

Roadside Clean-up Training Manual For Participating Coordinators

Introduction:

In May of each year Clearwater County sponsors the County Roadside Cleanup Campaign.

Benefits of the Roadside Cleanup Campaign include:

- ❖ Contributes to a cleaner environment
- ❖ Teaches participants to appreciate their environment
- ❖ Gives participants a sense of accomplishment
- ❖ Promotes awareness about your group or club
- ❖ Raises funds for club or group activities

The purpose of this manual is to instruct you, the Roadside Cleanup Participant Coordinator, on how to plan and coordinate a safe Roadside Clean-up Campaign for your group or club and, on how to teach your participants to follow safe Roadside Clean-up Procedures.

As a Participant Coordinator in the annual Roadside Cleanup Campaign, your most important responsibilities are the health and safety of your participants as well as the motoring public.

If you are positive and enthusiastic about the Cleanup Campaign this will rub off on your participants. Make a point of letting them know that they are doing a good job and that you appreciate their help.

Your responsibilities can be met by following this manual.

When you have finished the manual, you will be able to:

- a) develop and implement your group's "Action and General Safety Plan",
- b) understand and meet the requirements of the "Roadside Cleanup Agreement",
- c) inform your participants about how to conduct a safe Roadside Cleanup Campaign and,
- d) know how to make your groups campaign an enjoyable and rewarding experience.

Action and General Safety Plan

A copy of the "Action and General Safety Plan" is appended to this manual. The plan helps you guide your Roadside Cleanup Activities so that they can be done safely and efficiently.

All groups and organizations must have an Action and General Safety Plan in order to participate in the Roadside Cleanup.

There are three sections to the action plan. They are:

- 1) Actions to Prepare for Cleanup
- 2) Actions on Day of Cleanup
- 3) Follow up Actions

Actions to Prepare for Cleanup

This section of the plan contains the things that you and your group need to do to prepare for a safe cleanup. It covers the responsibilities for planning, organizing and training. Think of it as the coordinator's checklist and check off each item as it is completed. Detailed below are the preparations that need to be made.

1. All groups are covered under the Clearwater County Liability Insurance for the day of clean up only.
2. Contact your group members and obtain their commitment to participate. **Participants must be 10 years of age or older, Supervisors must be 18 years of age or older.**
3. **It is suggested that your group clean no more than one mile for every three participants.** For example, if you have 15 participants, you should request no more than 5 miles (15 participants divided by 3 participants per mile equals 5 miles).
4. Describe your club as indicated on the first page of both copies of the Action and General Safety Plan. The two copies of the Roadside Clean-up Agreement also need to be completed and signed.

Return a copy of your "Action and Safety Plan", to your Clearwater County representative when you return your signs and bags after the cleanup date. Cheques will not be released without the return of this completed document.

5. Arrange a meeting place for the safety-training course and notify all participants of the time and date of the session(s). So that everything can stay fresh in their minds, plan to hold the sessions as close as possible to the day of the cleanup. Many groups hold their training sessions first thing in the morning on the day of the cleanup.
6. Drive by the cleanup area to get the lie of the land. Look for swampy areas, railway crossings and amount of garbage. Note turnaround points, cross roads, parking areas for shuttle vehicles and locations of the nearest telephone in case of emergency. Use this information in preparing your training session for group participants.
7. Identify and record the phone numbers of the emergency response organizations in your cleanup area (police, fire, department, ambulance, etc.) Include the name and number of your local County representative.
Steve Maki 403 844 3938
8. Recruit shuttle driver(s) with a valid license and check that the owner of the vehicle has adequate insurance.
9. Designate a first aid person who will be responsible for bringing a First Aid Kit.
10. Arrange a meeting place on the day of cleanup.
11. Conduct a safety training session or sessions for all participants and advise them where to meet on the day of Cleanup.
12. Pick up garbage bags, safety vests and signs from the Clearwater County Office.

Actions on the Day of Cleanup

This section outlines your responsibilities and activities on the day of the Cleanup Campaign.

1. Check that your group has put up signs on the stretch of roadside on which you will be working.
2. Get together at the prearranged meeting place before starting the cleanup. Review the safety checklist, safe cleanup procedures and vehicle and shuttle safety procedures with the group.
3. Make sure that the first aid person has brought the first aid kit and that everyone knows who the first aid person is.

It is recommended that the first aid person operate a shuttle vehicle.

4. Establish work crews and assign locations. With the appropriate crews, review specific procedures for crossing bridges, railway tracks, etc.
5. Remind shuttle operator(s) and supervisors to check that the safe cleanup procedures are being followed. Remind them that any hazardous or potentially hazardous incidents are to be reported to the coordinator on the incident report form (see attached).
6. Remind participants that they must follow their supervisor's instructions at all times.
7. Hand out garbage bags, safety vests and signs for shuttle vehicles.
8. Adjust work crews, locations, and activities as needed during the day.
9. **All groups are responsible for transporting the garbage to their local waste transfer site.**
10. After the cleanup is over, all participants are to report at a meeting place. At that time, they are to hand in their folded safety vests, signs and any unused garbage bags. If there was a hazardous or potentially hazardous incident, they are to fill out an incident report form.

Tips on How to Make Your Cleanup More Enjoyable

Motivated and happy participants work more safely and effectively than unmotivated participants. You can help increase participant motivation by letting them know exactly what the benefits are and what will be expected of them. You can do this at your safety meeting and on the day of the cleanup.

Other tips for an enjoyable cleanup include:

- ❖ Have adequate drinking water or fluids
- ❖ Take rest breaks and,
- ❖ Use sunscreen if it's sunny.

Your group might also want to organize an after cleanup get together, like a wiener roast.

It is hoped that these simple tips help to make your cleanup activities fun, safe and efficient.

Follow-up Actions

On the Monday or Tuesday following the cleanup, the group coordinator should complete the evaluation report form and return it, along with the action and safety plan, garbage bags, signs, and safety vests, to the County Office.

Roadside Cleanup Agreement

To participate in the Roadside Cleanup, all groups or organizations must enter into an agreement with Clearwater County. The information in this section is to help groups or organizations understand the agreement. Two copies of the agreement are appended to this manual.

Who signs the agreement?

A senior officer for your local club or group must complete and sign both copies of the agreement.

What are your responsibilities as outlined in each section of the agreement?

Section 1

Your club is responsible for cleaning up the garbage from the ditches along a specific section of roadside and placing it in garbage bags. **The cleanup must take place on the date specified in the contract.**

Section 2

This section outlines the amount your organization will receive per section cleaned.

Section 3

Your club is responsible for the overall health, safety and supervision of your group during the Cleanup Campaign. This includes providing the safety training course for cleanup participants.

Section 4

You must plan your group's cleanup activities based on your "Action and General Safety Plan". You must follow your "Action and General Safety Plan" when cleaning up the roadside ditches. You must attach the "Action and General Safety Plan" for your group to your copy of the Roadside Cleanup Agreement and then return this to the Clearwater County Office after cleanup is completed to show that all actions were followed accordingly. .

Safety Course for Group Participants

A short time before the Roadside Cleanup Campaign you must hold a training session for all participants. **This includes children (10-14), youths (15-17) and adults (18 and up).**

The 7 parts of the training session are:

1. Introduction
2. Safety Checklist
3. Safe Cleanup Procedures
4. Shuttle Vehicle Safety Procedures
5. Special Procedures
6. Review

Introduction

In the introduction you should emphasize that the reason for this training session is to ensure a **safe cleanup campaign**. Then let the participants know what you are going to present and in what order. The list above should be used for this part of the introduction.

Safety Checklist

Explain to your group that they must meet all the points on the safety checklist if they want to take part in the Cleanup Campaign. For all participants these points are:

- ❖ **You must have taken the Roadside Cleanup Safety Course**
- ❖ **You must be 10 years of age or older**
- ❖ **You must wear a safety vest**
- ❖ **You must wear gloves and sturdy footwear**
- ❖ **You must start cleanup activities after 7:00 a.m. and finish before 4:00 p.m. on the specified date.**

For work crew supervisors, additional points are:

- ❖ You must have your "Safety Checklist and Procedures" with you.
- ❖ You must have a list of all emergency contacts and phone numbers.

Safe Cleanup Procedures

These procedures provide you with the information you need to instruct your group's participants to safely and efficiently clean roadside ditches. Take your time and go over each item thoroughly.

- ❖ It is recommended that there be at least one adult supervisor (18 years of age or older) for every two children (10 to 14 years of age) participating on a work crew.
- ❖ All participants other than the shuttle operators must stay off the roadside— this includes the paved shoulder. Never chase a windblown object onto the road!
- ❖ An adult supervisor should always work between the edge of the pavement and the children participating in the cleanup.
- ❖ The youngest participants should work closest to the fence.
- ❖ Do not cross the road.
- ❖ If you are cleaning a divided highway, do not clean the median.
- ❖ The area to be cleaned will be from the edge of the pavement to the fence on both sides of the road.
- ❖ The standard for cleaning is to pick up anything that is the size of a candy wrapper or larger.
- ❖ Do not touch, disturb, or pick up dead animals.
- ❖ Do not touch, disturb, or pick up any items you are unsure of, like needles, syringes, or chemical or pesticide containers.
- ❖ Full garbage bags are to be tied up and left far enough off the edge of the pavement so as not to interfere with or be struck by traffic.
- ❖ Items too large or too heavy to be placed in garbage bags should be left off the edge of the pavement, again so as not to interfere with or be struck by traffic.

The last few cleanup rules are: do no burn anything, stay away from deep water and clean your hands before eating.

After you have covered these points you should stop and ask if there are any questions.

Shuttle Vehicle Safety Procedures

Another important aspect of the Cleanup Campaign is the safety rules and procedures for the operation of shuttle vehicles and the participants using these vehicles. Again it is important for you to emphasize that these rules and procedures are there for the safety of your group members and the motoring public. As before, take your time and make sure you cover each item.

- ❖ All shuttle vehicles must have hazard lights on.
- ❖ All shuttle drivers must obey the rules of the road. Explain that they should drive defensively, in a safe and courteous manner.
- ❖ Never drive against the flow of traffic.
- ❖ Only back up when it is safe to do so.
- ❖ When slowing down and stopping to pick up or drop off participants, the shuttle vehicle should use its four-way flashers.
- ❖ Whenever possible, pull right off the road when stopping to pick up or drop off participants by using approaches and side roads. Never block a travel lane and never stop by a guardrail or on a bridge.
- ❖ Never park a vehicle over the brow of a hill.
- ❖ It is illegal to park on a primary highway, although, when absolutely necessary and safe to do so, you can stop to load or unload passengers.
- ❖ Always get in and out of the shuttle vehicle on the side that is furthest away from the travel lanes.
- ❖ Only approach a shuttle vehicle after it has come to a complete stop.
- ❖ Do not try to get in or out of the shuttle vehicle until it has come to a complete stop and the shuttle driver tells you to get in or out.
- ❖ Do not carry more people than the vehicle is designed for.
- ❖ Do not ride in the back of pick-ups or on the tailgate.
- ❖ Everyone in the vehicle must wear a seat belt, unless travelling in a vehicle not equipped with seat belts. If the number of people in the vehicle exceeds the number of seat belts, all seat belts must be used.
- ❖ Finally, when travelling as a passenger, do not impede or obstruct the driver of the shuttle vehicle.

Once you have completed this section, ask if there are any questions or points that need to be explained.

Special Procedures

At this point you explain to your group members about any safety or cleanup problems that came up from your inspections of the cleanup area. You then provide your recommendations on how they could be dealt with. For example, you can recommend a procedure for crossing bridges or railway tracks.

Bridge Crossing Procedures

1. Children should cross only under adult supervision.
2. No more than three to cross at a time.
3. Cross on the same side as you were picking up garbage.
4. The adult supervisor should follow the children so that they are always visible to him/her.
5. Walk briskly. Don't dawdle or run.
6. When a vehicle approaches on your side of the road, stop walking and face the road with your back to the bridge.
7. Once the vehicle has passed, resume walking.

Railway Tracks Crossing Procedure

1. Children should cross only under adult supervision.
2. Never stand closer than 5 meters from the tracks waiting to cross.
3. Stop, look, and listen. When the tracks are clear, cross briskly.
4. Cross in a group.
5. Never stand by the tracks waving to the engineer. The color of the safety vest indicates danger and the engineer may try to stop the train.
6. Never allow participants to place any objects on the tracks.

Always make sure everyone understands what you have just explained. Take time to answer any questions.

Review

Briefly review the major point of the training session touching on:

- ❖ The safety checklist
- ❖ Safe cleanup procedures
- ❖ Shuttle vehicle safety procedures
- ❖ Any special procedures that you have covered.

When you are done, ask for questions and then wrap it up.

Review Questions

The following questions are intended to help you review the information covered in the Participant Coordinator Roadside Cleanup Course. If you have any difficulties with the questions, refer to the appropriate section of this manual.

1. As a coordinator participating in the annual Roadside Cleanup Campaign, your most important responsibility is:

2. The Action and General Safety Plan is divided into three components. What are they?

1. _____
2. _____
3. _____

4. To participate in the cleanup campaign, you must be:

- a. 18 years of age or older
- b. 14 years of age or older
- c. 10 years of age or older
- d. 6 years of age or older

5. Which of the following is NOT a part of the safety checklist?

- a. You must wear a safety vest
- b. You must have gloves and sturdy footwear
- c. You must have a hard hat
- d. You must have taken the Roadside Cleanup Safety Course

6. True or False? When you are cleaning a divided highway you never clean the median?

7. Who is responsible for ensuring that the "Action and General Safety Plan" and "Roadside Cleanup Agreement" are completed and returned?

8. After you complete each section of the participants' training session you should (circle all that apply)

- a. Immediately move on to the next section
- b. Test them on what they have learned
- c. Ask if they have any questions
- d. Do a quick review

9. You must plan your group's activities based on the:

Answers:

1. *The health and safety of your group's participants as well as the motoring public.*
2. *They are:*
 1. *Actions to prepare for cleanup*
 2. *Actions on day of cleanup*
 3. *Follow up actions*
3. *b-divide the number of participants by 3.*
4. *c-10 years of age or older*
5. *c-you must have a hard hat*
6. *True*
7. *You, the group coordinator*
8. *c-ask if they have any questions*
9. *d-do a quick review/ Action and General Safety Plan*

ACTION AND GENERAL SAFETY PLAN

In order to receive monies this form must be returned after Cleanup is completed.

Name of Group or Club: _____

Type of Group: _____

Name of Group Coordinator _____

Address: _____

Telephone: _____ or _____

Actions to Prepare for Cleanup

Completed

- | | |
|---|-------|
| 1. Contact group members to obtain a commitment to participate. Participants must be 10 years of age or older. Supervisors must be 18 years of age or older? | _____ |
| Estimated Number of Participants | _____ |
| Estimated Number of Supervisors | _____ |
| 2. Estimate and sign up for a mileage segment that doesn't exceed the capabilities of your participants. | _____ |
| 3. Complete and return, the Roadside Cleanup Agreement. | _____ |
| 4. Arrange training session(s) for all group participants. | _____ |
| 5. Drive by cleanup area and get information for training session(s). | _____ |
| 6. Identify and record the phone numbers of the emergency response organizations in your cleanup area (police, fire department, ambulance, etc.) including the name and number of your Municipal Contact. | _____ |
| 7. Recruit shuttle driver (s) and vehicle(s) | _____ |
| 8. Designate a first aid person who will be responsible for bringing a first aid kit. | _____ |
| 9. Arrange for a meeting place on the day of the cleanup | _____ |
| 10. Conduct safety training session(s) for all group participants. | _____ |
| 11. Pick up garbage bags, safety vests, and signs from the Municipal Office. | _____ |

ROADSIDE CLEANUP AGREEMENT

This AGREEMENT made as of the _____ day of _____ A.D., 2018

BETWEEN:

CLEARWATER COUNTY,
In the right Province of Alberta (hereinafter called the County

OF THE FIRST PART

- and -

(hereinafter called the "Organization")

OF THE SECOND PART

WHEREAS the Organization desires to provide cleanup services along roadside ditches (Section _____) in Clearwater County.

AND WHEREAS the Clearwater County is willing to pay for cleanup services provided.

THEREFORE, in consideration of the terms hereinafter named, the County and the Organization agree as follows:

1. The organization shall provide cleaning services by picking up garbage in the ditches indicated by employees of the County on Saturday, the 12th day of May A.D., 2018 between 7am and 4pm. Alternate days or times will not be allowed.
2. The County shall reimburse the Organization in the form of a grant, based on Six Hundred Dollars (\$600.00) per section of roadside right-of-way cleaned.
3. The Organization shall be fully responsible for the activities of its workers and shall provide all transportation, supervision, safety equipment and medical first aid services for its participating employees, members and agents.
4. The Organization shall prepare and complete an "Action and General Safety Plan" outlining the number of workers, supervisors and the planned procedures which will be followed during the cleanup campaign. A copy of the "Action and General Safety Plan" is to be returned to the County office before reimbursements can be made.

5. The Organization shall indemnify and hold harmless the County, its employees, and agents from any and all claims, demands, actions and costs whatsoever that may arise, directly or indirectly, out of any act or omission of the Organization, its employees, members or agents, in the performance by the Organization of this Agreement.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

SIGNED, SEALED AND DELIVERED

In the presence of:

Witness

Senior Officer for Organization

SIGNED, SEALED AND DELIVERED

In the presence of:

Witness

County Representative