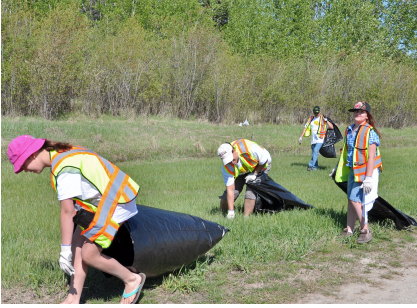




Community Clean Up Guide


Whitecourt



Thank you for taking part in this year's Community Clean Up Program.

OUR NUMBER ONE PRIORITY IS YOUR SAFETY.

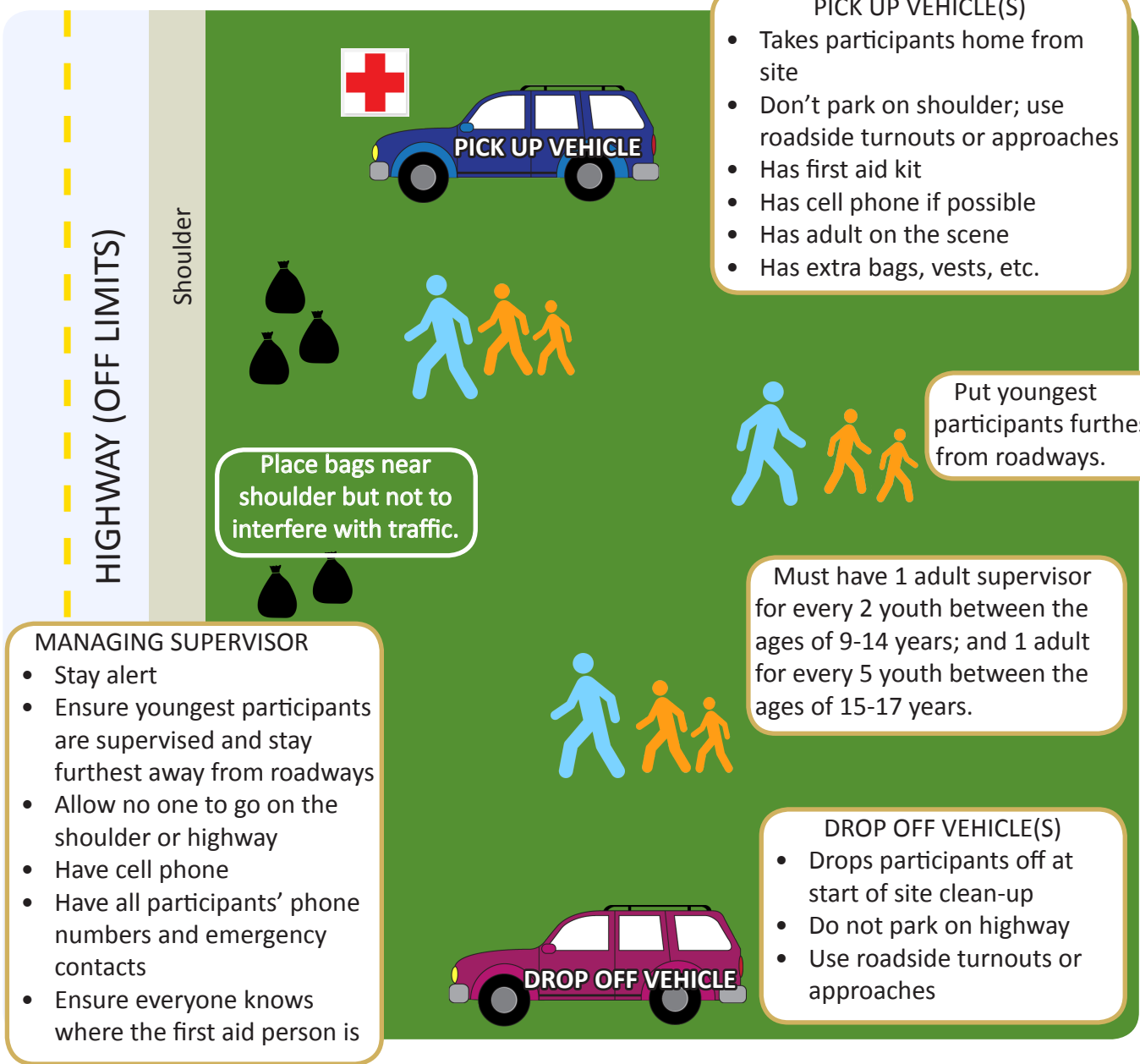
The guidelines and rules in this pamphlet are designed to make your time cleaning up our community as safe and fun as possible.

If you have any questions about the program, or items referenced in this pamphlet, please contact the Infrastructure Services Department at 780-778-2705 or administration@whitecourt.ca.

TO PREPARE FOR YOUR CLEAN UP

- Confirm date, time, and location for clean up with the Public Works Receptionist. **Clean up must be completed during daylight hours.** A map of the area will be provided to you prior to your scheduled clean up.
- Contact group members for commitment to participate. **Participants must be 9 years of age or older.** There must be one adult (18 years of age or older) for every two youth between the ages of 9 and 14 years; and one adult for every five youth between the ages of 15 to 17 years. Establish work crews and ensure that these guidelines are followed.
 - Estimated # of participants: _____
 - Estimated # of adults: _____
 - Estimated # of youth aged 9-14: _____
 - Estimated # of youth aged 15-17: _____
 - Estimated # of work crews based on the numbers above: _____
- Designate a first aid person. This person should have a cell phone and access to a vehicle during the cleanup. This person is also responsible for bringing a first aid kit.
- Drive by the clean up area and arrange for a safe meeting place for your group.
 - Note turnaround points, crossroads, and parking areas for vehicles. This inspection will assist in identifying a safe meeting place for your group. Prepare a stage plan for your work crews. Please reference the sample stage plan on the next page.
 - Please note: Do not park or station vehicles on Highway 43. Use the service roads to park vehicles, or arrange for participants to be dropped off on service road approaches with necessary equipment.
- A week prior to your scheduled clean up date, contact the Public Works Receptionist to:
 - confirm the clean up is proceeding on schedule,
 - provide the number of participants for your clean up, and
 - arrange to pick up supplies at the Whitecourt Public Works Shop, 3410 - 35 Avenue (east of 35 St.)
- Encourage participants to bring adequate water, hats, and use sunscreen!

Please use this stage plan as a guide for your work crew.



- PICK UP VEHICLE(S)**
- Takes participants home from site
 - Don't park on shoulder; use roadside turnouts or approaches
 - Has first aid kit
 - Has cell phone if possible
 - Has adult on the scene
 - Has extra bags, vests, etc.

Put youngest participants furthest from roadways.

Must have 1 adult supervisor for every 2 youth between the ages of 9-14 years; and 1 adult for every 5 youth between the ages of 15-17 years.

- MANAGING SUPERVISOR**
- Stay alert
 - Ensure youngest participants are supervised and stay furthest away from roadways
 - Allow no one to go on the shoulder or highway
 - Have cell phone
 - Have all participants' phone numbers and emergency contacts
 - Ensure everyone knows where the first aid person is

- DROP OFF VEHICLE(S)**
- Drops participants off at start of site clean-up
 - Do not park on highway
 - Use roadside turnouts or approaches

LEGEND:  Adults  Participants  Bag of Garbage



Ensure that all members of your work crew are informed and prepared.

THE DAY OF YOUR CLEAN UP

- Meet at pre-arranged meeting place before starting the clean up.
- Review pre-arranged work crews with all participants. Remind adult supervisors that any hazardous or potentially hazardous incidents are to be reported to the managing supervisor. Remind youth that they must follow the adult supervisor's instructions at all times.
- Note who the designated first aid person is in the group.
- Review all provided safety tips and guidelines (as provided in this brochure) with participants. It is your responsibility to ensure everyone knows the rules, and it is important to emphasize that these rules and procedures are there for everybody's safety. Take your time and make sure you cover each item listed under the "Safety Tips and Guidelines" section in this guide.
- Hand out garbage bags, safety vests, gloves, water and picking sticks. Every participant must wear a vest and gloves.
- Full garbage bags are to be tied up and placed on the shoulder of the roadway (far enough off the edge of the pavement so that they do not interfere with traffic). Never place anything on the pavement surface. For Highway 43, please use service roads or trail sides whenever possible. Whitecourt crews will pick up all garbage bags following your scheduled clean up.
- Immediately after the clean up, all participants should report to the meeting place to hand in safety vests, picking sticks, and unused garbage bags.

FOLLOW-UP ACTIONS

- Immediately following, or on the first business day after the clean up (if your clean up was scheduled for a weekend day), return safety vests, picking sticks, and unused garbage bags to:
 - Whitecourt Public Works Shop
 - 3410 - 35 Avenue, Whitecourt
 - (between the hours of 7:00 a.m. - 4:00 p.m.)
 - Within 1 week of the clean up, complete and return the Community Clean Up Claim Form to the Public Works Receptionist.
- **Please note, payment will not be released until all provided safety equipment (vests, picking sticks) are returned. If items are missing, the cost of the missing items will be deducted from the Community Clean Up Grant allocation to your group.

Don't pick up anything sharp or dangerous or that you're unsure of.



SAFETY TIPS AND GUIDELINES

- All participants must wear safety vests and gloves at all times.
- It is recommended that closed toe shoes be worn during clean up activities. Do not wear sandals, flip-flops, etc.
- Please stay off the highway. If a participant is collecting waste on the shoulder of a roadway, one person must be designated as an observer to watch for traffic.
- Headphones are prohibited.
- Do not chase a wind-blown object onto the roadway!
- If you are cleaning a section of Highway 43, do not clean the median.
- Do not touch, disturb or pick up: needles, syringes, broken glass, chemical or pesticide containers. The Town will provide your group with flags to identify such items. Please mark the site where these items have been found with a flag and make a note on the map provided. The map can then be passed back to our Infrastructure Services Department and Town staff will return to the site to safely collect and dispose of these items.
- Do not touch, disturb or pick up dead animals.
- Horseplay during the clean up is not tolerated, and if witnessed and/or reported to Town staff the clean up contract will be terminated.
- Pets are not allowed to accompany participants on the clean up.
- Never stand closer than 5 metres from a railway track when waiting to cross. Stop, look and listen. When the tracks are clear, cross quickly.
- If you are cleaning an area near a railway track when a train is passing, never stand by the tracks and wave to the engineer. The colour of the safety vests indicates danger and the engineer may try to stop the train.
- Do not place any objects on a railway track.
- If a vehicle must accompany workers, please pull off to the side of the roadway and use 4-way flashers to notify other motorists to slow down.