

**New Jersey Department of Transportation
Adopt a Road/Mini Grant Guidelines**

Safety Guidelines for All Participants

(The following are general program guidelines. Every location is unique no matter how prepared participants are and every precaution should be taken to ensure a safe and enjoyable experience.)

What to do First:

- All participants must read and understand the guidelines.
- Carpool or Vanpool to the pick-up site. Park vehicles completely off the road way, and a safe distance from travel lanes.
- Upon arriving at the work site, erect the official provided “Litter Patrol Ahead” sign in advance of the pick-up site off the roadway.
- Each participant shall wear the ANSI II reflective safety vest provided by the Clean Communities Coordinator

Emergency Info.:

- Familiarize yourself with emergency procedures such as the location of the nearest emergency facility and how to quickly summon the police or an ambulance.
- Be sure to inform leader of known allergies and physical infirmities prior to participation.

First Aid:

- The leader must have a first aid kit on site.

Water Breaks:

- Bring a water supply. Avoid potential problems from over-exertion and heat by drinking water and taking rest breaks.

Clothing:

- Wear long-sleeve, light colored shirts, jeans or long pants, leather or heavy-soled shoes or boots and gloves.
- Consider use of sunscreen, tick repellent or barrier creams.

Be Alert for Hazards:

- Learn to identify poison plants. The recommended attire will usually prevent irritations from most plants. Have soap and water available should contact occur.
- Be alert for bees, wasps, hornets, fire ants and snakes.
- Pay special attention to the handling of broken glass. Participants must be careful not to step or kneel on broken glass.
- Do not work on unstable or slippery ground.

Avoid Unsafe Behavior:

- All unsafe behavior, for example, standing or jumping on guide rails, drainage pipes or concrete walls, horseplay and demonstrations must be avoided.
- Alcohol is forbidden on pick-up sites.

Traffic:

- Be sure you are visible to motorists.
- Watch for unexpected developments in traffic.
- Walk facing traffic.
- Pick up litter on one side of the highway at a time when cleaning a multi-lane highway with a median.
- Do not pick up litter in median areas.
- ALL vehicles shall remain on the same side of the highway as the participants.
- Don't schedule pick-up events during peak traffic hours.
- Don't schedule pick-up events in the evening or at night.
- Stay clear of construction areas.
- Evaluate whether pick-up should be discontinued due to decreased visibility, inclement weather or unsafe traffic conditions.

Large, Unsafe or Hazardous Debris:

- Do not attempt to move large debris
- Do not touch dead animals
- Do not attempt to pick up hazardous material.
- Notify authorities (local/state police) if anything is found that presents a clear and present danger or obvious criminal activity.
- For any debris that is unsafe, too large, or questionable, record the location of material on your weight report so that maintenance crews will be able to dispose of these items in a safe and appropriate manner.

After Pick-Up:

- Leave bags in a safe location until clean up has been completed. You are responsible to transfer all of material to our Convenience Center.
- Do not remove work or safety gear until you are completely finished.

Use proper hygiene and hand washing.