

Site Visit Checklist

Date of Site Visit: ____/____/____ Team Leader Name _____

Company _____ Number of Team Members: _____

	Description and details of the project.		Volunteers will not work alone
	Project schedule which should include: -Agency overview/tour of facility -Orientation to project and work site -Safety orientation/training -Breaks -Clean-Up		Safety training will be planned and presented to all volunteers prior to the start of work and will include: •Task instructions •Safety precautions (hydration, etc.) •Host site policies/procedures regarding accidents/incidents •Emergency and/or emergency evacuation procedures •Location of first-aid kit or assistance and working phone with emergency numbers
	Any special needs of volunteers		Accident report forms available for agency use if needed
	Materials and equipment needed and secured for the project (It is the agency's responsibility to provide and secure materials and equipment. However, it is a company's option to assist if they wish.)		Power tools/equipment will be checked for safety by qualified tradesperson and power tools will not be used by volunteers unless they are trained to do so
	Special instructions for volunteer safety: -Appropriate attire, sunscreen, gloves, water, etc.		Water for hydration and other items needed for safety such as personal protective equipment will be available
	Agency rules, policies and procedures (including those related to photographing site, clients, etc.) that volunteers need to know		Agency personnel and team leader will ensure all volunteers are dressed properly for the task prior to the start of activities
	Any special instructions that would be helpful for volunteers to know (such as where to park, etc.)		Bad weather plans

We have completed the site visit and understand our roles as the Project Coordinator /Team Leader this includes informing my team of pertinent information about the project. I understand I am responsible to have copies of waivers for each volunteer and the accident/incident form with me on the Day of Caring.

Project Coordinator Signature

Team Leader Signature
