



# Adopt a Highway

## Litter Pickup Safety Orientation for Volunteers

### “Speaker Notes” for Safety Supervisor

#### Target Group:

The target group for this briefing/orientation session is eligible persons/teams who have volunteered for an adopting organization to pick up litter on an assigned part of a highway right-of-way.

#### Presenter:

A field representative of the local highway maintenance contractor,  
or  
the team safety supervisor appointed by an adopting organization

#### Orientation Topics:

- Roles and Responsibilities of the Safety Supervisor
- Roles and Responsibilities of Volunteer Participants (eligibility)
- General Safety Rules (handout discussion)
- Safety Briefings (content pre-event briefings)



## Introductions

“Hello. Let me first welcome you and thank you for your interest and participation as a volunteer for \_\_\_\_\_  
(*name of adopting organization*) who is the official adopting organization for a section of highway right-of-way from

\_\_\_\_\_”  
to \_\_\_\_\_”

“My name is \_\_\_\_\_  
I have been designated by

\_\_\_\_\_”  
(*name of adopting organization*) to be the ‘Safety Supervisor’ of our volunteer team for the Adopt a Highway program.”

“As the safety supervisor for this team, one of my roles is to provide you with some very important information. This information is important because it relates to our successful participation in the Adopt a highway program and safety of participants on our volunteer team.

Please give me your attention for the next few minutes while I review some of this safety information. I would be pleased to answer any questions as we move through the material.”

“Are there any questions?”

“I would like to start by explaining the roles and responsibilities of the ‘safety supervisor’ and of ‘volunteers’, and then I will outline some basic program requirements, safety rules for all volunteers to be aware of and follow.”

- A safety supervisor is the person (must be 19 years or older) assigned by the adopting organization to be responsible for;
  - representing the adopting organization at the site,
  - liaising with the highway maintenance contractor,
  - carrying out the safety supervisor’s duties/responsibilities
  - recording any injuries to volunteers and reporting these to the Ministry contact and adopting organization.
- No ‘work’ should proceed at the site, unless an assigned safety supervisor is present at the site.



## Safety Supervisor: Duties & Responsibilities:

- The safety supervisor ensures that only eligible volunteers participate in the project. Eligible means that:
  - the participant is 12 years of age or older, and
  - participants between 12-18 years old have suitable adult supervision at the site;
  - minimum group size is 3 people
  - all participants have completed, signed and submitted a 'Waiver and Acknowledgement of Risk' form. (Minors must have this form signed by a parent or legal guardian)."

"Has everyone here completed and submitted the 'Volunteer Waiver and Acknowledgement of Risk' form? If not, please take one of now and hand it in to me before you leave." (*Hand out any forms as required.*)

## Prior to litter pickup, the Safety Supervisor will:

- select a safe parking/staging area(s) for the volunteer's vehicle(s) (with the advice and approval of the local highway maintenance contractor);
- assemble with volunteers at a suitable 'off-highway' location for the [Pre-Work Safety Briefing](#), make car pool arrangements to the site and identify the safe assembly area at the site. (*One good place is a local coffee shop because there is no pressure to start work right away*)

The 'off-highway briefing' is important planning and safety meeting.

A briefing should:

- document the name of each volunteer on the site and ensure that they are 'eligible'; (see [Safety Supervisor's Checklist](#))
- provide information about the work plan and schedule for the day, safety information/hazard identification that would be specific to the site;
- provide a review the [Adopt a Highway Volunteer Safety Rules](#);
- distribute safety vests and litter bags to volunteers;
- determine if participants are wearing appropriate clothing (i.e. footwear, outerwear suitable for weather/local conditions);
- ensure that at least one volunteer has first aid training and that a basic first aid kit is readily available on site;



- provide the means and instructions to summon assistance from the team member who is the first aid person (i.e. work in small groups within voice contact, cell phones # or FC two-way radios);
- ensure that there is a way to summon police/ambulance in the event of an emergency and provide:
  - a list of phone numbers including, local police, ambulance,
  - specific directions to the nearest emergency medical facility, and
  - the **specific** location of the work area (i.e. km # of the highway) so as to assist police/ambulance in responding.

Once at the 'safe assembly area' the safety supervisor will:

- make arrangements to place temporary safety signs ('LITTER PICKUP IN PROGRESS') at the 'beginning' and 'end' of the work zone;
- undertake a '**roll call**' prior to and **after** completing work;
- make sure safety vests and gloves are worn;
- have a cell phone available for emergency communications.

Are there any questions?



## Each Volunteer's Roles and Responsibilities:

- be 12 years of age or older. Volunteers who are between the age of 12 and 18 years old must have direct adult supervision;
- have submitted a signed 'Volunteer Waiver and Acknowledgement of Risk' form;
- read and follow the '[Adopt a Highway Volunteer Safety Rules](#)';
- attend all 'pre-work' safety briefings;
- report all observed hazards and any injuries to the safety supervisor;
- know how to summon first aid, ambulance, police;
- wear appropriate clothing / and safety equipment (Adopt a Highway vests);
- check 'in' before commencing work and check 'out' before leaving the site with the safety supervisor;
- do not go outside of the 'signed areas' nor in the 'median' or on the traveled portion of the road;
- no 'horseplay';
- minimum group size is 3 people .

Are there any questions?

We will review a short video on safety tips. (7 minutes)

"I would like to hand out a copy of the safety rules and briefly and review these with you and see if there are any questions."

Hand out copy of **Safety Rules**

"Most of these rules are common sense and based on the experiences of some of the workers and volunteers who have done this type of work before."

Safety supervisor to review each **Safety Rule** with participants.

"Are there any questions?"