

# **Adopt-A-Road Safety Briefing Checklist**

Before each litter removal activity, a safety briefing with the Adopt A Road Program group participant(s) is required. During the briefing, this Safety Checklist is to be reviewed.

## **Personal Safety:**

- Wash your hands before and after, and cover any cuts or abrasions.
- Wear weather-appropriate clothing, sturdy shoes, and a hi-vis vest.
- Wear closed-toe shoes for your protection. (No sandals or flip-flops).
- Safety vests are to be worn at all times.
- Consider bringing and wearing insect repellent and sunscreen.
- Drink plenty of water to stay hydrated.
- Participant(s) shall not wear clothing or headphones that will restrict vision or hearing.

## **Avoid Contact with Litter:**

- Use a litter picker instead of your hands.
- Avoid direct contact with litter.
- Avoid picking up items like barrels and canisters that contain liquids or hazardous substances.

## **Be Aware of Your Surroundings:**

- Avoid uneven ground, unstable surfaces, and areas with rocks or mud.
- Participant(s) must stay outside of the roadway pavement and are not to enter the roadway or shoulder.
- Participant(s) must face oncoming traffic while picking up litter.
- Stay (2) meters away from the water's edge.
- Avoid areas where snakes, insects, or noxious weeds may be present.
- Only pick up litter during daylight hours when you can see what you are doing and outside peak hours. (Peak hours 6:00 am – 9:00 am and 4:00 pm – 6:00 pm)
- Do not enter or pick up litter within medians, roadways, or construction areas.

## **Be Aware of Traffic:**

- If you are near traffic, stop picking up litter and allow vehicles to pass.
- Do not turn your back to oncoming traffic.

## **Lifting:**

- Bend your knees and keep your back straight when lifting items.
- Do not overfill bags.
- Avoid lifting heavy objects or sacks alone.
- Only try to remove items if you can do so without straining.

**Other Considerations:**

- The group Supervisor(s) must carry a cell phone and know the route to the nearest emergency center or hospital.
- If attending an organized clean-up, have permission from the landowner.
- Participant(s) must be at least twelve (12) years of age and accompanied by an adult at all times.
- Each group should have a first aid kit.
- No intoxicating liquid/beverage or illegal drugs will be allowed.
- The group is not to work in inclement weather.
- The group must advise the Streets Division at least five (5) working days before the litter removal to schedule disposal of the litter bags.
- Leave the collected litter bags near any of the group's adopted road section signs, leaving three (3) feet of clearance for pick up.
- Contact the streets division when finished to report the number of bags for pick up, remove the warning signs, and turn in the supplies, i.e., leftover bags, gloves, vests, pick-up sticks, etc.

Conducted by: \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Group: \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Print: \_\_\_\_\_