



## ADMINISTRATIVE POLICY AND PROCEDURE

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**Subject:** VOLUNTEER ACCIDENT AND LIABILITY INSURANCE

**Policy No.:** A418

Supersedes: December 4, 2015

Review Date: January 5, 2023

Origin Date: January 1, 1982

Revision Date:

### **POLICY:**

Individuals or members of community service groups duly enrolled through the Volunteer Services Department are covered by the County Volunteer Workers' accident insurance. Further, Los Angeles County Ordinance No. 4099, Administrative Code, Section 93.81, allows the same liability protection for volunteers as for regular employees.

### **PROCEDURES:**

#### **A. Injury to Volunteer**

1. Injured volunteers are to report promptly all injuries, no matter how minor, to their immediate supervisor.
2. The volunteer will be referred to his/her private physician for follow-up treatment.
3. The Director of Volunteer Services must be notified within 24 hours or the next County workday of any injury to volunteers. Volunteer Services will give the volunteer a copy of the appropriate claim report as directed by the Risk Management Division of the County's Chief Administrative Office.
4. In the event of serious injury to a volunteer during a volunteer assignment, paramedics and/or ambulance can be called and the injured transported to the nearest hospital with all parties informed that the County Volunteer Insurance coverage will pay reasonable and usual charges in the event the volunteer does not have adequate financial coverage of his/her own. In this instance, the Director of Volunteer Services should be notified immediately.

#### **B. Injury to a Patient Involving a Volunteer**

1. In the event a volunteer is involved in an injury to a patient, the volunteer's name should be included in the report to Risk Management to afford the volunteer the benefits of liability protection.

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Revised: 12/14, 12/15

Reviewed: 12/14, 12/15, 1/23

Approved By: