

Risk Assessment of Volunteer Role - Volunteer Supervisor/Staff Facing Document

When assessing risk, consider all aspects of the volunteer role. Identify potential hazards, determine appropriate precautions, and flag any tasks to avoid. Key areas to consider when evaluating risk include:

Physical (ergonomic, biological, chemical), including but not limited to:

- Physical Injury to Volunteer
- Extreme Weather Exposure
- Equipment Misuse or Poor Maintenance
- Fire Safety Oversight
- Hazardous Material Exposure
- Water Safety Failure
- Electrical Shock Hazard
- Noise-Induced Hearing Damage
- Slip, Trip, and Fall Hazards
- Poor Air-Quality Exposure
- Fatigue and Overwork
- WHMIS Documentation Gaps
- Hazardous Material Handling Non-Compliance
- Food Safety Violations
- Alcohol Service Mismanagement

Psychological and Emotional, including but not limited to:

- Psychological Stress and Secondary Trauma
- Volunteer Mental Health Burnout
- Disputes Between Volunteers and Paid Staff
- Volunteer Impairment Due to Substance Use
- Accessibility Barriers for Volunteers with Disabilities
- Labour Standards Breach for Youth Volunteers
- Child and Youth Safeguarding Breach

Safety, including but not limited to:

- Emergency Preparedness Failure
- Emergency First-Aid Competency Gaps
- Drone or Aerial Photography Hazards
- Travel and Accommodation Safety Failure
- Weapon or Firearm Mishandling
- Crowd-Crush Incident
- Minors as Volunteers
- Unsupervised Volunteer Activity
- Inadequate Supervision Ratios

- Insufficient Training and Orientation
- Task Misalignment and Scope Creep
- Volunteer Availability and Reliability Failure
- Dependency on Key Volunteers
- Overlapping Volunteer Roles
- Breach of Military Base Security Protocols
- Child and Youth Safeguarding Breach

It is also essential to consider the secondary risk to your location/CFMWS in the following areas:

Financial, including but not limited to:

- Financial Mismanagement
- Fraudulent Fundraising or Claims
- Resource Theft or Damage
- Cash Handling Errors
- Budget Overruns Due to Volunteer Estimates
- Unrecovered Volunteer Expenses
- Lost Sponsorship Revenue Due to Misconduct
- Theft of Merchandise
- Unauthorized Reimbursements
- Stock Shrinkage at Stores, Canteens, etc.
- Inaccurate Donor Receipting

Cyber and Data, including but not limited to:

- Stakeholder Trust Loss from Data Breach
- Confidentiality and Privacy Breach
- Data Security Breach
- Personal Data Collection Without Consent
- Technology Platform Failure
- Incident Under-Reporting

Reputational and Legal, including but not limited to:

- Improper Use of CFMWS Brand and Logos
- Social Media Misrepresentation
- Conflict of Interest
- Political or Ideological Advocacy
- Non-Compliance with Policies and Procedures

Risk Mitigation/Policy Application

For each identified risk, provide a corresponding mitigation strategy.

The objective is to eliminate the risk for both the volunteer and the organization. If complete elimination is not feasible, apply one of the following mitigation approaches:

- **Mitigated through enhanced training** – reduces the likelihood or impact of the risk.
- **Mitigated through increased supervision** – ensures closer oversight to lower the risk.
- **Mitigated by adding personal protective equipment** – reduces the chances of minor injuries.
- **Avoided by removing the task from the volunteer role** – eliminates exposure by reassigning the task.
- **Avoided by transferring the task to an employee** – ensures someone with appropriate authority or expertise handles the task.

List any existing policies, procedures, or guidelines that support the proposed mitigation strategy. These may include organizational policies, program standards, training protocols, or regulatory requirements that help reduce or manage the identified risk.