



# Town of Whitby Adopt-a-Park Program: Environmental Clean-up Safety Guidelines for Volunteers

## Appendix 3

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<b>Procedure:</b>	Safety Guidelines for Volunteers
<b>Department/Division:</b>	Community and Marketing Services and Public Works Department
<b>Section:</b>	02 of 04
<b>Date Originated:</b>	May 26, 2014
<b>Date Revised:</b>	N/A
<b>Approval:</b>	Text
<b>Reference:</b>	Text

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# Town of Whitby Adopt-a-Park Program: Environmental Clean-up Safety Guidelines for Volunteers

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# Town of Whitby Adopt-a-Park Program: Environmental Clean-up

## Safety Training Meeting

The Authorized Group Representative (AGR) must attend a Safety Training Meeting and relay the information to other Volunteers within their group participating in the environmental clean-up.

“Why do I have to be trained to pick up garbage?” There are three answers to that question.

When working in a Park or Open Space one has to be aware of their surroundings. Parks and Open Spaces are used by many people for passive and active activities. Volunteers must be alert at all times.

The second reason is the benefit to the Town of Whitby. Even though you are a Volunteer, you are working in the Town’s Parks and we get this opportunity to meet you and to express our appreciation to you for volunteering to participate in this very worthwhile project.

Volunteers must be made aware that there is the potential for hazardous objects and materials that could endanger Volunteers in the Parks, Open Space and surrounding vicinity.

## Locations where work is not applicable

- Environmentally Sensitive Areas
- On bridges or overpasses
- In tunnels
- Areas with steep slopes



# Town of Whitby Adopt-a-Park Program: Environmental Clean-up Safety Guidelines for Volunteers

## Apparel to Wear

### Hat

Appropriate head gear is recommended on hot sunny days in order to avoid heat stress.

### Shirts

Long sleeve shirts should be worn to prevent insect bites, sunburn, and possible injuries to arms from thorns and thistle. Shirts made of cotton, are typically cooler than shirts made of synthetics. Light colour shirts are the best. Dark colours attract insects. In order to be more visible to Park users bright colours are also recommended.

### Gloves

Latex gloves are supplied and are included in the tool kit. If you desire, work gloves with leather fingers and palms can be worn or cotton garden gloves. Gloves should be worn at all times while picking up or handling litter.

### Pants

Long pants should be worn. These will prevent minor injuries to legs from thorns, grass and possible poison ivy. It will also prevent sunburn. Again, wear light colours if possible.



# Town of Whitby Adopt-a-Park Program: Environmental Clean-up Safety Guidelines for Volunteers

## Equipment and Other Items to Bring

### Trash Bags

The Town of Whitby will supply garbage bags for the clean up. The bags are included in the tool kit.

### Refreshments

Water or a similar drink such as "Gatorade" should be on hand. Pop for example has a tendency to make you thirsty. Don't forget that you will probably need cups to drink from. Absolutely no alcoholic beverages are permitted.

### Sun-block or Sunscreen

While working, you will be exposed to the sun. For your own protection, a hat, and sun-block or sunscreen are recommended.

### Insect Repellent

Not only should you have a good repellent, it's a good idea to keep your pant cuffs tucked into your socks or boots. Again our own staff often spray themselves with a suitable insect repellent when engaged in work activities where they know insect bites are a factor. Insect repellent will not be supplied.

### Emergency Response

Bring a cell phone or other communication device to call for help (9-1-1) in case of an emergency.

### First Aid Kits

A First Aid Kit should include but not be limited to, bandages, a compression bandage, antiseptic swabs and tweezers and should always be readily available. Someone in your group should be trained in basic first aid and emergency procedures in order to properly administer first aid. First aid kit is not included in the tool kit.



# Town of Whitby Adopt-a-Park Program: Environmental Clean-up Safety Guidelines for Volunteers

## Work Area

- Shall be within the adopted area.
- Every attempt should be made to carpool to keep the number of vehicles to a minimum as parking maybe limited.

## Authorized Group Representative's Duties

- Ensure required equipment is available
- Review safety procedures with the work group prior to arriving at site or prior to commencing clean-up activities.
- Organize the work groups of up to 5 persons, each one headed by a supervisor who has reached the age of majority
- Know what to do in the event of an emergency such as, a severe cut.
- Know where the nearest hospital is and the fastest route to it or to a telephone to call emergency services (9-1-1).
- Know the physical capabilities of your group; such as, when they are over exerted, are they allergic to insect bites, etc.
- Encourage frequent breaks for drinking water.



# Town of Whitby Adopt-a-Park Program: Environmental Clean-up Safety Guidelines for Volunteers

## Handling Litter

### Unknown Items

Rule #1, if you don't know what an item is, don't touch it, let the Operational Services Division of the Public Works Department know and the Town of Whitby Staff will pick it up.

### Heavy Items

Don't try to lift very heavy objects; let the Operational Services Division of the Public Works Department know and the Town of Whitby Staff will pick it up.

### Closed Containers

If you don't know what a container is or contains, don't touch it; notify the Operational Services Division of the Public Works Department know and the Town of Whitby Staff will pick it up.

### Discarded Needles from Drug Use

DO NOT under any circumstances touch any needle or any other biomedical waste; have one of your team leaders call the Police. They have trained personnel to deal with this issue. If they are placed in the garbage bags, they may puncture a person handling the bags later, including our own Waste Management Staff.

### Dead Animals

Do not touch or move dead animals because of the potential for disease. There are strict rules on how these should be handled and disposed of. Once again, let the Operational Services Division of the Public Works Department know and the Town of Whitby Staff will pick it up.

Town of Whitby Public Works Department  
Operational Services  
333 McKinney Drive, Whitby, Ontario.  
Phone: 905-668-3437 or via  
Fax: 905-668-9305  
Hours: 7:30 a.m. to 4:00 p.m.



# Town of Whitby Adopt-a-Park Program: Environmental Clean-up Safety Guidelines for Volunteers

Monday to Friday





# Town of Whitby Adopt-a-Park Program: Environmental Clean-up Safety Guidelines for Volunteers

## **Handling Litter and Debris Once Picked**

Place bags at the designated pick-up site which will be determined by the Operational Services Division of the Public Works Department. They will inform you of the designated pick-up site prior to the clean-up day. The Town of Whitby Staff will pick up bags at the designated pick-up site.

## **Right-of-Way**

You do not have the right to enter upon private property. If there is a fence, do not climb it or go under it. Please respect people's property.



# Town of Whitby Adopt-a-Park Program: Environmental Clean-up Safety Guidelines for Volunteers

## Frequently Asked Questions

“Where do we put the trash bags?

Response: At a designated spot that the Town Staff will provide you.

Can I bring a friend along?

Response: No, unless he or she has signed the **Volunteer Informed Consent and Waiver** and has participated in training session conducted by the AGR.

Why should I not wear shorts?

Response: It is not a good idea because of the potential for injury, sunburn, or insect bites.

Is there poison ivy around in the Town?

Response: Yes and also other unfriendly plants such as stinging nettles and thorn bushes.

What should be in the first aid kit?

Response: Basic kit as outlined on page 3.

What would you do if you found a gun or some other suspected weapon?

Response: Call the Police....DO NOT handle it!

In the event that an accident or incident does occur, it must be reported to the Town of Whitby's officials and they will investigate the accident or incident.

Thank you for your support and interest!