



## **Volunteer Accident Reporting & Procedures to be Followed:**

**REMEMBER: VOLUNTEERS ARE NOT COVERED UNDER WORKERS COMPENSATION; THEY HAVE VOLUNTEER INSURANCE THROUGH VIP!!**

1. If an accident has occurred, assess the extent of the injury. If someone is unconscious or appears to be severely injured, call 911 immediately.
2. If the accident victim is conscious and can move easily, but requires medical treatment, he/she should be taken to Santa Cruz Dominican Occupational Health Center, 610 Fredrick Street, Santa Cruz, or Health First at 818 Freedom Blvd., Watsonville. The injured party may choose to be taken to another medical provider instead.
3. If someone is slightly injured (small cuts, scrapes, splinters etc.) and you are administering first aid, latex gloves should be worn.
4. When an accident occurs, immediately notify your supervisor and Danielle Niland, Volunteer Initiative Program, 454-2987 or Volunteer Center 427-5070.
5. The person responsible for reporting the accident must complete the Accident Report form and submit a copy to the Volunteer Initiative Program, 701 Ocean Street Room 30, Santa Cruz, CA 95060.
6. When an injured person is taken to the Santa Cruz Dominican Hospital Occupational Health Center Office, Health First, or another medical provider he/she should present his/her own proof of medical insurance coverage. In the event that the cost of treatment for the injury is not covered completely by the individual's own medical insurance, or if the individual has no medical coverage, a claim for coverage may be submitted to the Volunteer Center's Proof of Loss claim which should then be taken by the injured volunteer to the medical provider. The medical provider should complete and sign the 2<sup>nd</sup> page of the Proof of Loss Form. The injured volunteer should complete both parts of the Claimants Authorization on Page 1. The completed form should be submitted to the Volunteer Initiative Program for authorization and submission.

**Volunteer Initiative Program  
701 Ocean Street Room 30  
Santa Cruz, CA 95060**