



Adopt a Highway Pre-Litter Pickup Safety Briefing for Volunteers

Safety Supervisor's Checklist

Safety briefing with the volunteer team prior to litter pick up.

Adopting Organization: _____

Safety Supervisor: _____ Date: _____

Work location will be from _____

to _____

Safe parking/site staging areas established _____

Briefing (check "completed" items)

- Pre-event assembly and work planning
 - Volunteer's name is recorded below – confirm all participants are 'eligible,' and have completed a waiver form.
 - Objectives for the day have been set and discussed.
 - Hours of operation _____ to _____
 - Procedures for **end of work** 'check' communicated.
 - Safety vests and bags distributed.
 - Personal clothing checked and is appropriate/suitable for conditions, including gloves.
 - Additional site hazards reviewed. _____
 - Hazard reporting procedure communicated.
 - First Aid person identified and procedures for summoning first aid/reporting injuries communicated.
 - Emergency Numbers: Police: _____ Ambulance: _____
 - Evacuations: Location of nearest hospital: _____

 - General Safety Rules (pocket guide) copies distributed/discussed.



Volunteer Participants:

1. Name: _____ H. Phone: _____ Cell: _____
2. Name: _____ H. Phone: _____ Cell: _____
3. Name: _____ H. Phone: _____ Cell: _____
4. Name: _____ H. Phone: _____ Cell: _____
5. Name: _____ H. Phone: _____ Cell: _____
6. Name: _____ H. Phone: _____ Cell: _____
7. Name: _____ H. Phone: _____ Cell: _____
8. Name: _____ H. Phone: _____ Cell: _____
9. Name: _____ H. Phone: _____ Cell: _____
10. Name: _____ H. Phone: _____ Cell: _____
11. Name: _____ H. Phone: _____ Cell: _____
12. Name: _____ H. Phone: _____ Cell: _____
13. Name: _____ H. Phone: _____ Cell: _____
14. Name: _____ H. Phone: _____ Cell: _____
15. Name: _____ H. Phone: _____ Cell: _____
16. Name: _____ H. Phone: _____ Cell: _____
17. Name: _____ H. Phone: _____ Cell: _____
18. Name: _____ H. Phone: _____ Cell: _____
19. Name: _____ H. Phone: _____ Cell: _____
20. Name: _____ H. Phone: _____ Cell: _____
21. Name: _____ H. Phone: _____ Cell: _____
22. Name: _____ H. Phone: _____ Cell: _____
23. Name: _____ H. Phone: _____ Cell: _____
24. Name: _____ H. Phone: _____ Cell: _____
25. Name: _____ H. Phone: _____ Cell: _____

* For those covered by ministry insurance, this list of names must be submitted to the District Office who will forward to the Manager of Business Services at the Ministry of Transportation headquarters by the first week of June each year. For those covered by their organization's insurance, this list should be maintained internally.





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, 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?”

Hand out: **‘Safety Rules’**

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

1. The Safety Supervisor

- A **Safety Supervisor** is the adult assigned by the adopting organization to be responsible for representing the adopting organization at the site, liaising with the maintenance contractor and for carrying out the safety supervisor’s duties/responsibilities.
- No ‘work’ can proceed unless a **Safety Supervisor** is assigned by the adopting organization and is present at the site where volunteers are ‘working’.



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, and
 - all participants have completed, signed and submitted a 'Volunteer Waiver and Acknowledgement of Risk' form. (Minors must have this form signed by a parent or legal guardian.)"

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 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)*

This 'off-highway briefing' should include:

- confirmation that each work group is a minimum of 3 people;
- information about the work plan and schedule for the day;
- safety information / hazard identification that would be specific to the site;
- review of the safety rules with all volunteers;
- distribution of safety vests and litter bags to the volunteers;
- a check for appropriate clothing (i.e. weather related, proper footwear);
- distribution of emergency contact numbers;
- a check that at least one volunteer has first aid training and that a basic first aid kit is readily available on site;
- provision for emergency communication between volunteers and the person on the crew who has first aid skills/kit so that volunteers can summon assistance (i.e. work in groups, cell phones or FC two-way radios);
- a check that there is a way to summon police/ambulance in the event of an emergency (ie. cell phone)



- recording of the names of all volunteers on the site and ensuring that they are 'eligible';
- provision of all volunteers with:
 - 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.

At the 'safe assembly area':

- 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 being worn;
- record all injuries to volunteers and report to the ministry contact;
- have a cell phone available.

Volunteers' 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 agreed to follow the '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;
- wear appropriate clothing / safety equipment;
- check 'in' before commencing work and check 'out' when 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.