



THE MISSION CONTINUES

The Mission Continues Safety Protocol

The Mission Continues takes safety very seriously, and it is critical that we are always thinking about ways to ensure the safety and security of our program participants, volunteers and others that we interact with during our service projects and opportunities across the country.

Below is a list a safety guidelines to ensure are used, planned for and executed at every The Mission Continues event:

Prior to the event:

- Project Lead will conduct safety assessment with our project risk assessment form during prep week. Identify hazards, locations and how to avoid them or work around them. This should include conversations with host site leaders about the hazards and any documentation they have around a hazard that would not eliminate this location from the project (i.e. asbestos, arsenic, electrical/plumbing, holes, unstable floors etc). Proof of a safety inspection may be needed in these cases.
- A Safety Observer will be appointed by the Project Lead for every event
- Project Lead procures the proper Personal Protective Equipment needed for the project.
- CIMs and EDs will ensure event sign-up page includes the link to click to sign waiver (electronic) and are responsible for pre-registering local volunteer groups. Project Lead will ensure the registration table has printed waivers, pre-registered volunteers, incident reports.
- Project Lead identifies local medical support. This includes local hospital/urgent care clinic for off site support and medics, combat lifesavers, first aid kits, EMT's etc. for on site support. Have printed copies of this information in case someone needs to be driven to a site for care and assistance.

Day of the event:

- Project leader, Safety Observer, and Team Leads will conduct final walk-thru to ensure they are aware of any existing safety issues PRIOR to the project day – everything from working with tools, weather, supplies/materials and type of work being done – rope off any locations that are “off limits” – hazard tape, ribbon etc.
- Ensure everyone that shows up that did NOT register in advance signs a physical copy of the liability waiver. These will be sent afterwards to Regional Offices to be filed.
- Conduct a safety briefing to include where medical support is located, chain of command, potential safety hazards with all volunteers present prior to beginning work, and then more specific briefings with team leaders before specific tasks are being completed.
- Safety Observer roams project site to monitor safety conditions. Carries extra PPE.



THE MISSION CONTINUES

IF an accident/injury occurs:

- Keep calm, and seek medical attention on site and if necessary, seek outside attention (serious incident/injury)
- Notify Project Lead as soon as injured has been attended to.
- Get pertinent information for the injured person (name, DOB, contact information)
- Attempt to assist in contacting emergency contact or someone that can come to the site (if not there already) or meet at urgent care/hospital
- Secure the individual's personal belongings and ensure they either travel with the person or are handed off to someone that is known by the individual
- Write out incident report/Pull liability waiver

Follow Up after medical care tendered for staff:

- Connect with VP of Operations and provide information so he/she can submit a claim for insurance for workers compensation
 - Name, home address, phone number, marital status, social security number and annual salary of staff member injured
 - Date, time and location where injury occurred
 - Details on injury and the events leading to injury
 - Photos of the injury and of the accident site
 - Write incident report

Follow up after medical care for NON staff:

- Non staff members cannot file workers comp claims – so no action needed there
- Ensure that we print out a copy of their liability waiver and submit to Lisa with an accident/incident report
- Collect personal information (Name, address, phone number, email)
- Date, time and location where injury occurred
- Details on injury and the events leading to injury
- Photos of the injury and of the accident site

Insurance information:

- Staff are covered by our workers comp policy – so gathering and submitting information is key
- Our general liability insurance provides us with coverage for up to \$5,000 max for a person (volunteer) that is injured as a result of volunteering for us. This is in case someone would try and come after The Mission Continues for compensation for their injuries.
- Key is to have every volunteer sign the liability waiver form – either electronically when they register for a project or on site. We must have these for protection.