

## Adopt-a-Highway Safety Requirements

The following safety guidelines shall be followed when participating in letter removal activities along Arizona's highways. Each volunteer or participant should be provided with a copy of the briefing prior to arrival at the worksite. Our combined efforts to keep Arizona beautiful are going a long way towards improving the appearance of our highways.

1. All participants in the litter pickup program shall receive a **safety briefing** prior to reporting to the job site.
2. Participants should assemble in an area away from the designated worksite and carpool to **reduce the number of cars** at the litter pickup site. Always park at least 30 feet from the road edge.
3. **Safety vests** must be worn by all participants at ALL times during litter pickup activities.
4. **Supervisors shall be assigned** to both adult and youth groups before departing for the worksite. Participants below the age of 12 are not permitted at the worksites and volunteers younger than 18 are not permitted in the highway median. The group shall provide adequate supervision which is determined to be at least one adult, 21 years of age or older, for every 10 participants between 12 and 18 years of age.
5. **Litter clean up** can be performed only during daylight hours and good weather. Do not pick up litter during hours other than those agreed upon with your ADOT representative
6. Work as a group **facing oncoming traffic** at all times
7. **Do not cross the highway** unnecessarily; cross only at designated locations. Designated crossing locations should be determined by supervisors prior to starting work. Remain with the group to which you are assigned.
8. Litter pickup shall not be performed within six (6) feet of the roadway, upon bridges, culverts, or structures of any kind. Litter clean up activities can be expanded to include the median, but only if the ADOT-issued permit specifically includes the median.
9. **Do not pick up hazardous materials** such as car batteries, animal carcasses, needles, urine bottles or any other object that appears questionable. Please notify your ADOT representative about these items and their location.
10. Know what you are picking up. Discarded **chemical containers** may be hazardous. Please notify your ADOT representative about these items and their location.
11. **Do not distract motorists** with horseplay or abrupt erratic movements. Horseplay of any kind is strictly forbidden. The highways are potentially very dangerous.
12. The volunteer coordinator **MUST** ask anyone **under the influence** of alcohol, narcotics, or medications to leave the worksite.
13. **Keep away from** any highway construction or maintenance projects. These are ADOT's responsibility.
14. **Stay out of** utility installations, culverts and drainage structures
15. **Use correct lifting techniques**, keeping your back as straight as possible. Keep the object you are trying to lift close to your body and let your legs and arms do the work. Do not try to pick up heavy objects..
16. **Use caution** when you encounter the following: cactus, animals, steep slopes, sharp rocks, insects, barbed wire, traffic and other unusual circumstances.
17. Assure that appropriate beverages are available and are in sufficient quantity to meet your group's needs. **Alcoholic beverages are prohibited.**
18. **Wear appropriate** (comfortable) clothes, gloves, hats, boots, or hard-soled shoes. Participants should not wear shorts or tank tops.
19. Place filled litter bags eight (8) feet from the edge of the roadway/pavement.
20. Avoid **overexertion** and **dehydration**.