



**CITY OF FORT WORTH PARK & RECREATION DEPARTMENT
ADOPT-A-PARK PROGRAM SAFETY GUIDELINES**

FIRST THINGS FIRST...SAFETY FIRST!!

A Park Area can be a hazardous place to be when doing maintenance. Every volunteer or crew member should possess these qualifications:

- At least 12 years of age, unless otherwise permitted.
- Mentally alert, good common sense.
- Good physical condition, including sight and hearing.
- Up-to-date tetanus shot.
- Sense of responsibility for safety of self and others.
- Supervision for workers under age 18. Provide at least 1 adult per 3 children under age 12.

REMEMBER PLAN AHEAD!

- Review safety precautions every time you go out and take them seriously.
- Schedule pickups when the weather is good.
- Assign work teams and leaders before you reach the site. Distribute trash bags beforehand. Use cell phones to communicate among work teams.
- Bring a first aid kit and a cell phone. Identify the nearest hospital and know how to get there in an emergency.
- Make sure your tetanus shots are up to date.
- Don't overexert yourself. Bring along a supply of drinking water and take breaks.
- Plan for weather conditions such as rain, snow, hail, extreme heat or cold.

PARKING

- Carpool to the site.
- Whenever possible, park in a nearby parking lot or seldom used approach.
- If you must park on the shoulder, park as far as possible to the right of the white line.
- Park on the same side of highway that you're picking so motorists see your vehicle before they see you.



WHAT TO WEAR

- Heavy work gloves.
- Heavy leather shoes or work boots with good ankle support.
- Light-colored clothing, brightly colored cap to help motorists see you.
- Hat and long sleeves to avoid sunburn.
- Sunscreen, insect or tick repellent.
- Safety vest

THIS IS MANDATORY

Volunteers and Crew Members are required to wear the standard approved vests (vests must be conformed to ANSI/ISEA 107-2015 Standards and Classes) but are reminded to remain vigilant to traffic when working on the roadside. Although it is important for workers to see motorists, it is critical that motorists see workers as motorists and should always be alert to workers on the right-of-way.

WHILE YOU WORK

- Always wear your safety vest. Motorists must be able to see you.
- Do not pick up needles, weapons, hazardous materials, dead animals or water bottles of urine. Mark the location with a trash bag and report it to PARD.
- Do not put syringes or needles in the trash bag. They can easily puncture the bag and cause serious injury. Mark the location with a trash bag and report it to PARD. Do not crush collected trash to make more room in the bag; broken or jagged objects can cause injuries.
- Secure the bags by tying the ends. Work only during daylight hours and during good weather. Do not work when roads are wet or when visibility is poor.
- Work one side of the road at a time. Do not cross the road to get to your vehicle.
- Do not pick up litter in the median.
- Face the traffic while you work.
- If in a group, stay within the group and be constantly alert for approaching traffic.
- Do not wear headsets that could prevent you from hearing traffic or other hazards.
- Do not horse around or do anything to purposely distract drivers.
- All-terrain vehicles are allowed as long as they are used in accordance with existing laws.
- Be aware of areas infested with insects such as ant mounds.

WHAT TO AVOID



- Stay away from construction sites and street work zones, including recently seeded areas.
- Avoid mowing activities, open water, ravines, bridges, overpasses or retaining walls that could be dangerous for pedestrians.
- Watch for broken glass, sharp metal objects and boards with exposed nails.
- Avoid poison ivy, [wild parsnip](#), or other noxious weeds. Stay away from recently applied herbicides.
- Never pick up heavy, large or hazardous materials. Mark the location and notify PARD for pickup.
- Do not pick up dead animals. If the animal is small, leave it for scavengers. If it is large, note the location and report it to PARD.
- Do not move explosives, abandoned barrels or other containers with unknown contents. Note the location and contact PARD.

SAFETY DOS:

- DO make sure that all participants are familiar with these safety recommendations.
- DO assign one volunteer as a safety coordinator who oversees other volunteers to ensure that work is conducted in a safe manner, paying special attention to participating children.
- DO Supervise Children at All Times.
- DO wear light or bright colored clothing which is appropriate for the work associated with the program, hard-soled, protective shoes, and work gloves or latex gloves.
- DO dress appropriately for the weather and take breaks on a regular basis.
- DO work only when weather is fair and in the daylight.
- DO bring a water bottle. Wear sunscreen, sunglasses, and a hat for sun protection
- DO be aware of your physical condition and refrain from doing any activities beyond your capabilities.
- DO watch and take precautions for:
 - Snakes, other animals and insects
 - Noxious weeds
 - Glass, barbed wire, pipes and debris with sharp or rusted edges
 - Unexpected holes or ditches
- DO be aware of traffic on adjacent roads and driveways.
- DO stay within your designated cleanup boundaries. Stay out of storm drains and culverts, and other hazardous structures.

SAFETY DONT'S:

- DON'T step into a roadway for any reason. Don't pick up litter or debris on a roadway surface or close to the edge of the road.
- DON'T park vehicles in "No Parking" areas.
- DON'T play around or do anything to distract passing drivers.
- DON'T bring pets to the cleanup site.
- DON'T leave children or pets in the car while participating in the program.
- DON'T trespass on private property or neighbors' yards
- DON'T pick up any materials that may be hazardous to your health. Under no circumstances should you pick up any of the following items:
 - Hypodermic needles, medical waste, or condoms
 - Chemical containers
 - Dead animals
 - Sharp items (broken glass may be swept up with a broom/pan however notify us of location)
 - Weapons such as knives, guns, or ammunition

Please alert your group leader and others in the area immediately for these items! Then notify the City if hazardous conditions exist.

These recommendations are not all inclusive. Take all precautions necessary to avoid accidents.

Always have a FIRST AID KIT on hand for small emergencies

Call 911 immediately if anyone is seriously injured



CERTIFICATION OF RECEIPT OF SAFETY GUIDELINES

I, _____ certify that I have received and reviewed the Safety Guidelines training material for the Adoption program. I understand that it is my responsibility to provide this information to any and all members of my organization and to any and all other involved individuals, directly or indirectly, by proxy or otherwise, to ensure that the safety guidelines are followed while carrying out the Adoption Program activities.

Print Name

Date

Signature

Title

Organization or Group (when applicable)

Please be sure to send the signed Certification of Receipt of Safety Guidelines along with your Adoption Application. Applications submitted without the signed Certification of Receipt of Safety Guidelines will not be accepted.