



Attachment A

Accessibility/Safety Assessment Checklist for Volunteer Stations

RSVP Volunteer Station Name: _____

RSVP of Middlesex County ensures that all Volunteer Stations assess the safety of their volunteers annually. Please answer the following questions to the best of your ability and return this form to the RSVP of Middlesex County office at Jewish Family Services, 32 Ford Avenue, Second Floor, Milltown, NJ 08850.

- 1. The RSVP Volunteer Coordinator performs a background check for all volunteers prior to volunteering and notifies the Volunteer Station of their acceptability. YES___ NO___
2. Volunteers are oriented and trained on safety issues by the Volunteer Station YES___ NO___
3. Volunteers are given the necessary materials and knowledge by the Volunteer Station to perform tasks safely. YES___ NO___
4. Proper signs, emergency exits, and safety protocols are visibly displayed for volunteers. YES___ NO___
5. Volunteer Station staff provide volunteers with new safety information as needed. YES___ NO___
6. Volunteers wear the appropriate clothing and safety equipment necessitated by activity. YES___ NO___
7. First aid kits are available and locations identified. YES___ NO___
8. Fire extinguishers are located on site and inspected regularly. YES___ NO___
9. Work sites are free of hazards. YES___ NO___
10. All volunteers report and/or document any accidents to a Volunteer Station staff member. YES___ NO___

Signature of person completing evaluation _____

Print Name _____ Title _____

Date _____

This form MUST be completed and returned to the RSVP of Middlesex County office annually.

32 Ford Avenue, Second Floor
Milltown, NJ 08850
Tel: 732.777.1940 Fax: 732.777.1889

1600 Perrineville Road, Suite 52
Monroe Township, NJ 08831
Tel: 609.395.7979 Fax: 609.395.7129



www.jfsmiddlesex.org

