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ADOPT-A-STREET PROGRAM GENERAL GUIDELINES

- 1. Attendance Records**
 - A. Roll sheet signed
 - B. Age restriction (15 years or older for major highways)
- 2. Recommended Personal Protection Equipment**
 - A. Safety vest (provided)
 - B. Gloves (provided)
 - C. Water supply (not provided)
 - D. First aid kit (not provided)
- 3. Other Equipment**
 - A. Trash bags (provided)
 - B. Trash pick-up poles (provided)
- 4. Signs Required**
 - A. Adopt-A-Street Sign (provided)
 - B. Warning Signs (2) (provided)
- 5. Hazard Review**
 - A. Watch for moving traffic
 - B. Watch for moving equipment
 - C. Do not overcrowd workers
 - D. Do not pick up unidentified material
 - E. Watch for hidden obstructions
- 6. Recommended Safe Procedures**
 - A. Review work area protection procedures and any traffic control requirements;
 - B. Park vehicles away from the work site to provide safe entry and exit;

- C. Always try to face oncoming traffic;
- D. Use the required or recommended personal protection equipment;
- E. Beware of hidden obstructions in grassy areas or unstable terrain;
- F. Properly identify materials or objects before handling. If it is not identifiable notify the person in charge;
- G. If you use a flag person, rotate personnel to prevent boredom;
- H. Always keep trash pickup poles in a safe position so that sharp points are not exposed;
- I. Use caution when lifting and handling trash bags containing broken or sharp objects. If you cannot dispose of trash, notify the City;
- J. Allow ample space between workers. Don't bunch up;
- K. Watch for poison ivy, oak, or sumac;
- L. Watch for snakes, animal and poison insects, fire ants;
- M. Have a qualified first aid/CPR trained person available, if possible with a first aid kit;
- N. Have an adequate water supply and watch for signs of heat exhaustion or heat stroke;
- O. Protective clothing recommended:
 - (1) Hard sole shoes and socks;
 - (2) Wear long pants.