible damage.
4. Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand washing motion. Then, always wash your hands after removing the gloves.
5. Before pouring, dispensing or transferring any liquid from a bulk container labeled "flammable," observe the following safety procedures:
 - Only use red, color-coded metal containers for transferring the liquid.

Job-Specific Safety Precautions

- b. Electrically ground and bond the containers as follows:
 - Attach the clip at one end of the grounding wire to the rim of the dispensing container, and then attach the clip at the other end of the grounding wire to a ground source such as a ground-driven steel stake.
 - Attach the clip at one end of the bonding wire to the rim of the dispensing container, and then attach the clip at the other end of the bonding wire to the rim of the receiving container.
 - You are now ready to dispense the liquid from the bulk container into the opened receiving container. Upon completion, replace the lid on the receiving container and remove the bonding wire.
- 6. Do not use chemicals from unlabeled containers or unmarked cylinders.
- 7. Do not perform hot work, such as welding, metal grinding or other spark-producing operations, within 50 feet of containers labeled "flammable" or "combustible."
- 8. Do not drag containers filled with flammable material or containers labeled as such.
- 9. Use a rubber cradle when transporting unpackaged, glass bottles of chemicals.
- 10. Do not store chemical containers labeled "oxidizer" with containers labeled "corrosive" or "caustic."
- 11. Always use chemical goggles and a face shield before handling chemicals labeled "corrosive" or "caustic."

Machine Safety

1. Do not remove, alter or bypass any safety guards or devices when operating mechanical equipment such as mechanical power presses, press brakes, metal working lathes, radial arm saws, drills, horizontal mill, punch press or when bending/forming materials.
2. Replace guards before starting the machine, after making adjustments or repairing the machine.
3. Do not try to stop a workpiece as it goes through any machine. If the machine becomes jammed, disconnect the power before clearing the jam.
4. Do not wear loose clothing, jewelry or ties around machinery.
5. Read and obey safety warnings posted on or near any machinery.
6. Long hair must be contained under a hat or hair net.

Hand Tool Safety

1. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
2. Tag worn, damaged or defective tools and do not use them.
3. Do not use a tool if the handle surface has splinters, burrs, cracks or splits.
4. Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.
5. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
6. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, chisels or files in your pocket unless the tool or your pocket is sheathed.
7. Do not perform makeshift repairs to tools.

Job-Specific Safety Precautions

8. Do not throw tools from one location to another or from one volunteer/employee to another.
9. Transport hand tools only in tool boxes or tool belts – do not carry tools in your hand or clothing, especially when climbing.

Painter Safety

1. Store rags that have oil or paint on them in closed, labeled metal containers.
2. Press the pressure relief valve on painting canisters and painting guns prior to disconnecting them.
3. Do not eat, drink, smoke or apply cosmetics where spray painting is taking place.
4. Do not operate spark-inducing tools, such as grinders, drills or saws, near containers labeled "flammable " or in an explosive atmosphere, such as paint spray booths or rooms.
5. Perform all spray painting operations in the spray booth or room.
6. Do not point the spray gun toward any part of your body or at anyone else.
7. Turn the control switch to the "on" position to operate the mechanical ventilation system before and during all spraying operations.
8. When mixing paint and thinner, wear your face shield.
9. Use your safety line (lanyard) to haul paint to a job.
10. Wear your face shield and safety gloves when using airless spray guns.
11. Do not use window jacks when painting windows; use a bucket instead.
12. Wear your protective gown, read and follow the SDS sheet for the paint that you are using, and read and follow the label on the paint can before mixing paint.
13. When using a pressure washer on a swing station, secure yourself by using the safety line. Do not use a ladder for pressure wash work.
14. Wear the respirator issued to you, when required.

Office Safety

1. Do not work on any computer or office machine if your hands are wet or if you are standing on a damp surface.
2. Do not mount pencil sharpeners so that they protrude beyond the edges of desks or tables.
3. Do not stand on a swivel chair.
4. Do not raise the seats on swivel chairs beyond the point where your feet can touch the floor.
5. Do not compact material in the waste basket with your hands or your feet.
6. Do not use cardboard boxes as waste receptacles.
7. Do not leave file drawers open; always use handles to close them.
8. Do not stack file cabinets on top of one another.
9. Open one file cabinet drawer at a time.
10. Put heavy files in the bottom drawers of file cabinets.

Volunteer Acknowledgement Form

is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for the entire staff. We value you not only as a volunteer but also as a human being critical to the success of your family, the local community and . You are encouraged to report any unsafe work practices or safety hazards encountered while at the organization. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local and policies and procedures. Failure to comply with these policies may result in dismissal. Respecting this, will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, subscribes to these principles:

1. All accidents are preventable through implementation of effective safety and health control policies and programs.
2. Safety and health controls are a major part of our work.
3. Accident prevention is good practice. It minimizes human suffering, promotes better working conditions for everyone, holds in higher regard with customers and increases productivity. This is why will comply with all safety and health regulations that apply to the course and scope of operations.
4. The organization is responsible for providing the safest possible workplace for volunteers. Consequently, the organization is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Volunteers are responsible for following safe work practices, organization rules and for preventing accidents and injuries. Supervisors will establish lines of communication to solicit and receive comments, information, suggestions, and assistance from volunteers where safety and health are concerned.
6. Management and supervisors of will set an example with good attitudes and strong commitment to safety and health. Toward this end, management must monitor the organization's safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all volunteers and persons affected or associated in any way by the scope of this organization. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy.

By signing this document, I confirm the receipt of 's volunteer safety handbook. I have read and understood all policies, programs and actions as described, and I agree to comply with these set policies.

Volunteer Signature

Date

Loss Control Questionnaire



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Examine Your Risk

Operating a nonprofit organization can be a rewarding endeavor. These organizations serve to improve their communities by working toward furthering social causes or providing other public benefits. Through charitable donations and other forms of fundraising, nonprofit organizations can help raise local awareness on important topics and offer valuable resources or assistance to community members in need.

However, operating a nonprofit organization also carries significant risks. These organizations have to manage numerous property and liability exposures. They often engage in various activities—including working with volunteers, assisting vulnerable populations, serving food and drinks, hosting events or fundraisers and leading various community initiatives—that can drastically increase their overall risks.

Thankfully, assessing your exposures and taking the appropriate precautions can go a long way toward protecting your nonprofit organization. This proactive approach is particularly important for identifying and avoiding gaps in your risk management program. In many cases, insurance companies will require nonprofit organizations to have certain policies and procedures in place in order to obtain or maintain coverage.

This questionnaire allows your nonprofit organization to review risk categories specific to your unique operations and take action to address those risks.



PROPERTY

General	Yes	No	N/A	Notes
Is the building in good condition overall?				
Is the roof in good repair with no visible water intrusion marks?				In particular, the age of the roof should be taken into consideration. After all, a thorough roof inspection can provide invaluable information.
Is the electrical wiring in good repair?				Wiring must be in compliance with National Fire Protection Association (NFPA) standards—namely, NFPA 70 .
Are there Class ABC fire extinguishers throughout the building?				
Is a no-smoking policy in place?				Smoking, if allowed, should be limited to outdoor areas and away from any hazards.
Is trash removed and not allowed to pile up?				Accumulating trash can present significant fire hazards and may attract pests.
Are effective fire detection systems installed? Are they inspected and tested at regular intervals?				
Is food stored on the premises?				If so, all food storage and supply areas should be kept clean and organized.
Is landscaping completed on a regular schedule? Are trees trimmed away from the building as part of landscaping duties?				Vegetation that's too close to the building can damage property during windstorms and create significant fire hazards.

Is a qualified professional hired to make repairs?				Only qualified professionals (e.g., a plumber) should be in charge of making property repairs.
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Commercial Kitchen Equipment	Yes	No	N/A	Notes
If there is a commercial kitchen on-site, is it separated by a fire wall?				A commercial kitchen does not include a warming kitchen area with residential appliances, like a refrigerator or microwave. Rather, it includes more advanced commercial cooking equipment—such as a stove, range, griddle, fryer or grill.
Are cooking appliances in good condition and maintained by a qualified contractor?				
Are there Class K fire extinguishers in the kitchen?				Class K fire extinguishers are specific to cooking fires and must be inspected regularly.
Does a hood cover cooking equipment to capture grease-laden vapors?				Typical cooking equipment that needs to be under hoods includes ranges, griddles, fryers and grills.
Is the hood cleaned at the appropriate intervals (e.g., two to four times per year) by a qualified third party?				Cleaning should occur semiannually for most cooking operations and quarterly for high-volume operations.
Are grease traps cleaned regularly?				
Is there an 8-inch-tall metal baffle in place or at least 18 feet of space between open flames and the fryer surface?				
Is there an automatic extinguishing system (AES) inside the kitchen?				
Is the AES compliant with UL 300?				This will be stated on the manufacturer's tag. Most newer systems should be compliant, while older systems made before UL 300 may not be.
Are the nozzles for the AES over cooking equipment?				
Are kitchen staff trained on how to use extinguishing equipment?				
Is the AES inspected and serviced by qualified contractors?				
Are refrigeration systems inspected for leaks and maintained by qualified contractors?				
Sprinkler System	Yes	No	N/A	Notes
Is there an automatic sprinkler system installed?				
Is the sprinkler system designed for the hazard?				Sprinkler system data should be located on a placard on the system.
Is the sprinkler system inspected at least annually? Does it pass these inspections?				Sprinkler inspection information should be located on tags and paperwork on the risers.
Is the fire department connection (FDC) outside the building easily accessible?				The FDC must be accessible to allow the fire department to pump more water into the system.
Are sprinkler riser valves supervised (e.g., locked open or electronically monitored)?				

Are employees trained on what to do if a sprinkler is ever damaged and opens?				In the event a sprinkler head is accidentally broken and goes off, it's critical to shut down the water to avoid further water damage.
Are employees and visitors instructed never to block sprinkler heads?				Typically, 18 inches of clearance below sprinkler heads must be maintained for them to work properly. Signage should be used to educate individuals on the dangers of blocking sprinkler heads.

Business Interruption	Yes	No	N/A	Notes
In the event the premises become temporarily unusable, does the organization have a suitable replacement space to continue its operations within the community?				
Does the organization have an effective contingency plan in place?				
Could any aspect of the organization's operations continue while the premises are being remodeled or repaired?				
Are any suppliers or distributors able to assist the organization if any replacement equipment or materials are required on short notice?				
Inland Marine	Yes	No	N/A	Notes
Is a logbook kept for all high-value items?				High-value items may include electronic or other portable equipment located on the premises. The logbook should provide identification codes and detailed descriptions of all high-value items.

Are inventory checks for high-value items conducted on a routine basis (e.g., quarterly or bi-annually)?				
Are high-value items stored in a safe and secure location when not in use (e.g., a locked cabinet)?				
If employees must leave any high-value items in their vehicles while working at an off-site event, are these items properly protected?				Employees should be instructed to lock their vehicles and keep all high-value items out of the view of passersby to minimize potential theft concerns.
Are lockers available on the premises to provide visitors with a secure area to store their personal belongings?				Lockers should be equipped with combination padlocks or key-operated locks to ensure security. Signage stating the organization is not responsible for lost or stolen items should be posted near the locker area.
Are visitors required to sign hold-harmless agreements before bringing any high-value items on the premises?				

GENERAL LIABILITY

Premises	Yes	No	N/A	Notes
Are floor surfaces clean and dry?				
Is the parking lot in good repair with well- marked spaces?				
During winter, are the parking lot and sidewalks kept clear of snow and ice?				Shoveling and de-icing operations should either be completed by a qualified employee or a third-party contractor.
Are walkways, entrances, exits and stairways well-lit and easily accessible?				
Are exits clearly marked and clear for an emergency exit?				
Is there an emergency action plan in place?				This plan should be well-communicated and consider the needs of any vulnerable populations on the premises (e.g., children, the elderly, the homeless and those with disabilities).
Are floor plans and exit routes posted in key areas so building occupants know how to exit the building in case of an emergency?				
Is there an emergency lighting system in case power is lost?				The emergency lighting system must be tested regularly by a third- party contractor.
Are there adequate smoke and carbon monoxide alarms throughout the building?				
Is all furniture at the establishment in good condition and free of potential hazards (e.g., protruding nails, splinters or screws)?				
If there is a thrift store on the premises, are all merchandise display racks and fixtures adequately leveled and in proper condition?				
Is there a security system in place? Does it include security cameras?				
Are restricted or potentially hazardous areas marked with "Authorized Personnel Only" signage?				
If visitors are ever allowed to enter restricted or hazardous areas, are they accompanied by a qualified employee at all times?				
If there are elevators on the premises, are they inspected regularly by a qualified professional?				
If food is served on-site, are employees trained on food safety measures?				Training should cover hygiene, including hand-washing best practices and dangers associated with food spoilage.
If the establishment offers any skills classes (e.g., parenting or first aid), are all class instructors fully qualified to teach their respective topics?				
Do all employees on the premises receive appropriate first-aid and CPR training?				

Are all restrooms compliant with health, cleanliness and accessibility standards?				
If the establishment has an outdoor playground, does the playground have a safe base surface?				Safe base surfaces—such as wood chips, sand or shredded rubber tires—offer cushioning to protect children in the event they trip or fall on the ground.
If the establishment offers children's toys on-site, are all toys age-appropriate and approved by the Juvenile Products Manufacturers Association?				
Trips and Special Events	Yes	No	N/A	Notes
When group trips take place, are adequate safety measures implemented?				On all group trips, the "buddy system" should be followed to ensure trip participants are properly accounted for. During trips that involve children, there should be an adequate number of adult chaperones (e.g., one adult for every six children). Trip participants should wear an article of clothing or accessory (e.g., a shirt or bracelet) that states their group affiliation at all times.
Are children required to provide signed parental waivers before participating in group trips?				
Does the establishment permit outside organizations, groups or individuals to rent out its building space for periodic meetings, social gatherings, paid events or special occasions (e.g., weddings, banquets and birthday parties)?				
If the organization hosts athletic events (e.g., foot or bike races, walks and dance marathons) as fundraisers, are there appropriate measures				All promotional materials for athletic fundraising events should clarify that individuals must choose to participate at their own risk. Individuals should also be required to sign liability waivers prior to
in place to minimize potential safety and liability concerns?				participation. At the start of the event, individuals should be further reminded that they are participating at their own risk. If the event is a long-form race or walk, designated checkpoints should be placed throughout the course to allow participants to receive refreshments and—if needed—medical attention from trained professionals (e.g., nurses or paramedics).
If festivals, carnivals or other related events take place on the premises, are there steps in place to identify reputable vendors?				Be sure to select trusted, qualified vendors with a solid reputation. Establish clear, written contracts with each vendor to ensure both parties understand their specific responsibilities and liabilities.
If the establishment hosts events where food is sold or provided, are proper preparation and serving measures followed?				There should be protocols in place to ensure food preparation and serving practices are safe and sanitary.
If the establishment hosts events where alcoholic beverages are sold or provided, are there adequate age verification procedures in place?				Staff responsible for selling or serving alcoholic beverages should be properly trained on when and how to verify an individual's age.
Products—Completed Operations	Yes	No	N/A	Notes
If food is prepared or served on the premises, are all food preparation and storage areas kept clean and in good overall condition?				
Are all employees who prepare or serve food on the premises required to follow adequate hygiene measures?				Employees with long hair should be instructed to tie it back or wear a hairnet when working near food. All employees should use latex gloves when preparing and serving food.

Are any prepackaged food items served at the establishment routinely reviewed to ensure they haven't reached their expiration date?			Expired items should be discarded immediately or returned to their respective distributor for replacement.
Are all perishable foods that are served on the premises stored and served safely?			Perishable foods must be stored at proper temperatures to uphold freshness. These foods should also be carefully assessed for signs of rotting, mold or spoilage prior to being prepared or served.
If the organization holds catered events or banquets at off-site locations, does the organization implement hold-harmless agreements with the associated caterers or restaurateurs?			Within such an agreement, the organization should ask to be named as an additional insured on the caterer or restaurateur's insurance policy prior to the event.
If the organization operates a thrift store on the premises or hosts any events where donated items are sold (e.g., rummage sales), are adequate measures in place to mitigate safety and liability issues?			The organization should carefully monitor the Consumer Product Safety Commission's website to determine whether any donated items have been recalled by their manufacturers. Only trained and qualified employees should be in charge of screening donated items for recall concerns or other potential safety hazards. Recalled or hazardous items should be properly discarded immediately.
If the organization conducts any contests, raffles or auctions as fundraisers, are there protocols in place to minimize liability concerns?			Contest, raffle or auction rules should be clearly stated in all promotional materials. Truthful and accurate descriptions should be provided for any items being bid on. The organization should review all ticket sales and enforce participation rules to prevent contests, raffles or auctions from being rigged by dishonest individuals.

PROFESSIONAL LIABILITY

General	Yes	No	N/A	Notes
Is there an adequate vetting and application process in place for hiring both paid staff and volunteers?				Thorough background checks (including criminal history) dating back at least 10 years should be conducted for all applicants—especially those applying for positions related to working with vulnerable populations. The same level of screening should occur for both paid employees and volunteers.
Are all volunteers provided with appropriate training for their assigned responsibilities?				Such training is particularly important for volunteers who are serving court-ordered community service sentences.
Are all volunteers who are serving court-ordered community service sentences supervised adequately?				These volunteers may require additional supervision.
Are all volunteers partnered with experienced employees until they are able to demonstrate full competence in performing their designated tasks?				
Do volunteers and employees receive appropriate sensitivity training before working with individuals who have special needs or disabilities?				
Are all volunteers and employees trained on nonviolent conflict resolution tactics?				
Are any nonmedical professionals who provide their services for the organization adequately qualified to do so?				Such professionals may include therapists, attorneys, psychologists and social workers. These professionals should possess any certifications, degrees or licenses required by law.
If the establishment offers counseling, are employees properly qualified to provide such services?				Staff members who handle counseling should have an adequate educational and professional background in this field. They should also be trained to recognize suicidal and self-destructive behavior.
In the event an individual displays suicidal or self-destructive behavior during counseling, are staff trained on how to respond properly?				Individuals who display such behavior should be referred to a qualified psychiatrist for further evaluation and treatment.
Are there measures in place to prevent employees and volunteers from being assigned more work than they can reasonably handle?				This is especially important for nonmedical professionals.
Are any children on the premises properly supervised at all times?				
Does the organization have a policy in place for handling child-on-child abuse situations?				
Does the organization clearly display its policies regarding physical, verbal and sexual harassment on the premises?				
Are there adequate protocols in place for handling allegations of child molestation, sexual misconduct or other forms of harassment against employees?				There should be a written policy in place for handling such allegations. All allegations should be thoroughly investigated. Accused employees should not be permitted to contact their accusers until the investigation process has concluded and appropriate actions have been implemented.

DIRECTORS AND OFFICERS

General	Yes	No	N/A	Notes
Is the organization's board of directors involved in screening and selecting candidates for the CEO and other senior-level positions?				
Are all senior-level candidates' backgrounds, qualifications and potential conflicts of interest carefully considered throughout the recruitment process?				All senior-level candidates should be subject to a criminal background check that dates back at least 10 years. Senior-level candidates should also be thoroughly reviewed in regard to their professional integrity and overall trustworthiness.
Is the organization's board of directors involved in routinely assessing the CEO's job performance, competence, honesty and integrity?				
If the organization's CEO is involved in any form of wrongdoing, are there protocols in place for rectifying the issue?				The organization's board of directors should provide full disclosure of the matter and thoroughly investigate the CEO's wrongdoing to determine how to best remedy the situation.
Are there measures in place to ensure the board of directors stays adequately informed on the organization's actions and community involvement?				
Does the organization's board of directors assist with developing and evaluating the success of key initiatives?				Such initiatives may include organizational policies, procedures and long-term plans or goals.
Are there sufficient policies or procedures in place for handling possible conflicts of interest				Board members should be required to inform the organization of potential conflicts of interest as soon as they arise and remove
between the organization and its board of directors?				themselves from major discussions or decisions involving any conflicts of interest.
Does the organization's board of directors actively ensure that all operations are compliant with applicable federal, state and local regulations (e.g., civil rights and tax laws)?				
Does the organization's board of directors handle all allegations of physical, verbal or sexual harassment effectively?				Such allegations should always be taken seriously and fully investigated to determine an appropriate response.

WORKERS' COMPENSATION

General	Yes	No	N/A	Notes
Are return-to-work initiatives in place?				This can be a written program, a list of light-duty tasks or evidence in past claims of bringing employees back to work after an injury.
Is there a written safety and health plan in place?				
Is chemical training conducted specifically for cleaning chemicals?				Such training is particularly important, as mixing incompatible cleaning chemicals can result in toxic vapors.
Are Safety Data Sheets available?				
Is there an eyewash station available?				
Are employees trained on first aid? Is a first-aid kit available?				
Is good housekeeping practiced?				Floors and aisles should be clean with no tripping hazards.
Are stairways in good condition and equipped with nonslip treads and sturdy handrails?				
Are ladders and step stools available and in good repair?				
Is there a formal training program for new employees?				
Are employees provided with appropriate material-handling equipment when needed?				
Have all employees been trained on safe lifting methods?				Employees should be instructed to always ask for assistance rather than lifting or moving heavy items alone.
Are all sharp objects on the premises (e.g., knives, scissors and other hand tools or equipment) properly stored to protect employees from accidental contact?				
Are there measures in place to protect employees who work outside (e.g., landscaping staff and those who conduct outdoor fundraising events) from heat-related illnesses?				The organization should have a written heat-related illness prevention program in place. Employees should be trained to recognize signs of heat-related illnesses and best practices for preventing such illnesses. Employees who display any symptoms should be permitted to rest in a shaded or air-conditioned area immediately and receive proper medical treatment if their symptoms don't improve.
Are all employees involved in medical services instructed always to wear a clean pair of latex gloves when working with patients (especially in the presence of blood)?				
Are any hypodermic needles utilized on the premises capped and placed in appropriately labeled, self-closing, lined metal trash containers until they can be safely discarded?				
Is all equipment used for grounds maintenance properly guarded?				Lawn mowers, trimmers, snow blowers and similar equipment with missing guards can cause serious injuries.

CRIME

General	Yes	No	N/A	Notes
Are security cameras strategically placed throughout the premises?				Specifically, cameras should be placed in the parking lot and in any areas where high-value items, important documents and money are stored.
Is there signage displayed across the premises informing the public that robust security measures are in place?				This practice can help deter potential thieves.
Is there a security alarm in place? Is it controlled at a central station?				
Are employees who handle donations trained on adequate check and credit card verification procedures?				
Does the organization utilize additional security personnel during large-scale fundraising events when potentially large sums of money will be present on-site?				
Are only trusted and experienced employees in charge of handling the collection of cash at large-scale fundraising events?				These employees should be sure to engage in frequent deposits throughout the event to avoid carrying around excess cash at any given time.
Are all cash, checks and receipts kept in a time- delay safe until deposit time?				This includes donations and fundraising money.
Are deposits staggered?				This helps avoid establishing a pattern that can be exploited.
Are employees subject to background checks?				
Are all important documents kept in a tool-, water- and fire-resistant safe?				Copies of important documents should also be created and stored in a separate, secure location.
Are all in-house accounting protocols verified for accuracy by multiple trusted employees?				
Is the organization in compliance with all applicable federal, state and local regulations concerning mandatory financial audits?				Specifically, if the organization is given more than \$25,000 in federal funding throughout the course of each fiscal year, it must have a financial audit conducted by an independent accounting firm at least annually.
If there is a thrift store on the premises, are there adequate inventory management protocols in place?				
Is there a procedure for reporting robberies?				
Cybersecurity	Yes	No	N/A	Notes
Is there an effective cyber incident response plan in place?				This plan should establish proper protocols to follow in the event of a cyber incident at the premises. This plan should be practiced regularly.
Are all internet-based credit card point-of-sale systems compliant with the Payment Card Industry Data Security Standard?				
Is access to confidential financial information restricted to authorized personnel only?				

Are all passwords, keycards or other authorization devices for past employees or third-party service providers immediately inactivated following their termination or the conclusion of their work/lease agreements?				This practice prevents such individuals from obtaining unauthorized access to confidential stakeholder information—including names, addresses, phone numbers and bank account numbers.
Does the premises operate on a secure, protected Wi-Fi network?				
Has adequate cybersecurity software been installed on all establishment technology (e.g., computer systems and smart devices)?				This includes firewalls, business-class antivirus programs, data encryption features and malware detection software. This software should be updated regularly to ensure effectiveness.

AUTO

All Drivers	Yes	No	N/A	Notes
Are motor vehicle records (MVRs) secured for all drivers?				Annual MVRs are required for anyone operating a vehicle for organizational purposes.
Do drivers have an acceptable driving record?				An acceptable driving record typically means the driver has no serious violations (e.g., DUI or reckless driving) in the last five years and no more than two moving violations in the last three years.
Is there a policy in place on cellphone usage?				Drivers should not use hand-held cellphones behind the wheel.
Is there a policy in place on seat belt usage?				
Are safe driving rules communicated to drivers?				
Are inspections conducted on vehicles before each shift?				Whether organization-owned or personal, all vehicles should have a basic check done.
Has an evaluation of all commercial motor vehicles (CMVs) and related operations been completed to determine the organization's Department of Transportation and Federal Motor Carrier Safety Administration compliance requirements?				Vans, shuttles, buses or other vehicles owned and operated by the organization could be considered CMVs based on their gross vehicle weight rating, the number of passengers permitted in the vehicle and whether drivers are compensated for transporting passengers.
If drivers are responsible for transporting groups of children, have they been properly trained on how to manage younger passengers safely?				
If there is a thrift store on the premises and drivers are in charge of transporting larger				Such measures are important to minimize the risk of items shifting or getting damaged during transportation.
donated items (e.g., furniture or appliances), are there appropriate measures in place for securing cargo?				
Are CMVs on a regular maintenance plan?				
Is the personal use of CMVs prohibited?				
For employee-owned vehicles, is evidence of personal insurance reviewed and kept up to date?				



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