



PROCEDURE

Implementing DAS Policy 125-7-204

Volunteer Injury Coverage

Applies to: All Department of Consumer and Business Services (DCBS) employees, including the Workers' Compensation Board (WCB).

Description: DCBS has adopted the Department of Administrative Services (DAS) Policy 125-7-204 [Volunteer Injury Coverages](#), which describes how coverage applies during volunteer activities.

Procedure:

Volunteer Injury Coverage (VIC) covers injuries caused directly by volunteer activities. It goes into effect after other applicable insurance, such as the volunteer's medical, disability, or auto insurance.

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| Deputy Administrator/
Designee | 1. | Notifies Safety and Risk Program coordinator of when a volunteer starts and when a volunteer ends. |
| Employee Services | 2. | Distributes "Conditions of Volunteer Service" and "Partial Waiver and Release of Rights" form to division administrators with instructions. |
| Division Administrator/
Designee | 3. | Requests each new volunteer to complete the Conditions of Volunteer Service and Partial Waiver and Release of Rights form. This form is completed only once, and remains active for the duration of the assignment. |
| Volunteer | 4. | Completes form and submits to manager for review and approval. |
| Manager | 5. | Ensures form is completed (including the signature of volunteer) and that it specifies the duties to be completed. |
| | 6. | Signs and dates form and forward a copy to human resource analyst and DCBS Safety and Risk Program coordinator. |
| DCBS Safety and Risk
Program Coordinator | 7. | Maintains file of all volunteer forms and report the number of volunteers to Central Services Division each July. The volunteer number goes to the Fiscal Services Section in the Central Services Division. |
| Volunteer | 8. | Immediately reports any work-related injury to manager. Report |

must include a description of the accident, including the time, place, and resulting injury. Report must be filed within five working days of the injury.

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| Manager | 9. | Reviews injury report, immediately notifies division administrator, and forwards report to DCBS Safety and Risk Program coordinator. |
| DCBS Safety and Risk Program Coordinator | 10. | Forwards completed report to agency head and files notice of claim with DAS Risk Management Division. |
| Central Services Division | 11. | Annually reports volunteer usage information to DAS Risk Management in the department's Annual Risk Report. |

References:

[DAS Policy 125-7-204](#) Volunteer Injury Coverage

Attachment:

- A. [State of Oregon Conditions of Volunteer Service & Partial Waiver and Release of Rights Form \(DCBS VIC Form\)](#)

Replaces DCBS policy & procedure SAF-13 Volunteer Injury Coverage

Approved: By Jean Straight on January 31, 2017