

ADOPT-A-HIGHWAY SAFETY ORIENTATION CHECKLIST FOR VOLUNTEERS

MTCE-02 (REV 7/2009)

1. View Part 1 (or Both Parts) of the "Get Serious About Safety" Video

- Explain change in minor's policy (16 and older) and/or other age restrictions listed on Attachment A (Adopt-A-Highway Special Provisions).

2. Supply and Review Safety Handouts

- Review the *Safety Requirements for Participants: CREW PLANS*.
- Review the *Bag It, Move It, or Leave It?* instructions for handling found items.
- Discuss how best to "flag" items left at site.
- Explain procedure for reporting injuries, accidents, and incidents.

3. Explain the Encroachment Permit "Package" (Permit, Special Provisions, Attachment A, and Plans and Schedules)

- Confirm location of adoption site and minimum work frequency. Explain the "post mile" system.
- Show where contact information is located on Attachment A. Give group leader a business card.
- Explain that one copy of the complete permit package must be present at the work site and copies of only the permit must be placed on dash of each car present.
- Explain that work is not permitted on or before holidays or holiday weekends. Discuss other restricted days (i.e., local events).
- Recommend scheduling work in April and September so that group can participate in national cleanup events.

4. Detail Group Leader's Responsibilities

- Provide safety training to group members prior to their working (show video, pass along information learned from Caltrans).
- Repeat the safety training to group members every year (not the Caltrans safety orientation).
- Provide a brief safety review (tailgate meeting) prior to each work event. Ensure that all participants are properly dressed.
- Report change of group leader or contact information to the District Adopt-A-Highway Coordinator.
- Inform replacement safety leaders that they must receive a safety orientation from Caltrans.
- Provide advance notification of work.

5. Provide a Drive-By or Walk-Through Review of the Adoption Site

- Recommend ways to access to site (walk-on, pick-up and drop off, and/or parking).
- Stress that group must always work facing traffic. Discuss use of lookouts.
- Discuss areas to avoid:
 - On or within 6 feet of any traffic lane (paved areas, on-ramps, and off-ramps).
 - Medians, bridges, tunnels, culverts.
 - Slippery or unstable ground, slopes greater than approximately 40°.
 - Other, show any site-specific areas to avoid.
- Discuss how and where to stack bags.
- Identify nearest call box (if any).

6. Issue Safety Gear and Supplies (Enter Quantity issued)

- Hard hats. Demonstrate how to insert liners.
- Safety glasses/goggles. Safety glasses or goggles must be worn over prescription eyeglasses and by persons wearing contact lenses. Safety glasses/goggles are identified by an American National Standard Institute (ANSI) Z87.1-1989 logo.
- Gloves.
- Vests.
- Litter pickers.
- Safety video (more than one may be issued to large groups).
- Litter bags. Demonstrate proper bag tying and how to use a stick to hold a bag open.
- Explain how the group leader can get additional supplies during the permit period.
- Other, list:

GROUP NAME <i>Midcoast Community Council</i>	ADOPTION TYPE <i>L/R</i>	LOCATION (CO/RTE/PM RANGE/DIR) <i>S.m. 001 P.m. 34/36</i>
MAINTENANCE SUPERVISOR OR DESIGNEE (Please print) <i>Ray Byrne</i>		DATE <i>10/19/18</i>
GROUP SAFETY LEADER (Please print) <i>Chris Johnson</i>		DATE <i>10/19/18</i>
ALTERNATE SAFETY LEADER (Please print) <i>Barbra Mathewson</i>		DATE <i>10/19/18</i>

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