



Adopt a Highway Pre-Work Safety Briefing

(Conducted by the Safety Supervisor)

- Confirm the name of each volunteer who will be on the site and ensure that they are “eligible”; (use the safety briefings checklist) and that their waiver and full name are on the work list submitted to the district office prior to work beginning.
- 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 of the 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 cell phone or two-way radio contact);
- Ensure that there is a way to summon police/ambulance in the event of an emergency and provide:
 - pre-event assembly and work planning
 - 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;
 - have a cell phone available for emergency communications.