


Wisconsin's Adopt-A-Highway Program

Safety Guidelines for Volunteers

Thank you for volunteering to take part in Wisconsin's Adopt-A-Highway (AAH) program. As a volunteer your safety comes first. Please review the following guidelines and the AAH safety video every time you perform a clean-up. The safety video and additional information is available online at: wisconsindot.gov/adoptahighway



WHO is your guide?

 **A crew chief should be on site and is responsible for the following:**

- ✓ Ensure there is one adult supervisor per 5–6 volunteers and all volunteers are eleven years old or older.
- ✓ Plan the team's approach and make sure everyone is prepared.
- ✓ Organize volunteers and carpools to and from each side of the roadway.
- ✓ 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, "people working" signs and trash bags.
- ✓ Ensure volunteers' safety.
- ✓ Submit the [clean-up report](#).


WHERE to work

- ▶ Attach "people working" signs at both ends of the highway segment before you begin working. Do not clean-up without the "people working" signs placed.
- ▶ Carpool as a group to your assigned section.
- ▶ Park parallel along the side of the road and on the same side of the highway you'll be working.
- ▶ Crews work to pick up trash along the sides of state roadways.
- ▶ When switching sides of the road to work on, gather together in the vehicles and drive across the highway.
- ▶ ALWAYS work FACING traffic and stay three feet from the road.

 **Do NOT:**

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

HOW to dress

 **Always wear your safety vest and DO NOT wear headphones or earbuds.**

- ▶ All volunteers except the crew chief should turn off their cell phones

You are also strongly encouraged to wear:

- ✓ Pants
- ✓ Long-sleeved shirt
- ✓ Sturdy shoes
- ✓ Work gloves
- ✓ Hat
- ✓ Eye protection like sunglasses
- ✓ Sunscreen
- ▶ Tuck pant legs into your footwear to deter ticks.

HOW to be safe while you work

See the AAH website for more safety information.

 **Always:**

- ✓ Make sure cars and volunteers stay three feet from the pavement surface.
- ✓ Be prepared to perform physical activity.
- ✓ Avoid overexertion and have water with you.
- ✓ Work in groups during daylight hours.
- ✓ Stay alert.
- ✓ Be aware of your surroundings and natural hazards like wild parsnip.
- ✓ Approach items from uphill and upwind.

 **Do NOT:**

- ✓ Schedule clean-ups on popular travel days such as Memorial and Labor Day.
- ✓ Work in adverse weather (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 it may potentially be hazardous.

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, or near a questionable item to help mark the item for county highway crews or law enforcement. Note the location on your [clean-up report](#).
- ▶ 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, please see the [AAH website](#).
- ▶ Any items left behind, items on the pavement and dead animals should be reported to the AAH Coordinator on the clean-up report. County crews will come out and remove these items.
- ▶ If you find drugs, medical waste or weapons, your crew chief should contact local law enforcement's non-emergency number.
- ▶ Use common sense. If an item seems questionable err on the side of caution NOT to touch it or pick it up.
- ▶ Your group may keep small amounts of money found and recyclables.

WHEN you're done

- ▶ Once you complete the clean-up, return to your gathering location with your group and carpool.
- ▶ Take down the "people working" signs and remove safety vests and return them to the crew chief.
- ▶ Fill out a [clean-up report](#) online.
- ▶ Notify the county highway dept to pick up trash.



Need assistance?

Contact the WisDOT [AAH coordinator for your county](#).
Visit: wisconsin.gov/adoptahighway