

# IMPORTANT NOTICE TO ALL VOLUNTEERS!

TOPIC: ADA, Safety Training, Sexual Harassment, Park Authority Overview video, STARS Training, and Child Abuse Reporting.

The Fairfax County Park Authority is committed to ensuring that you understand safety information necessary to keep you safe at work. If you are newly hired or have missed the safety training you may use the following online training modules to review and test yourself on the topics listed.

- Review each training module and complete the quiz at the end of each.
- Sign-off on the attached sheets after completing each module.
- Read any handouts provided on site specific safety issues.
- Discuss related site specific safety issues with your supervisor (Location of equipment or info, emergency plans, etc.) as needed.
- Turn in the attached training sign-off sheet to your supervisor and receive four volunteer service hours for completing this training for us.

This training is **MANDATORY**. Please let your supervisor know if you have any problems or questions related to this training.

If you need a computer, we can let you use one on site.



**Fairfax County Park Authority**  
Agency-wide Mandatory Training Documentation.

**ADA Training** – All volunteers

- Other Power Driven Mobility Devices
- Communicating in People First Language
- Service Animal Guidelines

I have read the policy statements provided and will adhere to the designated policies

**Volunteer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Bloodborne Pathogen Training**

**Site Specific Training**

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- Explanation of the control plan and where to obtain a copy.
  - Procedures which may expose employees to blood or other potentially infectious materials.
  - Information on procedures to use in an emergency involving blood or other potentially infectious materials.
  - What procedures to follow if an exposure incident occurs.
  - Explanation of post-exposure evaluation and follow-up procedures.
  - Location and contents of First Aid kit. >Location of Personal Protective Equipment.
  - Location of hand washing sinks. >Location of waste containers.
  - Location of accident report forms for employees.

I have completed the online safety training and site specific Bloodborne Pathogen training and will adhere to designated policies as outlined in the Bloodborne Pathogen Exposure Control Policy.

**Volunteer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Hazardous Materials and MSDS Orientation Training**

**Site Specific Training**

- Material Safety Data Sheets (MSDS) location >Location of Hazard Communication Standard manual
- Physical health hazards: Specific chemicals on site >Categories of chemicals on site

I have completed the online safety training and will adhere to designated policies.

**Volunteer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Park Authority 101 Video** – All volunteers

I have completed the on-line Park Authority Video and am familiar with the overview of the Park Authority.

**Volunteer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Personal Protective Equipment**

Site specific Training

I have been familiarized with the general principles of personal protective equipment and will adhere to designated policies.

**Volunteer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Cont'd.**

**Portable Fire Extinguisher Training**  
**Site Specific Training**

I have been familiarized with the general principals of portable fire extinguisher use and the hazards involved with incipient fire-fighting in my workplace.

**Volunteer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Sexual Harassment and Diversity Training** – All volunteers

I have read the policy statements provided and will adhere to the designated policies

**Volunteer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Stars Customer Service Training** – All volunteers

I have read the policy statements provided and will adhere to the designated policies

**Volunteer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Other Trainings -**

**Cash Handling Training - (if specific to your volunteer opportunity)**

I have read the policy statements provided and will adhere to the designated policies

**Volunteer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**FCPA Computer Policy – (if specific to your volunteer opportunity)**

I have read the policy statements provided and will adhere to the designated policies

**Volunteer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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