

MARICOPA COUNTY DEPARTMENT OF TRANSPORTATION ADOPT A HIGHWAY SAFETY REQUIREMENTS FOR VOLUNTEERS

The following safety guidelines must be followed when participating in litter removal activities along County highways. Each volunteer should be provided with a copy of this briefing prior to arrival at the worksite. Our combined efforts to keep Maricopa County beautiful are going a long way toward improving the appearance of our highways.

SAFETY BRIEFING 001-A-2005 Date Revised: June 11, 2013

- Safety vests, gloves, and glasses must be worn by all AAH volunteers at all times during the litter cleanup project.
- AAH Volunteers should assemble in an area away from the designated worksite and carpool to reduce the number of cars at the litter pickup site. Vehicles must be parked at least 30 feet from the roadway.
- Group Leader shall assign a Co-Leader to both adult and youth groups. Children below the age of 12 years are not permitted at the worksites. Group Leaders should be assigned before departing for the worksite. Generally, it is recommended that you assign one Leader for every 8 to 10 adult and every 6 to 8 minors.
- Litter cleanups should be performed only in daylight hours and during good weather conditions.
- Make sure you are facing oncoming traffic at all times. Use a safety lookout when fellow workers are unable to see oncoming traffic. Watch your footing and be alert for snakes, stinging insects and plants.
- Do not cross the highway unnecessarily. Designated crossing locations are to be determined by the Group Leader prior to starting work. Cross only at designated locations.
- Do not pick up litter in the median, paved shoulder, or on any traveled portion of the roadway. Litter should be picked up only on the right-of-way, from the edge of the paved shoulder to the right-of-way fence, ravine, or natural boundary.

DO PICK UP THE FOLLOWING: These items should be placed in a bag.

- Small items made of paper, cardboard, plastic, Styrofoam, wood, rubber, glass, or metal provided that the item does not have sharp edges.
- Small, empty containers provided that the item does not have sharp edges.
- Containers that are not empty if the contents won't spill when moved and you can identify the product as one that is not hazardous. If you suspect that an item contains urine, **do not** move it.

THESE TYPES OF ITEMS SHOULD BE PLACED ALONGSIDE YOUR STACKED BAGS AT THE EDGE OF THE SHOULDER.

- Items with dull, pointed edges that might tear a bag.
- Large items that would prevent a bag from being properly tied closed.
- Heavy items that could tear a bag provided that the item can be moved without causing physical injury.

Remember to use correct lifting techniques, **keeping your back as straight as possible**. Keep the object you are trying to lift close to your body and let your legs and arms do the work. If an item is too heavy, LEAVE IT

NOTE: Items you are not permitted to bag or move may not be easily visible to the MCDOT crew collecting your filled bags. If possible, place a filled bag near to the item to mark its location.

Don't fill your bags too full – Don't attempt to compact or squeeze trash bags to gain more room for trash, and **be sure to tie them securely closed**.

Whenever possible, stack several filled bags together. Place bags completely off of paved areas and at least six feet from any traffic lane. Make sure that the bags are located where MCDOT Contractors/ Maintenance Crews can easily see them and safely retrieve them.



These items should be left where found and reported to your AAH coordinator.

- ! Sharp, large, or heavy items that could cause physical injury if moved. Any item in an unsafe location (within a traffic lane, on unstable ground, etc.)
- ! Car batteries, syringes, pile of tires (15+).
- ! Animal carcasses
- ! Barrel(s) that contain unidentified materials

These items should be left where found and reported to the Sheriff's Office IMMEDIATELY

- !! Dead body
- !! Kitty litter bag(s) with tubing
- !! Propane tank(s) with bluish valves
- !! Closed coolers/ice chests, and

Anything else that strikes you as being an **immediate** danger must be reported.

IMPORTANT PHONE NUMBERS:

911- Dire Emergency
602-876-1030 County Sheriff's Office, Radio Dispatch, 24hrs
602-506-6063 MCDOT Radio Dispatch (M-F 6A-4:30P)
602-506-8668 MCDOT Maintenance Facilities

- Do not distract motorists with horseplay or abrupt erratic movements. **Horse-play of any kind is strictly for-bidden**.
- **Anyone under the influence of alcohol or narcotics must be asked to leave the worksite.**
- Keep away from any road construction or maintenance projects. MCDOT personnel will clean up those areas. Also stay out of **utility installations, culverts and drainage structures**. Canal trash will be disposed of by another agency – do not put this inside your bags.
- Be sure at least one person in each group is **experienced in administering first aid**, including CPR.
- Assure that **first aid kits are available and that transportation is available** in case of an emergency. Have current directions to the nearest medical facility. Always carry enough water **to meet your group's needs**.
- Use **caution** when you encounter the following: cactus, animals, steep slopes, sharp rocks, glass, insects, barbed wire, heavy traffic
- Wear **appropriate attire** (comfortable clothes, boots or hard-soled shoes.) Participants should not wear short pants or tank tops. **Don't forget the sunscreen!**
- **Remain with the group to which you are assigned AT ALL TIMES.**

Adopt a Highway participants are encouraged to redeem recyclable items.

