

CAMPUS WIDE IDENTIFICATION (CWID)

A CWID number is required for all volunteers in order for them to access online training and register for instructor lead courses using the portals and for appropriate recordkeeping.

Volunteers include NON-CSUF affiliated individuals and current or previous CSUF students, employees, faculty and staff. Anyone who has a current or archived Campus Wide Identification (CWID) Number must include this when completing the "Volunteer Identification Form."

FOR VOLUNTEERS WITH A CWID

Volunteers who have a current Campus Wide Identification Number (CWID) may go to their Portal to complete most required training/forms. Once completed, no further action is required.

FOR VOLUNTEERS WITHOUT A CWID

The Employee Training Center assigns a volunteer CWID. Volunteers will receive an email link with a passcode that will allow the volunteer to access appropriate training using the Employee Portal.

PARKING

At their discretion, departments may choose whether or not to provide special parking permits to volunteers in recognition of their support. Please contact Parking and Transportation Services directly for more information.

REGISTERING A VOLUNTEER

A "Volunteer Identification Form," (located at <http://riskmanagement.fullerton.edu/Forms>) must be filled out at least 2 weeks prior to the beginning of assignment and returned to Risk Management for processing.

Risk Management and Environmental Health and Safety will assess possible hazards related to the assignment. Safety training, forms and/or other requirements are assigned in order to comply with University safety and health policy and applicable regulations.

Please note that volunteers are only permitted to begin duties after their application has been approved and all University requirements have been met.

ENVIRONMENTAL HEALTH AND SAFETY

CAMPUS RESOURCES

(657) 278-7233 (S-A-F-E)
<http://ehs.fullerton.edu>

HUMAN RESOURCES

(657) 278-2425
<http://hr.fullerton.edu>

RISK MANAGEMENT

(657) 278-7346
<http://riskmanagement.fullerton.edu>

UNIVERSITY POLICE

(657) 278-2515
<http://police.fullerton.edu>



EHS

For complete CSUF
Volunteer Guidelines,
please visit:

<http://riskmanagement.fullerton.edu>

Environmental Health
and Safety

VOLUNTEERS AND THE UNIVERSITY

Risk Management and
Environmental Health & Safety



CALIFORNIA STATE UNIVERSITY
FULLERTON[™]

VOLUNTEERS AND THE UNIVERSITY

Many people volunteer their time and services in support of the CSUF mission, providing a valuable benefit to the University and its campuses. In turn, volunteers gain valuable experiences and a sense of personal and professional satisfaction as a result.

Departments that utilize volunteers must take appropriate measures to mitigate risks to the volunteers themselves or the University, its students, faculty, staff or guests. These measures may include special training or personal protective equipment, and certifications, health assessments, special control procedures, or criminal background checks.

DEFINITION OF A VOLUNTEER

- According to California regulation a volunteer is "any person who, of his own free will, provide goods or services, without any financial gain, to any state agency." California Government Code §3111(a).
- CSU volunteers must have the necessary training and/or supervision to safely carry out the volunteer work and, depending on the particular function performed, must meet other requirements.
- Volunteers must possess any required license or certificate, and have completed any background check, fingerprinting or other process that may be required as determined by the University President.
- Students who conduct research activities and who are not actively enrolled (including summer/winter sessions) are considered volunteers and must complete the application PRIOR to that beginning of volunteer duties.

VOLUNTEER BENEFITS:

- Volunteers may be reimbursed for expenses in accordance with University procedures.
- In general, the personal commute of the volunteer "going to and coming from" said volunteer assignment is considered part of their general commute and is not covered.
- Volunteers are eligible to receive Workers' Compensation and liability coverage benefits, but do not receive retirement or health benefits.
- The University does not provide Worker's Compensation coverage to students participating in University-sponsored community service programs.

VOLUNTEER LIMITS

- Volunteers may not enter into any agreements or commit resources on behalf of the University.
- Volunteers may drive a vehicle on university business as long as they comply with all applicable requirements and driving is within their assigned duties.
- Volunteers must possess any required license or certificate, and have completed any background check, fingerprinting or other process that may be required.

TYPICAL VOLUNTEER ACTIVITIES INCLUDE:

- Serving on a governing board overseeing a University support group;
- Teaching or assisting in other academic functions;
- Assisting in fund raising, political advocacy or other administrative functions;
- Working in the Health Center or Learning Center.
- Assisting with campus events or activities;
- Driving vehicles on official University business such as field trips or athletic events.

VOLUNTEER ACTIVITIES DO NOT INCLUDE:

- A guest lecturer, "Professor for a Day" or other similar role;
- An adjunct professor without teaching or research responsibilities;
- Participant in an athletic event.
- Participant in community service programs sponsored by the university.
- Participant in an activity or serve on a committee sponsored by a University support group.
- Participation in order to avoid a civil or criminal fine or penalty.

VOLUNTEERS UNDER THE AGE OF 18

CSUF volunteers may be under the age of 18. If the volunteer is under 18 years old, the campus requires the approval of a parent or guardian and the volunteer application signed and dated as such.

Any specific restrictions to volunteer duties should be noted on the volunteer application and communicated to the volunteer supervisor.

SAFETY TRAINING REQUIREMENTS

Some volunteer assignments have training requirements. Below is a list that may assist in planning. Please note that other safety and/or training requirements may apply depending on the hazard, assignment and other factors.

ACTIVITY

Driving
(auto, truck, van)

—

Small Cart
(Electric Utility Cart)

—

Working in a
Chemical
Laboratory

—

Working in a
Biological Laboratory/
Animal Research

—

Working with
Lasers

—

Working with
Radiation

—

Medical/
Emergency
Response

—

Field Trips

* if applicable

TRAINING

Defensive Driver Training
INF254 form
* Van Driver Safety

—

Small Cart
(Utility Cart) Safety

—

Laboratory Safety Training
* Autoclave Safety
* Chemical Fume Hood Safety
* Chemical Spill Safety

—

Laboratory Safety Training
Biological Safety
* Bloodborne Pathogens

—

Laser Safety
Training

—

Radiation Safety
Training

—

CPR/AED/First Aid
Bloodborne Pathogens
* Aerosol Transmissible Disease
* Blood Clean-up

—

* Heat Illness Prevention
* Utility Trailer Towing