

A volunteer is an individual who performs tasks or services for another without receiving payment or other remuneration. It is not feasible nor necessary for every volunteer utilized at the University of North Dakota to be covered by workers compensation insurance. Volunteers may be working for a very short period of time with little or no risk of injury. In some cases, however, volunteers may encounter occupational hazards much like employees of the University. To address these situations, UND has established a workers compensation insurance program for volunteers.

Departments are *required* to set up workers compensation insurance for volunteers under the following circumstances:

- The volunteer will perform tasks that are normally done by University's faculty and staff.
- The volunteer will perform tasks of a hazardous nature ie. working with hazardous materials, driving, operating equipment, exposed to outdoor elements, performing physical labor, etc.
- The volunteer will be performing tasks for the University on a frequent basis.

Departments must consider the following information regarding their volunteers:

- If a volunteer will not be performing tasks that are potentially hazardous, the department utilizing the volunteer need only have the volunteer fill out a *Volunteer Waiver*. The form is available at <http://und.edu/finance-operations/environmental-health-and-safety/riskmanagement.cfm>.
- To secure workers compensation insurance for a volunteer, complete a *Volunteer Workers Compensation Form*. The form must be filled out and submitted to Office of Safety before the individual performs their volunteer work for the University. Form and instructions can be retrieved online at: <http://und.edu/finance-operations/environmental-health-and-safety/riskmanagement.cfm>.
- Departments are responsible for the cost of the coverage. The annual cost is \$12.45 per volunteer. The volunteer may perform tasks many times throughout the year and the assessment would be \$12.45. Therefore, it is cost effective to have repeat volunteers.
- If a volunteer is injured while working for the University, have the volunteer submit an Incident Reporting Form which is located on this web site: <http://und.edu/finance-operations/environmental-health-and-safety/>. For injuries requiring medical attention, call the Office of Safety at 7-3341 in addition to submitting the form online. Once the Office of Safety receives the Incident Reporting Form, they will begin the process of filing a workers compensation claim for the volunteer. The department must have someone with additional knowledge of the injury complete an Incident Investigation Form which is also found on the above web site and can be submitted online.

Completing the form

- Section One – Volunteer Information: Provide first & last name; address; phone #; social security number; and identify new or repeat volunteer.
- Section Two – Department Information: Identify the department utilizing the volunteer; provide departmental contact person; department phone #; identify the type of tasks assigned to the volunteer; provide start and end date; identify fund number to be charged.
- Section Three –Approvals: Route completed form to the supervisor and department head. Form must then be sent to the Office of Safety and coverage will be secured for the volunteer.