

Howard's Adopt-A-Road Program

Safety Facts For Volunteers

Thank you for volunteering to take part in Howard's Adopt-A-Road program. As a volunteer your safety comes first. Please familiarize yourself with the following Guidelines every time you perform a clean-up session.



WHO is your guide?

❖ A crew chief should be on site and is responsible for the following:

- ✓ Ensure there's one adult supervisor per 5-6 volunteers and all volunteers are the proper age.
- ✓ Plan the team's approach and make sure everyone is prepared.
- ✓ Organize volunteers and carpools to and from each side of the roadway.
- ✓ Make sure cars and volunteers stay three feet from the pavement surface.
- ✓ Have an emergency plan that includes a first aid kit, information about nearby hospitals and a cell phone.
- ✓ Keep track of the group's vests, "People Working" signs and trash bags
- ✓ Ensure volunteers' safety
- ✓ Submit the clean-up report.

WHERE to work

- Place "People Working" signs at both ends of the roadway segment before you begin working.
 - Carpool as a group to your assigned section.
 - Park parallel along the side of the road and on the same side of the road you'll be working.
 - Crews work to pick up trash along the sides of local roadway
 - When switching sides of the road to work on, gather together in the vehicles and drive across the roadway.
 - ALWAYS work FACING traffic and stay three feet from the driving lane. You may pick up behind the curb or in the gutter if you are 18 or older.
- ❖ **Do NOT:**
- ✓ Remove trash from the pavement
 - ✓ Walk across the pavement
 - ✓ Go onto medians, boulevards, pavement, shoulders, tunnels, overpasses, bridges or high slopes

HOW to dress

❖ Always wear the following:

- ✓ Safety vest
 - ✓ Pants
 - ✓ Long-sleeved shirt
 - ✓ Sturdy shoes
 - ✓ Work gloves
 - ✓ Hat
 - ✓ Eye protection like sunglasses
 - ✓ Sunscreen.
- Tuck your pant legs into your footwear to deter ticks.
 - Do NOT wear headphones or ear buds.
 - All volunteers except the crew chief should put cell phones on vibrate mode.

WHEN you're done

- Once you are finished, return to your gathering location with your group and carpool.
- Take down the "People Working" signs and remove safety vests and return them to the crew chief.
- Fill out a clean-up report and submit it to the Department of Public Works
- Notify the Department of Public Works to pick up trash.

HOW to be safe while you work

See the Village of Howard Website for more education on safety

❖ **Always**

- ✓ Be prepared to perform physical activity.
- ✓ Avoid overexertion and have water with you.
- ✓ Work in groups during daylight hours.
- ✓ Stay alert.
- ✓ Be aware of your surroundings and natural hazards.
- ✓ Approach items from uphill and upwind.

❖ **Do NOT:**

- ✓ Schedule cleanups on popular travel days such as Memorial and Labor Day.
- ✓ Work in adverse weather and discontinue work if weather turns bad.
- ✓ Horseplay.
- ✓ Go near mowing or construction operations and parked equipment.
- ✓ Bring alcohol on site.
- ✓ Pick up anything you cannot identify, as it may potentially be hazardous.

WHAT to do

- Pick up common everyday litter items and place them in trash bags. Do not overstuff bags.
- Place filled trash bags at the designated pick-up site, at least three feet from the shoulder, or near a questionable item to help mark the item for county Village crews or law enforcement. Note the location on your cleanup report.
- Do NOT pick up anything heavy, dead, toxic, opaque or dangerous. This includes items that may appear to be part of a methamphetamine lab, items that could contain poisonous chemicals or bottles of liquid. To learn more about these dangers, please see the Adopt-A-Road Web site .
- Any items left behind, items on the pavement and dead animals should be reported to the Adopt-A-Road Coordinator on the cleanup report. Village crews will come out and remove these items
- If you find drugs, medical waste or weapons, your crew chief should call the Brown County Sherriff non-emergency line (920) 391-7450
- Use common sense. If an item seems questionable err on the side of caution NOT to touch it or pick it up.
- Your group may keep small amounts of money you find and recyclables.

Need assistance?

Contact the Department of Public Works at (920) 434-4060