

VOLUNTEER SAFETY

Ensuring that volunteers are working in a manner that is safe for themselves and those around them is central to LEAF's volunteer program.

SAFETY AT A PLANTING EVENT

- **Be aware of the site** and any safety hazards (ex. roads, rivers, etc.)
- When transporting multiple items, make sure your **loads are balanced** or **consider making more than one trip**
- Always **take note of the weather** at the beginning of the day and dress/prepare accordingly
- Always have **water and sun protection** on hot sunny days
- Dress in layers on cooler days; rain gear may make or break how much enjoyment you get from a rainy day event
- Wear **closed-toe** boots or durable shoes (preferably steel toe). NO open-toe shoes or sandals should be worn when planting
- Bring a pair of **gloves** to wear to protect your hands
- **Clear away objects** in your path before carrying planting equipment or materials
- **Watch your footing**, especially in wet conditions or on uneven ground
- **Bend at the knees** when lifting to avoid back injury
- Always leave your shovel dug into the dirt, or laying **spade-side down** on the ground in case someone accidentally steps on it
- **Never dig** when someone's hands are in or near the planting hole and **never reach/step** into the planting hole when someone is digging
- Keep your shovel spade **below your waist**
- If any accidents happen when planting, **inform LEAF staff immediately**. They will record details in an Incident Report



Safety for trees and shrubs

- Never put shovels near the trunk of the tree or shrub. Even slightly bumping it could damage important tissues
- Lift and carry the tree or shrub by the root ball, not by the stem or the trunk
- Handle existing branches gently to avoid breaking or bending them

VOLUNTEER PRINCIPLES

A COMMUNITY OF RESPECT AND CARE

LEAF strives to create and maintain a volunteer community where everyone feels welcome, respected, safe and supported. LEAF is committed to working collaboratively with its volunteers to create and sustain a psychologically and physically healthy and safe volunteering environment.

We ask all volunteers to always act with respect to one another (and to other living things, like trees!), be open to diverse points of view among the community, and to observe and respect the personal boundaries of other volunteers, staff, clients, participants, and/or members of the public.

Avoiding inappropriate or unsolicited comments and/or physical contact with other volunteers and/or LEAF staff helps maintain an environment where everyone feels safe to work together towards a shared urban forest mission. Sexual language and imagery is not appropriate any time.

Discrimination and harassment, as described in the *Ontario Human Rights Code*, will not be tolerated.

Harassment includes (but is not limited to) any unwelcome behavior/comment based on age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status (including single status), gender identity, gender expression, sex, sexual orientation, receipt of public assistance, record of offences as defined in the Ontario Human Rights Code. Harassment also includes deliberate intimidation, stalking, following, harassing photography or recording, inappropriate physical contact, and unwelcome sexual attention.

LEAF will take every reasonable measure to ensure that our volunteers are not subject to discrimination and/or harassment. Anyone asked to stop discriminatory and/or harassing behavior is expected to **comply immediately**.

Anyone violating this culture of respect and safety will be contacted by LEAF staff. Course of action may range from engaging in an accountability process to dismissal.

If you experience a situation that makes you uncomfortable, contact any LEAF staff member immediately following the incident. All complaints of harassment will be referred to the Executive Director. In the event that the complaint regards a LEAF staff, complaints should be reported to another staff or the Executive Director. If the complaint involves the Executive Director, complaints should be reported to a LEAF staff and will be referred to the Executive Committee of the Board of Directors.

Reports of harassment will be treated seriously and will be responded to promptly. All reports and investigations will be handled confidentially. LEAF staff will be happy to help contact local law enforcement, provide escorts, or otherwise assist those experiencing harassment to feel safe for the duration of their commitment.



COVID-19 PRECAUTIONARY MEASURES FOR LEAF PLANTING EVENTS

HELP MINIMIZE THE RISK BY:

1. Self screening

- Participants will be required to complete a health screening form upon arrival to the planting site.
- Participants that are feeling ill or experiencing COVID-19 symptoms will not be allowed to participate in our planting events.
- Participants who, within 14 days from the planting event, have traveled to or from outside of Canada or have been in close contact with someone who is sick or has a confirmed or probable case of COVID-19 will not be allowed to participate in our planting events.

2. Limiting the sharing of equipment

- Participants will be provided with their own shovel and buckets and should not share equipment with others.
- Participants are responsible for providing their own pair of gardening gloves.
- Participants are encouraged to bring their own filled, reusable water bottle(s) – a water filling station will NOT be provided

3. Maintaining physical distancing (staying 2 metres away from others)

- Participants must wear a face covering or masks that covers their mouth and nose while outdoors when spatial distancing cannot be met.

4. Practicing frequent hand-washing and proper respiratory hygiene

- Participants should disinfect their hands with alcohol-based hand sanitizer after removing their gloves.
- Participants should refrain from touching their mouth, eyes or nose with unwashed hands.
- Participants should cough or sneeze into a tissue. After using a tissue, participants should immediately dispose of it and wash hands. If a tissue is not available, participants should sneeze or cough into their sleeve or arm.

