

## **Statement on the Use of Volunteers for Buildings and Grounds**

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Volunteers are used and relied on at all of our parishes, schools, and other church organizations. This document seeks to provide some information to help keep those volunteers safe and to help our organizations know when it is appropriate to rely on volunteers.

Volunteers who perform services that would normally require someone to be certified, licensed, bonded and/or insured, should provide the same credentials and proof of insurance that would be required of an external vendor as noted in the Statement on the Use of Service Contractors.

Volunteers should sign the Building and Grounds Volunteer Worker Agreement if they are asked to perform tasks beyond simple cleaning and yard work. Please see the attached matrix for examples of work that is non-acceptable for volunteers.

For these repair and maintenance projects, the parish should appoint an individual familiar with the project's requirements to act as "foreman" for the day. This person should arrange for the Volunteer Agreements to be signed and should hold a short meeting before beginning work to emphasize safety first and assign tasks with which volunteers are comfortable. A Job Safety Analysis (JSA) is a tool that parishes may find very helpful when organizing volunteers for these projects. Please see the attached sample.

### **Catholic Mutual Assistance**

If you have a project and are not sure if it is suitable for a volunteer, please contact Melanie Tyree, Risk Control Specialist at Catholic Mutual, at [MTyree@catholicmutual.org](mailto:MTyree@catholicmutual.org) or (800) 228-6108 ext. 2381.

### **Volunteer Accident Policy**

The parish/school participates in a diocesan-wide Volunteer Accident Policy. This policy provides some coverage for a volunteer's medical bills related to any personal accidents that take place while the volunteer is performing volunteer duties for the parish/school.

The parish/school Volunteer Accident Policy is secondary to the volunteer's personal insurance policy. This means that all accident medical claims must first be submitted to and processed by the volunteer's own insurance carrier before submitting a claim to the parish's/school's Volunteer Accident Policy carrier.

## DIOCESE OF DES MOINES

AGES	ACCEPTABLE WORK <sup>1</sup>	NON-ACCEPTABLE WORK	ACCEPTABLE TOOLS TO USE	PROTECTION EQUIPMENT REQUIRED
<b>10-14</b> (with adult supervision)	<ul style="list-style-type: none"> <li>• Simple cleaning operations such as dusting, mopping, and sweeping.</li> <li>• Light yard work such as raking or picking up branches and leaves.</li> <li>• Serving food at designated food distribution sites.</li> </ul>	<ul style="list-style-type: none"> <li>• No use of ladders or scaffolding.</li> <li>• No handling of toxic materials.</li> <li>• No use of power saws or other power-driven woodworking machines.</li> <li>• No operation of chain saws.</li> <li>• No operation of snow blowers or lawn mowers, including manual push types.</li> <li>• No structural demolition.</li> <li>• No excavation operations.</li> <li>• No operation of motor vehicles or power-driven hoisting apparatus.</li> <li>• No tree trimming.</li> <li>• No roofing operations or work related to roofs.</li> </ul>	<ul style="list-style-type: none"> <li>• Ordinary cleaning and yard work tools such as brooms, shovels, rakes, wheelbarrows, mops, rags, and buckets.</li> </ul>	<ul style="list-style-type: none"> <li>• Long shirts and pants, shoes or work boots, work gloves (as appropriate to nature of work).</li> <li>• Any Personal Protection Equipment (PPE) required per safety regulations for proper use of specific tools or materials, e.g. safety glasses, hearing protection.</li> </ul>
<b>PLEASE HAVE ALL VOLUNTEERS DOING ANY "ACCEPTABLE WORK" LISTED BELOW SIGN THE VOLUNTEER AGREEMENT</b>				
<b>15-17</b> (with adult supervision)	<ul style="list-style-type: none"> <li>• As above, plus simple construction jobs such as putting up drywall or laying floors, tiles, carpets.</li> </ul>	<ul style="list-style-type: none"> <li>• As above.</li> </ul>	<ul style="list-style-type: none"> <li>• As above, plus hammers, pry bars, crowbars, floor scrapers.</li> </ul>	<ul style="list-style-type: none"> <li>• As above.</li> </ul>
<b>18-20</b>	<ul style="list-style-type: none"> <li>• As above, including more advanced demolition and construction projects.</li> </ul>	<ul style="list-style-type: none"> <li>• No use of ladders over 12 ft. or scaffolding.</li> <li>• No handling of toxic materials.</li> <li>• No use of power saws or other power-driven woodworking machines unless properly trained.</li> <li>• No operation of snow blowers or riding lawn mowers unless properly trained.</li> <li>• No structural demolition.</li> <li>• No tree climbing to trim branches.</li> <li>• No roofing operations or work related to roofs.</li> <li>• "No Hot Work" (e.g., torches, welding, grinding)</li> </ul>	<ul style="list-style-type: none"> <li>• As above, plus drills and simple power tools.</li> </ul>	<ul style="list-style-type: none"> <li>• As above.</li> <li>• Around power tools, avoid wearing loose clothing and long scarves; tie back long hair.</li> </ul>
<b>21 &amp; Older</b> (Adult)	<ul style="list-style-type: none"> <li>• All work jobs typically expected of volunteer workers and appropriate to their skillset.</li> </ul>	<ul style="list-style-type: none"> <li>• No use of ladders over 12 ft. or scaffolding unless properly trained.</li> <li>• No use of power saws or other power-driven woodworking machines unless properly trained.</li> <li>• No operation of snow blowers or riding lawn mowers unless properly trained.</li> <li>• No tree climbing to trim branches.</li> <li>• No roofing operations or work related to roofs.</li> <li>• No "Hot Work" (e.g., torches, welding, grinding)</li> </ul>	<ul style="list-style-type: none"> <li>• Any tools as appropriate to the nature of the jobs.</li> </ul>	<ul style="list-style-type: none"> <li>• As above.</li> </ul>

<sup>1</sup> Safety meeting is required before any volunteer work is started.

05/15/17

## **Diocese of Des Moines Buildings and Grounds Volunteer Worker Agreement**

We want to thank you for your offer to volunteer. We have the responsibility to advise you of the constraints under which you volunteer.

The volunteer acknowledges and agrees that he/she will only engage in activities for which he/she either has the requisite knowledge, or will be given the necessary knowledge, prior to starting the activity. The volunteer further agrees that he/she will participate only if in good health to do so and agrees to not perform any activity that he/she feels is unsafe.

The volunteer understands that he/she has no authority to represent the parish/school or the Diocese of Des Moines in dealing with any other person, business, or firm, and will not attempt to act as contracting agent of the parish/school or the Diocese. The volunteer further acknowledges that he/she is not entitled to any wages, reimbursements, or benefits from the volunteer work, including without limitation, worker's compensation, unemployment benefits, medical and overtime.

The volunteer agrees to indemnify and hold harmless the parish or school and the Diocese of Des Moines for any claim, liability, or expense arising from any contractual liability incurred or alleged to have been incurred by the volunteer.

The volunteer realizes that he/she could be injured in the performance of his/her volunteer duties, and understands that he/she will need to first submit all medical claims to his/her own insurance provider before submitting any unpaid medical costs through the parish's/school's Volunteer Accident policy for possible coverage.

If there are any unpaid medical bills resulting from an accident after the volunteer's insurance policy and the parish's/school's Volunteer Accident policy have processed submitted claims, the volunteer agrees to be responsible for any remaining payments and releases the parish/school and the Diocese from all claims, demands, or causes of action arising therefrom..

This Agreement is valid until terminated in writing by any of the signers below.

\_\_\_\_\_  
Pastor/Authorized Signer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature if Volunteer is a Minor

\_\_\_\_\_  
Date