



**GUIDELINES
FOR
VOLUNTEER
GROUPS**

**ADOPT-A-PARK
PROGRAM**

TOWNSHIP OF SCUGOG

PUBLIC WORKS AND PARKS DEPARTMENT

THINK SAFETY

There are a few simple rules worth remembering when it comes to safely working in Parks. These rules must be reviewed by all volunteers before each clean-up session.

VOLUNTEERS MUST:

- Review safety rules before each clean-up.
- Provide at least 1 adult (19 years or older) supervisor for each 5 workers.
- Supervisors should always wear a safety vest with reflective stripes.
- Carpool to minimize the number of vehicles at the work-site and always disembark from vehicles on the side adjacent to the park, or if the park has a lot it should be placed there.
- Park parallel to the road and as far off of the travelled portion as possible.
- Park vehicles on the same side of the roadway as the volunteers.
- Use flags to cross any roads.
- Pick-up litter at least two (2) times a year for a three (3) year period.
- Pick-up litter during daylight hours only. Flag hazardous and unidentifiable items for pick-up by Township Parks Staff.
- Stay clear of any maintenance or construction operations and equipment.

- Discontinue work in inclement weather. If thunder or lightening occurs immediately return to your vehicles.
 - Place filled trash bags at the designated pick-up site(s).
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VOLUNTEERS MUST NOT:

- Walk or pick up litter on the pavement, shoulder, or in the median.
 - Work on bridges, overpasses, steep ground, or in tunnels.
 - Touch or pick-up hazardous items or anything that can not be identified.
 - Wear clothing or display material that might distract motorists.
 - Use or possess illegal drugs or alcoholic beverages before or during the clean-up.
 - Step or jump on trash bags.
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FOR YOUR OWN SAFETY

- Stay mentally alert at all times.
- Wear protective footwear and gloves.
- Wear light-coloured clothing that covers arms and legs.
- Wear a baseball cap or wide-brimmed hat and sun screen lotion.
- Drink lots of fluids while you work, especially on hot humid days.
- Be aware of any special needs of fellow volunteers (i.e. medical).

- Avoid over-exertion.
 - Stay alert for and avoid hazardous plants (e.g.: poison ivy) and stinging insects.
 - Keep an adequate supply of flags and trash bags on hand.
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IN CASE OF EMERGENCY

- Have a first aid kit immediately available.
 - Pre-select the most direct route to the nearest medical emergency facility.
 - Always have transportation immediately available.
 - Know where the nearest telephone is located.
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Thank you for participating in the
Township of Scugog

ADOPT-A-PARK PROGRAM

For more information contact the Municipal Office at:

Township of Scugog
Public Works and Parks Department
181 Perry Street
Port Perry, Ontario
L9L 1A7
(905) 985-7346
Fax: (905) 985-9914

The Township of Scugog encourages recycling whenever possible.