



SAFETY PROCEDURES AND GUIDELINES

To ensure the safety of the many volunteers that may be exposed to potentially unsafe conditions during the Philly Spring Cleanup, Group Leaders and assistants should adhere to the following procedures:

- 1.** Group Leaders and assistants will be responsible for the group for the duration of the event.
- 2.** Training for the Group Leaders should take place prior to the Cleanup.
- 3.** Give a 3-5 minute safety talk to volunteers prior to the start of the project.
- 4.** Provide instruction to the group on the type of work they will be doing and how to work safely.
- 5.** Establish a rally/starting point for the group to report and return to at the end of the day.
- 6.** Ensure the safety of **all** minors (17 and under).
- 7.** Inform volunteers that they must report all injuries that may occur during the Cleanup to Group Leaders or assistants.
- 8.** Monitor the group during the course of the day.
- 9.** In case of emergencies, keep a list of emergency contacts for each volunteer.
- 10.** In case of injury, ensure each volunteer gets the proper medical attention (i.e. First Aid, EMS, or Hospital).
- 11.** Develop accountability for the volunteers at the respective sites.
- 12.** If an injury occurs to a minor (17 and under), or if a minor should want to leave early, a parent or guardian should be contacted immediately.

SAFETY TOPICS TO DISCUSS WITH VOLUNTEERS

Briefly talk about the following:

- Slips, trips and falls
- Walking surfaces
- Lifting safely
- Hand/foot protection / avoiding sharp objects
- Use of a dust mask
- What to do in the case of an accident