

Adopt-a-Park

VOLUNTEER SAFETY GUIDELINES

Volunteering involves responsibility. Remember that your appropriate conduct reflects positively on the community. The Safety Guidelines are intended to keep all participants in the ADOPT-A-PARK program safe. However, it is the responsibility of all participants to use common sense and use their best judgment to maintain the safety of everyone involved at all times. You can look at your completed work with a sense of accomplishment and know that, thanks to you, Beaver Dam is a better place to live!

PROPER CLOTHING AND PRECAUTIONS

- Dress appropriately for the weather and work you will be performing. You will be best protected if you wear long pants, a long sleeved shirt and closed toed shoes. Hats, sturdy gloves, sunscreen and insect repellent are also recommended.
- If you are working along busy streets the City will provide your group with fluorescent work vests, at your request.
- Work only during daylight hours and only in favorable weather.
- Have plenty of water on hand.
- Take breaks and avoid overexertion, especially in hot weather.
- Avoid working alone. Work in groups and use the buddy system.
- Someone in your group should know basic first aid techniques and have access to a first aid kit and a cell phone. If a member of your crew is seriously hurt, call 911. Take whatever steps are necessary to make the environment safe for the injured party and other crew members. If you are willing and able, administer first aid and wait for help to arrive.
- Each participant should provide emergency contact information to their group Lead.

WATCH FOR HAZARDS

- Be aware of personal surroundings at all times. Stay alert to the dangers posed by changing weather, wildlife, passing cars, poisonous plants or any other hazards that might be encountered at your site.
- Do NOT pick up litter from road surfaces.
- Do NOT participate in ADOPT A PARK projects while under the influence of alcohol or drugs.
- Do NOT attempt work in any area that may pose a personal risk to volunteers. Watch out for potholes where you could twist an ankle and muddy, wet or icy areas where you could slip and fall. Be cautious around electrical power lines, utility boxes and transformers. Respect barricades and warning signs.
- Many open space properties, trails and parks border busy streets and private property. Stay off private property and watch for and yield right of way to traffic, including pedestrian and bicycle. Face oncoming traffic to keep an eye on it while you work.
- For your safety and to make trash bags easy to transport, do not compact trash in them.
- Use good judgment and do NOT pick up materials you suspect might be hazardous or unsafe.
- Report any safety hazards, such as a broken swing, suspect hazardous items or maintenance concerns on your Follow-up Project Report and, depending on the severity of the danger, contact the Beaver Dam Parks and Forestry Department at 920.887.4623.

SUPERVISION

- Your group should provide one adult supervisor for every eight volunteers between 13-17 years of age and one adult supervisor for every four volunteers between 6-12 years of age. Volunteers 5 years of age and under must be accompanied by their parent or guardian.

