


# Wisconsin's Adopt-A-Highway Program

## Safety Facts for Volunteers



Thank you for volunteering to take part in Wisconsin's Adopt-A-Highway program. As a volunteer your safety comes first. Please familiarize yourself with the following guidelines and the Adopt-A-Highway (A-A-H) safety video every time you perform a clean-up session. The safety video and additional safety information is available online at: [wisconsin.gov/Pages/doing-bus/real-estate/roadsides/adopt-hwy/default.aspx](http://wisconsin.gov/Pages/doing-bus/real-estate/roadsides/adopt-hwy/default.aspx).

### WHO is your guide?

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

- ✓ Ensure there's one adult supervisor per 5–6 volunteers and all volunteers are the proper age.
- ✓ Plan the team's approach 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.
- ✓ 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.
- ✓ Ensure volunteers' safety.
- ✓ Submit the clean-up report.

### WHERE to work

- ▶ Place "highway worker" signs at both ends of the highway segment before you begin working.
- ▶ 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 pavement surface.

 **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 the following:**

- ✓ Safety vest
- ✓ Pants
- ✓ Long-sleeved shirt
- ✓ Sturdy shoes
- ✓ Work gloves
- ✓ Hat
- ✓ Eye protection like sunglasses
- ✓ Sunscreen.
- ▶ Tuck your pant legs into your footwear to deter ticks.
- ▶ Do NOT wear headphones or ear buds.
- ▶ All volunteers except the crew chief should put cell phones on vibrate mode.

### HOW to be safe while you work

*See the A-A-H Web site for more education on safety.*

 **Always:**

- ✓ 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 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 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 cleanup 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 A-A-H Web site.
- ▶ Any items left behind, items on the pavement and dead animals should be reported to the A-A-H Coordinator on the cleanup report. County crews will come out and remove these items.
- ▶ If you find drugs, medical waste or weapons, your crew chief should call 911.
- ▶ 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 you find and recyclables.

### WHEN you're done

- ▶ Once you are finished, return to your gathering location with your group and carpool.
- ▶ Take down the "highway worker" signs and remove safety vests and return them to the crew chief.
- ▶ Fill out a clean-up report and submit it to the A-A-H Coordinator.
- ▶ Notify the County Hwy. Dept. to pick up trash.

**Need assistance?** Contact your county's A-A-H regional office.

For the appropriate contact information, please see A-A-H contacts at:

[wisconsin.gov/Pages/doing-bus/real-estate/roadsides/adopt-hwy/contact.aspx](http://wisconsin.gov/Pages/doing-bus/real-estate/roadsides/adopt-hwy/contact.aspx)

