

## **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

