



## BRUCE COUNTY HIGHWAYS ADOPT-A-HIGHWAY PROGRAM



### TERMS & CONDITIONS

The Bruce County Highways Department Adopt-A-Highway program has been established as a public service program for volunteers to pick up litter along certain County Highway right-of-ways. This is a means for environmentally conscious volunteer groups to make a personal contribution to a cleaner and more beautiful highway system.

The Bruce County Highways Department enter into an agreement with the volunteer group to adopt a section of the County Highway right-of-way and keep it clean. In addition to a cleaner environment, the volunteer group is recognized by a sign listed by the Highways Department acknowledging their efforts.

### Volunteer Group Responsibilities

- The Volunteer Group is fully responsible for the activities of its volunteer workers and will provide all transportation, supervision or first aid services required by its volunteers while they are performing clean up services with the County right-of-way.
- The Volunteer Group will ensure that all of its volunteers receive the *Safety Guidelines for the Bruce County Adopt-A-Highway Program* and agree to abide by the rules states therein.
- The Volunteer Group will inform its volunteers that participation in the adopt-a-highway program does not make them employees, agents or contractors of the County; nor does the County assume any responsibility for injuries, claims, liabilities, suits or a cross thereof whatsoever arising from the cleanup activities undertaken by the Volunteer Group and such shall be deemed to be the sole responsibility of the Volunteer Group.
- The Volunteer Group shall indemnify and save harmless the County and its employees from any and all claims, demands, actions and cause whatsoever that may arise, directly or indirectly, out of any act of omission of the Volunteer Group in the performance of clean up services.
- The Volunteer Group shall obey and abide by all laws and regulations relating to safety while they are operating within the highway right-of-way.
- Work shall not be carried out on bridges or other structures where there is an apparent risk of injury.
- It is the Volunteer Group's responsibility to pick up the supply box and road work signs from their designated Highways Department garage. All equipment must be returned to the garage at the completion of the clean up event unless an extended time frame has been granted by the Highways Department staff.
- The Volunteer Group is responsible for arranging the disposal of garbage bags and recyclable materials collected during the clean up event. Garbage and recycling can be brought to the local landfill sites for disposal at no cost.

## **Bruce County Highways Department Responsibilities**

The Bruce County Highways Department will provide Adopt-A-Highway volunteer groups with a supply box and road work signs. The supply box will have the following items:

- safety vests
- work gloves
- garbage bags
- recycling bags
- first aid kit
- hand sanitizer
- flagging tape for large/hazardous items
- information regarding noxious weeds (ie. poison ivy)

The Highways Department is to be contacted at least 48 hours prior to the beginning of a clean up event to ensure supplies are available.

The Highways Department will erect sign(s) with the volunteer group's information at the beginning of each adopted section of highway right-of-way.

### **Modification/Renewal/Termination of Agreement or Program**

The Adopt-A-Highway agreement or program may be modified in scope or altered in any manner at the discretion of the Highways Department.

The agreement will automatically extend without amendment from year to year unless either the volunteer group or County notifies the other that they elect not to renew for an additional period. Volunteer groups are required to send the County any changes to the volunteer groups information in a timely manner.

The County may terminate the agreement and/or remove the Adopt-A-Highway signs if it finds that the group is not meeting the terms and conditions of the agreement and/or are acting contrary to the guidelines of the program.

## **SAFETY GUIDELINES FOR THE BRUCE COUNTY ADOPT-A-HIGHWAY PROGRAM**

Thank you for participating in Bruce County's Adopt-A-Highway program. To protect yourself while participating in the program, the County has established safety guidelines which are to be reviewed before each clean up session by all volunteers.

**Highway safety is of primary importance in all Bruce County Highways Department decisions related to the Adopt-A-Highway Program.**

### **Think Safety**

- Always be aware of your surroundings
- Stay mentally alert
- Always work in daylight hours
- Do not work in inclement weather
- Stay clear of water hazards
- Display "road work" sign before starting clean up
- Never walk or pick up litter on the pavement portion of the road
- Watch for cars and other vehicles as drivers may not expect to see volunteers working
- Avoid overexertion
- Bring lots of water to drink
- Work in pairs or teams
- Stay alert for and avoid hazardous plants (poison ivy) and stinging insects
- Avoid horseplay while working
- Prohibit any alcohol and/or illegal drugs.

### **In Case of Emergency**

- Have first aid kit immediately available
- Pre-select the most direct route to the nearest medical emergency facility
- Know which road you are on and the closest intersection
- Always have transportation immediately available
- Know where the nearest phone is located

### **Get Organized**

- Discuss the clean up route - take note of any areas of concern, such as high traffic areas or locations where there is limited vision (hills, curves) for approaching traffic.
- Prepare materials - make sure you have all the tools and materials required to complete your task safely and efficiently.

### **Transportation**

- Carpool to your road section to reduce number of vehicles parked on roadside
- Park parallel to the road
- Park on the same side of the road that you plan to work
- Always work facing the traffic
- Drive to the opposite side when the volunteer group switches sides

### What to Wear

- Always wear the personal protective equipment (safety vests and gloves) provided
- Participants should wear closed toe suitable footwear
- Dress appropriately for the weather
- Avoid use of headphones

### Handling the Litter

- Never reach blindly for an item. Always “identify” the item before picking it up.
- Flag large items in order to identify items for pick-up and disposal by County staff.
- Don't jump or step on your trash bag to pack more in
- Volunteers must not handle hazardous litter. Objects containing corrosive chemicals (ie. car batteries) or objects that may carry harmful bacteria or disease (ie. dead animals) should not be touched. Mark these items with the flagging tape provided and contact the Highways Department for proper collection and disposal.

Thank you for participating in the Bruce County Adopt-A-Highway Program.

For more information, contact:  
**Bruce County Highways Department**  
P.O Box 398, 30 Park Street  
Walkerton, ON N0G 2V0  
519-881-2400 1-877-681-1291 ext.307  
kmeier@brucecounty.on.ca