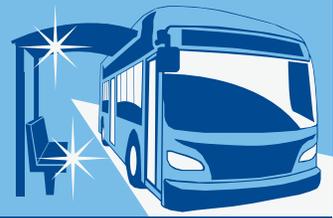


# ADOPT-A-STOP



## MTA's ADOPT-A-STOP SAFETY GUIDELINES

Welcome to MTA's Adopt-A-Stop program. While you are making a difference picking up litter, please make sure you are doing it safely. These guidelines were developed with your safety in mind. Please follow the safety guidelines at all times and make your workday a safe one!

### **Please do not:**

Pick up litter in the road, close to the edge of a road, or on the shoulder of the roadway.

Pick up hazardous litter which can be objects containing corrosive chemicals (e.g., car batteries), or objects that may carry harmful bacteria or disease (e.g., needles, used condoms, dead animals, items with blood). Call (615) 862-5950 to have these items properly disposed of.

Pick up broken glass, razor blades, or other anything that might cause a cut or injury to your hands. We suggest you use a broom or litter tongs to safely pick-up dangerous litter.

Work in the dark or during inclement weather.

Try to pick up or move heavy tree limbs and objects.

Over exert yourself. Take rest breaks and drink plenty of fluids.

Horseplay especially near the roadway.

Wear headsets while cleaning the roadside.

Over-stuff litter bags or compact them. When bags feels heavy (about 10 pounds average), secure it and get another bag.

### **Please do:**

Review the safety guidelines prior to every litter pick-up.

Obey all traffic rules if crossing the street to get to your designated bus stop for the pick-up.

Wear safety vest when participating in the pick-up

Wear proper clothing, shoes and gloves when picking up litter.

Bring garbage bags, broom and dust pan to dispose of litter.

Call Customer Care at (615) 862-5950 to report damaged signs, shelters or dangerous conditions.

Carpool to minimize number of vehicles at the cleanup site.

Stay alert and well away for the road.

Recycle any plastic, paper or metal that you choose by keeping recyclables separate from other litter picked up.

## Checklist Prior to Cleanup Effort

### 1. DISCUSS THE STOP TO BE CLEANED

Note any areas of concern or potential danger. For example, high traffic areas.

### 2. SUPERVISE MINORS

Make sure there is a responsible adult to supervise minor children.

### 3. GATHER TOOLS

Make sure you have all the tools and materials you need to complete your work safely and efficiently (e.g., gloves, shovels, brooms, dust pans, trash bags, etc.).

### GO OVER SAFETY INSTRUCTIONS:

#### a. Watch for cars and other vehicles

Volunteers should watch out for vehicles in the area they are cleaning. Sometimes drivers may not expect to see volunteers.

#### b. Obey Traffic and Signal Lights

Volunteers should obey traffic and signal devices and take caution in crossing streets. For example, members in your group should cross the street at the intersection and through marked cross walks, if these are available.

#### c. Handling Dangerous Litter

Dangerous litter can be defined as objects that must be handled carefully to avoid cuts or injury, e.g., broken glass, razor blades, etc. These items should only be handled with "litter tongs" or swept with a broom and picked up with a dust pan.

#### d. Hazardous Items

Hazardous materials MUST NOT be handled by volunteers. Hazardous materials can be defined as objects that contain harmful and/or corrosive chemicals (e.g., car batteries) or objects that may carry harmful bacteria or disease (e.g., dead animals, syringes, used condoms, etc.). For disposal of these items please contact Customer Care at (615) 862-5950. Customer Care will make arrangements to dispose of the hazardous objects.

#### e. Access to a phone

If possible have a cellular phone available and/or know where accessible phones are along the cleanup route in case of an emergency.

#### f. Wear safety vests

Safety vests are available and required while working at a bus stop. Call us for safety vests.

### Litter Pick-Up Safety Tips

- Never reach blindly to pick up an item. Use a tool such as a rake or stick to "identify" the item before grabbing or picking it up. Members of the cleanup team should wear gloves.
- Always use a tool to pick up dangerous litter. Dangerous litter should be swept with a broom and picked up with a dustpan.
- Dangerous or unsafe litter should be picked up by a designated person. You may want to designate one person to pick up dangerous litter, especially if minor age children are in your group.
- Pair up in teams. Working in pairs is generally safer than working alone. Doing so allows volunteers to look out for each other and for changes in their immediate environment.

This program is funded under an agreement with the State of Tennessee

