



## CHECKLIST FOR VOLUNTEER PROJECT LEADERS – HARDING TOWNSHIP

Project Description: \_\_\_\_\_

List of Volunteers and Assignments (No volunteer may work alone):

Name	Assignment	Date Worked	Location
1.			
2.			
3.			
4.			
5.			

**List additional names on back page**

Describe safety training completed for all Volunteers (Be specific):

Volunteer-owned power equipment use is restricted to that of the owner.

Appropriate personal protective equipment used, e.g., eye & hearing protection especially when near power equipment, and leather chaps when using chain saws.

Volunteer Indemnification Form signed by each volunteer before working.

Suitable First Aid kit on-site.

Volunteers are not to drive Township-owned vehicles.

Advise volunteers that they, and any business entity they are affiliated with, are prohibited from contracting work with the Township for a 12-month period from the most recent day volunteer work was performed for the Township.

Name/Phone# of person in charge: \_\_\_\_\_ # \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Project Code: \_\_\_\_\_