

# DOUGLAS COUNTY ADOPT-A-ROAD

Group # \_\_\_\_\_

## SAFETY RULES

The safety and well-being of Adopt-A-Road volunteers are Douglas County's greatest priorities as you work on the roadside! Volunteers in the Douglas County Adopt-A-Road Program must comply with the following Safety Rules. The following list is not all-inclusive and is not a substitute for common sense; volunteer group coordinators and volunteers agree to make safety the first priority during Adopt-A-Road cleanups.

**Alcoholic beverages and drugs are prohibited.**

**Any participant who is under or suspected of being under the influence of alcohol or drugs shall be removed from the work area immediately!**

### **Clothing**

Appropriate clothing and footwear shall be worn to protect your body from physical hazards and seasonal weather conditions. High visibility vests and hard hats provided by the County will be worn at all times when you are outside the transport vehicle within the road right-of-way. Each participant shall have a pair of gloves in his/her possession and for use to reduce the possibility of contamination.

### **Working near Vehicle Traffic**

Groups shall only pick up litter from one side of the road at any given time. Groups shall not enter a paved or unpaved median or a traffic lane or ramp at any time to remove litter. Be prepared for any unexpected behavior of motorists.

Participants shall walk and work in a direction conducive to their safety. On narrow roadsides, participants shall walk and work in the direction facing oncoming traffic. Do not stand or jump on guardrails, drainage pipes, or concrete walls. Avoid all horseplay or demonstrations of any nature. Do not distract drivers.

### **Signs**

"Volunteer Litter Crew Ahead" signs will be provided to alert motorists that your group is present. Signs shall be placed facing traffic at the start of the section of roadway being cleaned. Signs shall be taken down or turned around if your group is on an extended break or lunch.

### **Vehicle Operation**

Care shall be taken to minimize the number of vehicles used to transport participants to the cleanup site. Seatbelts for all occupants shall be provided and used anytime a vehicle is in motion, transporting your group and equipment. Vehicles shall be in proper working order and at least one of them shall contain drinking water and a first aid kit.

### **Safe Parking**

Vehicles shall be parked in a safe place as far to the right of the fog line (or edge of pavement) as possible. *Use good judgement!* Emergency hazard lights shall be employed when vehicles are temporarily stopped or parked on road shoulders.

## Safe Driving Rules

- Always be courteous.
- Obey all laws.
- Stay alert for potential accident situations.
- Follow at least two seconds behind any vehicle directly in front of your vehicle to provide a safe distance between vehicles.
- Proceed cautiously through intersections.
- Be extremely careful when backing up a vehicle. As much as possible, park so that backing up is unnecessary. Consider every available alternative prior to putting a vehicle in reverse.
- Back up slowly. Do not back up for long distances or around corners. Get out to see if the way is clear and/or using a spotter. Honk horn twice before backing up.
- Keep windows clean and unobstructed.
- Make turn-around and legal U-turns in safe places. Be sure there is adequate sight distance in all directions.

## Accident and Incident Reporting

Report to the appropriate law enforcement agency immediately all incidents that normally require notification. Information and documentation of all accidents and/or incidents shall be reported on the first business day after the occurrence to the Adopt-AQ-Road Program coordinator. Participants should work in view of at least one other person at all times.

Avoid overexertion and heat-related problems by drinking water and taking breaks.

## Infection Control

Precautionary measures shall be taken to prevent exposure to infectious diseases, such as hepatitis. Basic measures include the wearing of gloves, washing hands before eating, and avoiding contamination of eyes and open cuts, scratches, sores, and rashes.

Possible sources of contamination may include disposable diapers, hypodermic needles, spoiled food, and dead animals. All bio-hazardous materials, including medical wastes, diapers, spoiled food, and dead animals should be left untouched and in place. The Group Coordinator will notify the County of any found public health hazards.

## Hazardous Substances

Items that are suspected of containing hazardous chemicals shall be left untouched and in place and reported to the County or the proper authorities as soon as possible. Some of these substances may be in containers with identifying labels. Key words to look for on labels are **CAUTION**, **WARNING**, and **DANGER**. Other substances may be unknown and transferred to identifiable containers such as milk jugs or bleach bottles. **Use common sense!** If in doubt, **Back Away! Do not handle or attempt to move these materials.**

Possible hazardous materials including fertilizer, flammable solvents, concentrated herbicides, insecticides, or by-products of amphetamine or other drug laboratories. All hazardous substances and medical wastes (needles) shall be marked for County removal. If the situation is an emergency, please call 911.

## Collection of Litter

Litterbags shall be filled to capacity, taking care not to overload them. A completely filled bag can weigh between 5 and 30 pounds depending on the type and density of the materials. Cardboard that has been broken down can serve as a liner between the litter and the bag. The cardboard may help prevent bodily injury due to the penetration of sharp objects from the bag. All glass must be placed to the center of the bag as possible. Litterbags should never be slung over one's back; they should be carried slightly away to one's side.

Litterbags should be placed under and in front of guardrail posts, on top of and slightly away from curb (as opposed to in the gutter), against a sign post, or possibly with other heavier bags or materials to keep them in place. Bags shall be grouped in piles when possible. Larger items can be grouped with trash bags in piles. Litterbags are not to be placed on the paved road shoulders or near traffic lanes, as they usually end up being moved by the wind and hit by traffic.

### **Litter “grabbers”**

Litter picking “grabbers” will be offered on a limited basis by the County. They should not be used on materials weighing more than one pound, nor should they be forced into the ground when not in use. Materials weighing more than a pound should be handled by hand.

### **Miscellaneous Rules**

Awareness of your surroundings is paramount when working on the roadside. The use of personal music electronic devices with headphones is prohibited. Participants shall be mentally alert and physically prepared for uneven ground, slippery and unstable slopes, and for climbing and descending gradual slopes. Climbing steep slopes or grades is prohibited.

Groups shall stay well clear of maintenance and/or construction projects. Litter pick up in and around tunnel areas or on or under bridges is prohibited. Litter pick up shall be suspended during hazardous weather conditions or when poor lighting conditions exist.

Participants should stay in view of at least one other person at all times. If a stranger acts with inappropriate behavior, immediately contact a team member, group leader, or law enforcement.