



## **SAFETY RULES AND GUIDELINES FOR**

### **VOLUNTEERS**

#### **All Volunteers Must:**

- park all vehicles clear of the roadway and on the same side of the road where volunteers are working
- be, at a minimum, 10 years of age to participate in a cleanup
- furnish adequate supervision by one or more adults 21 years of age or older for groups that have participants 10 – 17 years of age
- complete cleanups only during daylight hours
- obey all safety rules and guidelines
- conduct a safety meeting for all participants prior to each cleanup and go over Safety Rules and Guidelines for Volunteers and Safety Procedures for stream and lake cleanups

#### **For Your Safety:**

- wear light-colored clothing that covers arms and legs
- wear leather boots or borrow hip waders from your Adopt-A-Stream Coordinator
- wear plastic coated gloves provided by your Adopt-A-Stream Coordinator
- wear clothing that will not impair vision or movement during cleanup activities
- work in small groups
- stay well clear of any construction
- stop work in inclement weather
- **do not enter surface waters if conditions appear to be abnormal** (i.e. dead aquatic life, discoloration, extreme odor, etc.)
- if you observe abnormal conditions immediately call 311 to report what you observe
- postpone cleanups until 72 hours after any storm event
- during warm weather months, drink plenty of fluids, take breaks, and avoid overexertion
- during cold weather months, dress warmly with layered clothing
- be alert for snakes, stinging insects, and poisonous plants
- do not remove hazardous substances or dead animals (notify your local Adopt-A-Stream Coordinator and tell him/her the location of the item)
- avoid contact with noxious weeds and areas where herbicides were applied
- carpool to the site to reduce the number of vehicles
- use proper lifting and bending techniques

#### **Volunteers Must Not:**

- use or possess illegal drugs or alcohol during a cleanup
- pick up what appears to be hazardous material (notify your Adopt-A-Stream Coordinator if you encounter hazardous objects or buried objects too heavy to remove)
- attempt to squeeze bags to make room for more trash (injuries can result from broken or jagged objects)

#### **In Case of Emergency:**

- have an adequate first aid kit immediately available
- select an emergency room/hospital and know the route from the work area to the designated treatment facility
- have transportation immediately available

**For the Safety of Sanitation Crews:** Group the trash bags together near a roadway and note the exact address/location to make the job of collecting bags easier and safer for our Sanitation employees.



## **SAFETY PROCEDURES**

### **Hazard Review**

Parking/Traffic	Slip, Trip, or Fall
Unknown/Unlabeled Substances	Avoid Overcrowding
Proper Trash Disposal	Personal Protective Clothing
Poisonous Plants/Insects/Snakes	Hidden/Sharp or Broken Objects

1. Review safety rules and guidelines and other pre-pickup checks.
2. Park in areas that provide safe entrance and exit of the pickup area; do not create potential conflicts with other vehicles and equipment operating near the work area; and provide maximum protection for workers getting in and out of the vehicles.
3. Dress appropriately including personal protective clothing as described in the "For Your Safety" section of Safety Rules and Guidelines for Volunteers.
4. Take extra precautions to prevent heat and cold stress when working in extremely hot or cold temperatures.
5. Be aware of poisonous plants, insects, snakes, animals, and animal waste products and carcasses. It is a good practice to wear long-sleeve shirts, gloves, and high-top boots to protect against unforeseen hazards.
6. Be aware of routes for medical care in case of emergency.
7. Be aware of loose material, tripping hazards, uneven ground, and other obstructions.
8. Allow ample space for each person to work safely.
9. Be aware of hidden obstructions that may have sharp edges and broken glass, especially in grassy areas; use caution when handling trash bags containing broken or sharp objects.
10. Be aware of hazardous materials and objects and notify the proper authorities (police or your Adopt-A-Stream Coordinator).
11. Place trash bags where they can be easily collected by Sanitation personnel. Trash should stay clear of roadway traffic.
12. Use proper lifting techniques when loading/dispersing of trash bags.

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