



# Chippewa County Highway Department

## Adopt-A-Highway Program

### Safety Facts for Volunteers



Thank you for volunteering to take part in Chippewa County's Adopt-A-Highway program. **As a volunteer your safety comes first.** Please familiarize yourself with the following guidelines and the State of Wisconsin's Adopt-A-Highway safety video every time you perform a clean-up session. The safety video and additional safety information is available online at: <https://wisconsindot.gov/Pages/doing-bus/real-estate/roadsides/adopt-hwy/safety.aspx>

#### CONTACT PERSON/GROUP LEADER

A group leader should be on site and responsible for the following:

- Notify Chippewa County Contact of pickup date(s).
- Ensure there's one adult supervisor per 5-6 volunteers.
- Plan the team's approach, educate team, and make sure everyone is prepared.
- Organize volunteers and carpools to and from each side of the roadway.
- Make sure cars and volunteers stay three feet from the pavement surface at all times.
- Have an emergency plan that includes a first aid kit, information about nearby hospitals and a cell phone.
- Keep track of the group's vests, "highway worker" signs and trash bags. Store and maintain materials from year-to-year. (Contact Marla if more bags or materials are needed.)
- Ensure volunteer safety.

#### WORK ZONE

- Place "highway worker" orange signs at both ends of the highway segment before you begin working. ("highway worker" signs attach to permanent sign posts.
- Carpool as a group to your assigned section.
- Park parallel on side of road group is working on.
- Pick up trash along your designated section.
- When switching sides of the road, gather together in the vehicles and drive across the highway – DO NOT walk across roadway!
- ALWAYS work FACING traffic and stay three feet from the pavement surface.

#### DO NOT:

- ~ Remove trash from the pavement.
- ~ Walk across pavement.
- ~ Go onto medians, boulevards, pavement, shoulders, tunnels, overpasses, bridges or high slopes.

#### HOW TO DRESS

Always wear the following:

- ✓ Safety vest
- ✓ Long Pants (no shorts)
- ✓ Long-sleeved shirt
- ✓ Sturdy shoes
- ✓ Work gloves
- ✓ Hat
- ✓ Eye protection like sunglasses
- ✓ Sunscreen
  - Tuck pant legs into footwear to deter ticks.
  - **DO NOT** wear headphones or ear buds.
  - All volunteers except the group leader should put cell phones on vibrate mode.

#### WHEN YOU ARE DONE:

- Once done, return to your gathering location as a group and carpool.
- Take down the "highway worker" signs and remove safety vests. Return all items to group leader for storage until next pick up.

#### SAFETY COMES FIRST

##### ALWAYS

- ✓ Be prepared to perform physical activity.
- ✓ Avoid overexertion and have water with you.
- ✓ Work in groups during daylight hours ONLY.
- ✓ Stay alert.
- ✓ Be aware of your surroundings and possible hazards like wild parsnip, poison ivy, drug paraphernalia, inattentive drivers, etc.
- ✓ Approach items from uphill and upwind.
- ✓ Work FACING traffic.

##### DO NOT

- ✓ Schedule cleanups on popular travel days such as Memorial and Labor Day.
- ✓ Work in adverse weather and discontinue work if weather turns bad.
- ✓ Horseplay
- ✓ Go near mowing or construction operations and parked equipment.
- ✓ Bring alcohol on site.
- ✓ Pick up anything you cannot identify as being safe – be aware of hazards.

#### WHAT TO DO

- Pick up common everyday litter items and place them in trash bags. Do not overstuff bags.
- Place filled trash bags at the designated pick-up site, at least three feet from the shoulder.
- **DO NOT** pick up anything heavy, dead, toxic, opaque or dangerous. This includes items that may appear to be part of a methamphetamine lab, items that could contain poisonous chemicals or bottles of liquid. To learn more about these dangers, visit State of Wisconsin safety education webpage <https://wisconsindot.gov/Pages/doing-bus/real-estate/roadsides/adopt-hwy/safety.aspx>
- Flag suspicious items.
- Any items left behind, items on the pavement, and dead animals should be reported to the County Adopt-A-Highway program contact. County crews will remove these items.
- If you find drugs, medical waste or weapons, DO NOT TOUCH and have group leader call 911.
- Use common sense. If an item seems questionable, error on the side of caution – DO NOT touch it.
- Your group may keep small amounts of money you find and recyclables.