

DOVER TOWNSHIP
ADOPT A ROAD/RIGHT-OF-WAY PROGRAM
SAFETY BRIEFING REQUIREMENTS

Participants shall hold a safety briefing a minimum of once per year. The briefing will cover the following items:

1. EMERGENCY PROCEDURES
 - a.) Provide a First Aid Kit for minor cuts and scrapes. Assign someone to be in charge of this item.
 - b.) Insure the group leaders know the location of the nearest emergency facility and how to summon the police or an ambulance.
 - c.) If children will be present without their parents you should consider an emergency medical treatment form signed by a parent or guardian.
 - d.) You should be aware if any participants have a special medical condition such as an allergy to insect stings and have the proper remedies available.

2. DRESS CODE
 - a.) Consider requiring long sleeves, blue jeans or long pants, leather shoes or boots, gloves and hats.

Wearing these articles of clothing will give some protection from plants such as poison ivy and poison oak as well as insect stings from bees, wasps, and hornets.

Caution participants about bee hives in trees along the highway and how to recognize hornet nests. Road signs and guide rails may harbor wasp nests.

Be careful of broken glass and animals like snakes. Leather shoes or boots and gloves will give some protection from these items.
 - b.) Dress for the weather. It is easier to take off a jacket if you get too warm than to go for one.
 - c.) Safety vest provided by Dover Township **MUST BE WORN ALONG ALL ROAD WAYS.**

3. CONDUCT
 - a.) Avoid overexertion and heat problems by drinking water and taking breaks.
 - b.) Be aware of unexpected behavior of motorists. Be aware of visibility problems. Group leaders shall visit the site prior to pick-up to inspect for visibility problems and shall notify participants of any discovered.

- c.) Attempt to walk facing on-coming traffic.
 - d.) Pick up one side of the road at a time. Vehicles shall remain on the same side of the road as the participants. Never cross over or pick up trash in the traveled roadway.
 - e.) So not sit, stand or jump onto or off of guide rails, drainage pipes or concrete walls. These objects may have sharp and/or jagged edges which could inflict severe cuts.
 - f.) Avoid peak traffic hours, holidays, and inclement weather conditions.
 - g.) Stay clear of construction areas.
 - h.) Avoid all horseplay and demonstrations of any nature.
 - i.) Participants will not possess or drink alcoholic beverages while participating in a litter pick up.
4. KNOW WHAT TO PICK UP AND WHAT TO AVOID
- a.) Avoid touching any potentially hazardous materials such as old car batteries, and any unidentified questionable items, drug paraphernalia (needles) and animal carcasses.
 - b.) Avoid heavy items such as household appliances and furniture.
 - c.) Report the location of the above to the TOWNSHIP so we may arrange for their pick up.

ON THE DAY OF PICK UP

1. Carpool to the litter pickup site.
2. Park vehicles a safe distance from the traveled roadway.
3. Upon arriving at the work site, immediately display the TOWNSHIP official "Litter Crew Ahead" safety signs in advance of pick up sites.
4. Be sure all participants are dressed appropriately and have on a safety vest along road ways.
5. Provide appropriate and adequate adult supervision when youth groups are involved in litter pick up; that is one adult per eight participants between the ages of 16 and 18. Groups using children less than 16 years of age will **ONLY** be permitted to conduct Right-of-Way Clean ups.