

YOUR SAFETY COMES FIRST

Welcome to Outagamie County's Adopt-A Highway Program. To protect you while you're on the work site, the Outagamie County Highway Department has designed safety guidelines which shall be reviewed before each cleanup session:

THINK SAFETY

- ✓ Be very careful out there
- ✓ Be mentally alert
- ✓ Be in good physical shape
- ✓ Don't horse around on the worksite
- ✓ Be a member of your team
- ✓ Always work in daylight
- ✓ Don't work in bad weather

GET ORGANIZED

- ✓ Make sure all workers have viewed the safety video online at WisDOT's website at:
<http://www.dot.wisconsin.gov/localgov/aid/adopt-a-highway.htm>.
- ✓ Organize your workers into crews before you load the car pool.
- ✓ There should always be an adult supervisor (crew chief) for each 5 or 6 workers.
- ✓ Review the safety rules with all workers before proceeding to the highway segment.
- ✓ The crew chief shall be the safety "watchdog".
- ✓ The crew chief shall keep the workers together as a team.
- ✓ Be prepared with a first aid kit.
- ✓ Know where your nearest hospital or emergency room is located and the best route to reach it, before you begin work.
- ✓ Know where the nearest telephone is located.
- ✓ Know the physical condition and special needs of your crews.
- ✓ Keep an adequate supply of vests and trash bags.

WHAT TO WEAR

- ✓ Always wear your safety vest.
- ✓ Hiking boots or shoes with thick soles to prevent foot damage from sharp objects.
- ✓ Wear work gloves.
- ✓ Tall grass is the home for ticks. Make the tick's access to your body difficult. Tuck your pant cuffs into your socks/boots. Check your body for ticks as soon as possible when you get home.
- ✓ If you are sensitive to the sun, bring along a baseball cap or wide-brimmed hat, a long sleeve shirt and sunscreen lotion.
- ✓ Leave your headset stereo/radio at home. You need to be able to hear what is going on around you.

TRANSPORTATION

- ✓ Carpool to your highway segment to use as few vehicles as possible.
- ✓ Park parallel to the road, at least three feet away from the pavement surface before unloading your crew.
- ✓ Stop and display the highway worker signs (at both ends of your highway segment) before unloading your crew.
- ✓ Park on the same side of the road that you plan to work.
- ✓ Always work facing the traffic.
- ✓ Drive your crew to the opposite side when your crew switches sides.
- ✓ Do not allow your crew to walk across the pavement.

WHEN YOU'RE ON THE SITE

- ✓ Never walk or pick up litter on the pavement, shoulder or in the median.
- ✓ Never work on bridges, tunnels, overpasses, or steep ground.
- ✓ Stay away from mowing or construction operations.
- ✓ Stay off parked equipment.
- ✓ Stay alert for snakes, poison ivy and stinging insects.
- ✓ Avoid overexertion.
- ✓ Bring lots of water to drink while you work, especially on hot, humid days.
- ✓ Alcoholic beverages should not be permitted on the site.

HANDLING THE LITTER

- ✓ Do not touch or pick up anything you cannot identify. It may be a hazardous item. Hazardous materials are commonly found in closed metal containers.
- ✓ Any item the group does not want to pick up should be left as is and the County notified.
- ✓ Don't jump or step on your trash bag to pack more in. You have lots of trash bags.
- ✓ Place filled trash bags at the designated pickup site.
- ✓ The group may keep any recyclable materials. A trash bag may be used to remove these materials from the site.
- ✓ When you are finished, close your "highway worker" signs.

AFTER YOU'VE COMPLETED YOUR SECTION

- ✓ After completion of your litter pick up please call the Highway Office at 920-832-5673 to report that you are done. You may leave the message on voicemail. Our Highway Department personnel will discard the debris.