

ACTION AND GENERAL SAFETY PLAN

NAME OF GROUP: _____

NAME OF GROUP COORDINATOR: _____

TELEPHONE: _____ (DAYTIME)
_____ (EVENING)

ACTIONS TO PREPARE FOR CLEANUP

- Ensure that your group has the necessary liability insurance, if applicable.
- Contact group members to obtain a commitment to participate. Participants must be 9 years of age or older. Supervisors must be 18 years of age or older. Have one adult for every two participants 9 to 14 years of age and one adult for every five participants 15 to 17 years of age.
- Estimated number participants.
- Estimated number of supervisors.
- Estimate and sign up for a segment length that doesn't exceed the capabilities of your participants.
- Provide a copy of insurance to your Alberta government representative.
- Arrange training session(s) for all group participants.
- Drive by the cleanup area and get information for training session(s).
- Identify and record from the managing supervisor's worksheet the phone numbers of the emergency response organizations in your cleanup area (police, fire department, ambulance, etc) including the name and number of your Alberta government representative.
- Recruit shuttle driver(s) and vehicle(s).
- Designate a first aid person who will be responsible for bringing a first aid kit.
- Arrange for a meeting place on the day of cleanup.
- Conduct safety training session(s) for all group participants.
- Pick up garbage bags, safety vests, and signs from your designated office of the Alberta government.

ACTIONS ON DAY OF CLEANUP

- Verify cleanup is proceeding on schedule. Phone the Alberta government contact number to confirm.
- Check that signs are up on a stretch of highway that you will be cleaning.
- Distribute Supervisors Worksheet.
- Get together at the pre-arranged meeting place before starting the cleanup. Review safety rules and procedures, and vehicle and shuttle safety.
- Make sure the first aid person has brought the first aid kit and that everyone knows who the first aid person is.

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CONTINUED

NOTE:

If possible, the first aid person should have a cell phone and be a shuttle driver.

- Review specific procedures for crossing bridges, railway tracks, etc.
- Remind shuttle operator(s) and supervisors to check that the safe cleanup and safe shuttle vehicle procedures are followed.
- Remind participants that they must follow their supervisor's instruction at all times.
- Hand out garbage bags, safety vests, and signs for shuttle vehicle.
- Each participant must wear a vest.
- Immediately after the cleanup is over, all participants are to report at a meeting place and fill out an incident report if necessary, and hand in completed worksheets, safety vests, signs and unused garbage bags.

FOLLOW-UP ACTIONS

- Within 1 or 2 weeks of cleanup, complete the evaluation report and submit it to your local representative of the Alberta government.
- Return garbage bags, signs, safety vests, training kit and DVD to the designated office of the Alberta government.
- Submit Action and General Safety Plan, and completed Supervisors Worksheet to the Alberta government no later than May 15.