



Adopt-a-Road Program

Volunteer Safety Orientation
Packet
Revised 2019

Safety is the City of Tumwater's number one concern. We want all volunteers to have an enjoyable experience while following the safety tips and guidelines provided. All groups are required to complete a safety orientation provided by a City of Tumwater staff member as well as review the safety guideline prior to any litter control project. Group leaders are required to provide all volunteers with a safety orientation as well as access to the safety tips provided by the City of Tumwater.

Volunteer Obligations

1. Volunteer groups agree to participate in at least four litter control projects each year, one per quarter, for a minimum of two years.
2. Volunteer groups will need to contact the Volunteer Coordinator and arrange to pick up safety equipment provided by the City of Tumwater as well as schedule each litter control project. Volunteer groups will also need to return all safety equipment within 48 hours of a scheduled clean-up and complete required paperwork using the online reporting form.
3. Volunteer groups are responsible for reporting all volunteer hours completed at each litter control project within 48 hours of the project.

Safety Tips for Volunteer Groups

1. Carpool to the adopted section and pull all vehicles as far off the side of the road as possible.
2. Bring the provided first aid kit to the site. Make sure at least one person who has a current first aid/CPR card is present.
3. Do not pick up heavy or hazardous materials-call the City of Tumwater Volunteer Coordinator at (360) 252-5424 to report any hazardous materials.

Appropriate Clothing

It is important to keep yourself safe by staying visible while participating in a litter collection project. Volunteers should protect themselves from possible injury by;

1. Wearing all safety materials provided by the City of Tumwater. This includes safety vests and in some cases, hard hats.
2. Wearing gloves that should be provided by the volunteer group.
3. Wearing clothing such as long pants and long sleeve shirts and thick soled boots or shoes

Before you begin your litter Cleanup

Before you begin your litter collection project, you should first schedule your activity with the City of Tumwater's Volunteer Coordinator. You can contact the Volunteer Coordinator at (360) 252-5424 or volunteer@ci.tumwater.wa.us. The Volunteer Coordinator will set up a time with the volunteer group for supplies pick up. Scheduling your project also lets city maintenance crews know when and where to pick up collected trash.

1. Conduct a refresher safety review with all volunteers. Utilize the videos and safety information found on the City's Website under Adopt-a-Road and conduct an on-site reminder that working near the road with traffic can be dangerous and to be aware of surroundings and activity at all times.
2. Make yourself familiar with the most direct route to the hospital and park at least one vehicle nearby in case of emergency.

During your litter cleanup

Be Safe and always use caution!

1. Stay off rocky, steep, or unstable slopes
2. Avoid plants with thorns such as blackberry bushes and poison ivy
3. Watch for insect stings
4. Avoid overexertion. Rest when needed.
5. Drink plenty of water and use sun screen.
6. Recycling is encouraged. Profits from sale of collected items belong to the volunteer group.
7. Make sure all group members stay out of the roadway and observe traffic. Spotters should be used if it is necessary to cross the road to watch for vehicles and alert participants.

After your litter cleanup is completed

1. Make sure to fill out your hours tracking sheet. The Department of Labor and Industries requires this paperwork to provide medical aid coverage for our volunteers. This paperwork must be completed within 48 hours of each project.
2. Any injuries must be reported to the City of Tumwater Volunteer Coordinator within 2 days of occurrence. An incident report will then need to be completed.

The Do's and Don'ts of the Adopt-a-Road Program

1. Do not wear headsets which interfere with hearing and warnings.
2. Don't engage in horseplay or dangerous behavior during the litter collection project.
3. Do not cross the roadway unless using a crosswalk.
4. Do not pick up litter in the roadway
5. Don't compact trash bags-injuries may result from sharp or broken objects or the bag may burst.
6. Don't pick up syringes or hypodermic needles. Instead tag or flag them for later collection by City Staff.
7. Never pick up extremely heavy objects or toxic or hazardous materials. Notify the city of Tumwater Volunteer Coordinator about any such items.

All volunteer participants should watch the DOT Video and read the orientation packet and sign off. It is the responsibility of the organization's group leader to ensure all participants are properly trained and follow safety protocols described within during participation in any Adopt-a-Road activity.

Please maintain a sign off sheet with the names and signatures of all volunteers. New volunteers who may join your group during a clean-up must be trained before participation is allowed for safety reasons.

HOW TO LOAD THE ADOPT-A-ROAD MOBILE CHEST

1. The chest should be on its side with the lid opened
 2. Install the two road sign stands at the top
 3. Place the first aid kit under the stand
 4. Place the plastic clear tote on top of the first aid kit
 5. Fold the vests and load on top of the stands
 6. Fold the reflective signs and place on top of the vests leaving one end of the Velcro loose to secure the pick-up wands in place
 7. Load the two orange sign holders through one of the holes in the top of the chest
 8. Load the pick-up wands into the other hole and secure the Velcro strap around them for transport
 9. Close the lid of the chest and secure with the two metal latches
 10. Place your foot under the back edge of the chest and lift it upright with the pull out handle
- *If your kit does not have a label by the handle indicating it was restocked with supplies, please notify the Volunteer Coordinator. All kits are restocked when returned to ensure adequate supplies.



PLEASE RETURN THE CHEST AND COMPLETE THE ONLINE PARTICIPATION REPORT WITHIN 48 HRS. The reporting form is located under Adopt-a-Road Forms online at https://docs.google.com/forms/d/1ThnGw-YZPXY4ldH1yLYAaAt3LxnmmGw7_TOYlqwVoRI/edit