

CENTRAL BAPTIST HOSPITAL

VOLUNTEER INJURIES WHILE ON PREMISES

In the event a volunteer sustains an injury while volunteering at Central Baptist Hospital or any CBH location the following procedure will be pertain:

- Volunteer or volunteer supervisor will fill out Employee Incident Report.
- Clearly print "volunteer" at the top right hand corner of form
- If emergency care is needed, volunteer supervisor will accompany volunteer to the emergency room and inform registration personnel that visit should be billed to volunteer's primary insurance carrier.
- Volunteer Services will retain Incident Report form for tracking and trending injuries. Volunteer services will send a copy of the incident report to Risk Management.
- If Employee Health receives the incident report, it will be sent per intradepartmental mail to Volunteer Services.
- In the event a serious safety issue is involved, volunteer supervisor will inform the employee health nurse immediately for consultation.

7/31/06 - mz