



City of Beloit
Public Works

Adopt-A-Road Safety Guidelines & Pre-Cleanup Checklist

THE FOLLOWING IS A LIST OF THE ESSENTIAL THINGS YOU NEED TO REVIEW AND ADDRESS BEFORE EACH LITTER CLEAN-UP EFFORT.

SAFETY ~ YOUR SAFETY IS OUR PRIMARY CONCERN. IF SEVERAL WEEKS HAVE PASSED BETWEEN LITTER CLEAN-UPS, OR IF YOU HAVE NEW MEMBERS IN YOUR GROUP, WE STRONGLY SUGGEST THAT EVERYONE REVIEW THE SAFETY VIDEO AGAIN.

_____ Review Safety Video

_____ Traffic Control Plan

Suggested Safety Gear (not included in the equipment packs)

_____ Long Pants and Long Sleeve Shirts

_____ Boots or Sturdy Shoes

_____ Gloves – Leather or Canvas

_____ Eye Protection (safety glasses with ANSI Approved)

Provided by City of Beloit in your Adopt-A-Road kit:

_____ High-Visibility Safety Vest – worn closed

_____ Pick Stick (Grabber)

_____ Litter Bags

SAFETY GUIDELINES:

- _____ Follow the Traffic Control Plan
- _____ Wear the safety vest at all times
- _____ Stay off bridges and rocky, steep, or unstable slopes
- _____ Watch for nails, syringes, broken glass, or other sharp objects (set a marking flag near the object for pick up by city personnel)
- _____ Avoid poisonous, noxious or thorny plants
- _____ Avoid stray or wild animals, stinging insects, and mosquitoes
- _____ Designate one crew member as a look-out
- _____ Be prepared for any unexpected behavior by motorists. Never assume a driver sees you.
- _____ Walk single file along roadway
- _____ Work toward on-coming traffic
- _____ Work only during daylight hours and in good weather
- _____ Work one side of the road at a time
- _____ Stay clear of all construction areas or utility work zones
- _____ Do not go into roadways, median strips, or roundabout islands to remove litter
- _____ Do not wear headphones
- _____ No horseplay or pranks
- _____ Do not stand or jump on guardrails, drainage pipes, or concrete walls.
- _____ Do not drink alcohol prior to or while participating in clean-up events.
- _____ Avoid overexertion and heat-related problems by drinking water and taking breaks.

EMERGENCY PROCEDURES:

- _____ Know emergency procedures such as the location of the nearest emergency facility and how to quickly summon the police or an ambulance.
- _____ Report all accidents or injuries to the Crew Leader immediately.
- _____ Crew member with valid First Aid Card (recommended)

PARTICIPANTS MUST BE 15 YEARS OR OLDER; WITH 1 ADULT FOR EACH GROUP OF 8 UNDER 18 YEARS.

_____ 15 Years or older

_____ Adult Supervision

CARPOOLING AND PARKING: LIMIT THE NUMBER OF VEHICLES WITHIN YOUR WORK ZONE TO 2.

_____ 1 or 2 cars only – carpool to your road section

_____ Pull vehicles as far off the side of the road as possible.

_____ Vehicles should never be parked on the traveled portion of the road.

_____ Have Hazard lights and vehicle-mounted strobe light flashing

ITEMS YOU MAY PICK UP AND PLACE IN BAGS:

_____ Miscellaneous Paper (newspaper, wrappers, paper cups)

_____ Miscellaneous Plastic (bottles, cups, straws, plates, 6-pack rings, food containers)

_____ Metal (cans, empty buckets, non-dangerous containers)

_____ Clothing or shoes

Please stack the filled bags together and neatly on the roadside so as not to impede pedestrian traffic or block the view of traffic signs or intersections.

ITEMS YOU MAY PICK UP AND STACK NEAR THE FILLED BAGS:

_____ Various light objects too large to place in bags

ITEMS YOU SHOULD NOT PICK UP: USE A MARKING NEAR THE OBJECT FOR PICK UP AND DISPOSAL BY COUNTY PERSONNEL:

- Drug Paraphernalia (such as hypodermic syringes, needles, baggies containing unknown substances)
- Hazardous Materials (such as propane tanks, gas canisters, car batteries, petroleum products, chemicals, paints and solvents, unidentified containers or other known drug-making materials)
- Dead Animals (wild or domestic on the roadway or city right-of-way)
- Heavy objects (such as large vehicle parts, engines, appliances)
- Tires
- Anything that you believe to be dangerous
- Private signs found within the city road right-of-way (report the location and description of any private signs on the Participant Roster Form).

RECYCLING: VOLUNTEER GROUP MAY CHOOSE TO RECYCLE GLASS AND CANS (PROCEEDS MAY BE KEPT BY THE VOLUNTEER GROUP); OR LEAVE RECYCLING ALONG WITH OTHER LITTER FOR CITY OF БЕЛОIT PUBLIC WORKS DISPOSAL.

- Box for glass (not provided by city)
- Box for metal (not provided by city)
- Box for plastics (not provided by city)

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE ADOPT-A-ROAD COORDINATOR AT 608-364-2929, DURING REGULAR BUSINESS HOURS.