

Safety Tips for Students Serving in the Community ***California State University, Fresno***

COMMUNICATE

1. Have a clear understanding of your job duties and responsibility at the service site.
2. Complete a Learning Plan and Emergency Contact Form prior to starting your service.
3. Request an orientation/training regarding staying safe at your service site. Specific training should be obtained prior to using equipment or being involved in activities that involve specific risks for injury to yourself or others.
4. Ask for help from your supervisor or another staff member when in doubt.
5. **Immediately remove yourself from the situation, and speak with your site supervisor or instructor if you feel unsafe, harassed or discriminated against in any way.**

PLAN AHEAD

6. Wear appropriate attire consistent with agency policy and safety needs.
7. Don't engage in activities beyond the scope of your class or your student/agency agreement.
8. Some services, such as home visits, can present unique risk management issues. Any duties that present unique challenges or risks should be carefully considered and discussed with your site supervisor, faculty member, and/or the university's Risk Manager.
9. Protect yourself: carry your own health insurance.

TRANSPORTATION

10. Drive carefully! The university is *not* liable for risks involved in students getting to and from their service site.
11. Driving cannot be a requirement of your service without specific approval from the university's Risk Manager. (Driving to and from your site to start or leave work is not included as part of your service hours. You should maintain your own personal auto insurance for this.)
12. **Even if asked by your site supervisor, never give a client a ride in a personal vehicle.**

BOUNDARIES

13. Don't give or loan clients money or other personal belongings.
14. Don't share too much personal information with clients (phone number, address, etc.).
15. Don't tolerate talk or behavior of a sexual nature. If you feel harassed, tell your supervisor or instructor.
16. Don't engage in any type of business with clients during the term of your service.
17. Don't enter into a personal relationship with a client during the term of your service.
18. Try not to be alone with clients without adequate supervision.

IF SOMETHING HAPPENS:

19. If an incident occurs or if you are injured, contact your agency supervisor and your instructor to discuss what actions the agency and school should take to ensure your physical and emotional well-being. You should contact the university's Risk Management Office at 559.278.7422 and fill out an incident report form within 48 hours.
20. In an emergency, call 911.
21. **Trust your intuition; if something does not feel right, remove yourself from the situation. Talk to your agency supervisor about your concerns and make appropriate alterations to your assignment.**

If you have questions or concerns regarding safety issues related to your community service/service-learning site, please contact the Richter Center at 559.278.7079.