

Public Service Worksite Accident Procedure

- 1) All workers are instructed to report any injury incurred on site to the work site supervisor.
- 2) The worksite supervisor assesses the extent of the injury and:
 - Calls the rescue squad if a serious or life threatening injury.
 - Applies first aid or transports to local Trauma Center for emergency treatment.
- 3) The worksite supervisor calls the Public Service Office Immediately with information regarding the accident.
- 4) The worksite supervisor completes an Accident Report Form and mails or delivers it to the Public Service Office within 48 hours.
- 5) If a worker is transported to a trauma center or hospital, charges for those services are the responsibility of the public service volunteer.



McHenry Public Library
809 N. Front St.
McHenry IL 60050

Public Service Volunteer Hours
Monday - Friday 9 a.m. to 2 p.m.

For information, contact:

David Harding
MPLD Public Service
Worksite Supervisor

Phone: (815) 385-0036 ext.30
Or E-mail: bldgmgr@mchenrylibrary.org



**Public Service
Volunteering at
McHenry Public
Library**

Public Service Worksite Guidelines

A volunteer will only be allowed to begin public service work after the worksite has received the proper paperwork from the county Public Service Coordinator.

Once the volunteer has received permission to perform tasks at the worksite, you will be asked to come to the worksite to fill out some paperwork, go through a brief orientation, and agree on a schedule.

First day of volunteering:

- Meet with the worksite supervisor.
- Sign in on your work register form and put on a volunteer badge.
- Discuss your tasks for the day and ask any questions.
- Complete all tasks as neatly and efficiently as possible. You do not need to hurry to complete each task. We prefer that work be done carefully with a minimum of errors.
- At the end of your shift, you must return the volunteer badge, all tools, and/or equipment to the worksite supervisor.

Be sure the number of hours you have volunteered and the task(s) you have completed are recorded on your work register form each time you volunteer. Make sure you and the worksite supervisor have initialed the work register form.

Please call or e-mail the worksite supervisor if you can't put in the hours on your scheduled day. Hours will only be rescheduled at the library's convenience.

When you've completed your public service hours (or upon termination of service), the worksite supervisor will send the Public Service Coordinator the original copy of the client's timesheet and work evaluation. The volunteer will be given a copy of these forms.

Tasks that are performed at the library

These are some examples of the tasks you will be asked to complete:

- Pick up garbage
- Dust
- Wash Windows
- Yard work
- Shovel snow
- General cleaning

Causes for Termination

The supervisor shall terminate service at the worksite for these reasons:

- Lack of cooperation
- Use or possession of illegal drugs or alcohol at the worksite
- Any violence or aggression
- Irresponsible behavior
- Two "no shows"

Public Service Safety Guidelines

Public service volunteers are not directly involved in the use of the following:

- Any motorized vehicles
- Gas or electric saws
- Gas or electric nail guns
- Any tools that create fire
- Chemicals that are acids

Public service volunteers may operate the following tools and/or equipment with the proper safety protection, instruction, and supervision.

- Power mowers and trimmers, (wear safety glasses, hard-soled footwear, and proper clothing)
- All hand-operated carpenter's tools
- All non-motorized load-carrying equipment (dollies, wheelbarrows)
- All over-the-counter and industrial cleaning supplies, wearing the proper eye and skin safety protection.

