



### Litter Pickup Program – Procedure

In response to your request. Our program is called the Litter Pickup Program. The following procedure is in place:

- Applicants contact us with particulars of their group and the section of roadway they are interested in looking after.
- Scott Boughner, Roads Operations Supervisor, will approve each application (sometimes the section the group has chosen could pose a safety problem for the participants)
- The applicant will be given a copy of the agreement they will have to enter into with the County and if they agree to the conditions imposed by the agreement they will sign it and return it to us for final approval by the County.
- There is also a pamphlet (MTO) with safety guidelines that group should read (the organization is totally responsible for training)
- Signs are supplied by the County
- The applicant supplies their own logo to put on the sign (max. 18 x 18)
- When the group has been approved, the applicant will contact our foreman at the Springford patrol - he will have the sign prepared.

## AGREEMENT

The County of Oxford agrees to erect signs advertising the following named Public Service Organization which has sought the following agreement with the County of Oxford.

The Organization: \_\_\_\_\_

The County of Oxford recognizes the public service organization named above (to be known in this agreement as "the organization" to be responsible for Litter Pickup on County Road No.

\_\_\_\_\_

from: \_\_\_\_\_

to: \_\_\_\_\_

a distance of \_\_\_\_\_ kilometres.

The organization agrees to pick up litter at least three times in each twelve month period of this agreement beginning \_\_\_\_\_, 20\_\_\_\_ and ending \_\_\_\_\_ 20\_\_\_\_.

The organization will be totally responsible for the following and agrees to:

- provide safety training and all supervision of their volunteers.
- train all participants and make them familiar with the contents of the MTO safety brochure "Safety Guidelines for Volunteers."
- obey and abide by all laws and regulations relating to safety.
- park all vehicles, at the worksite, as far away as possible from the travelled portion of the highway.
- provide all transportation, supervision, safety equipment and medical/first aid service.
- pick up litter a minimum of three (3) times within the twelve month period.
- give the County 48 hours notice prior to a litter pickup.
- wear safety vests at all times and any additional appropriate safety apparel while outside vehicles.
- not pick up litter on the road surface, paved or gravel shoulders, bridges, overpasses, or around locations that could pose a danger.
- provide all supervision of volunteers to ensure all the provisions of this agreement are fulfilled.

- work only during daylight hours (one hour after sunrise and one hour before sunset).
- display “road work” signs and designate presence of vehicles by deploying traffic cones during litter pick-up as specified in the “Manual of Uniform Traffic Devices, Section 5.”
- ensure that no signs, posters, or other display materials are brought to the adopted section during or between cleanups.
- flag closed containers, heavy objects, or suspected hazardous materials for pick up and disposal by County staff.
- surrender items of value (wallet, purse, camera, etc.) found on County road property to the nearest police station.
- place filled trash bags one metre onto the grassed boulevard in the direction away from the edge of the gravelled shoulder of the road.
- notify the County Public Works Department immediately after each cleanup to ensure quick removal of litter bags by County staff.
- monitor to ensure all the objectives of this agreement have been met.

The County agrees to:

- erect signs advertising the organization at the beginning of each section of highway right-of-way for the agreed period of twelve months.
- remove and dispose of filled trash bags and flagged items.

This agreement may be modified in scope or altered in any manner or cancelled on notice and at the discretion of the County.

This agreement may be cancelled at any time on notice by the organization, however, no liability incurred by the organization may be transferred to the County by such cancellation.

The organization, on written notice from the County, will have the option of renewing this agreement, the term of which may be extended for additional twelve month periods at the discretion of the County.

\_\_\_\_\_  
County Representative (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contact Telephone Number

This section to be completed by the authorized group representative:

Under the Litter Pickup Program \_\_\_\_\_  
(organization name)

agrees to adopt a section of highway right-of-way and keep it clean.

Only participants who have received the required safety training and have signed the attached form are allowed to participate in this program.

\_\_\_\_\_  
Organization Representative (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address (Street)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(City, Postal)

\_\_\_\_\_  
Telephone (home)

\_\_\_\_\_  
Renew from year to year (yes/no)

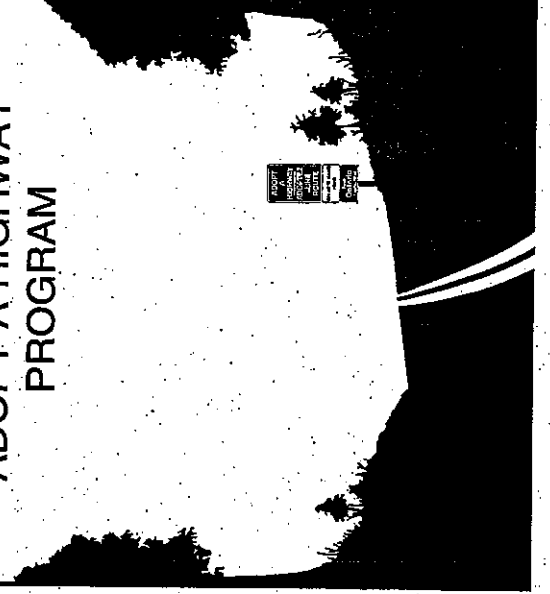
\_\_\_\_\_  
Telephone (business)





# SAFETY GUIDELINES FOR VOLUNTEERS

## ADOPT-A-HIGHWAY PROGRAM



MINISTRY OF TRANSPORTATION

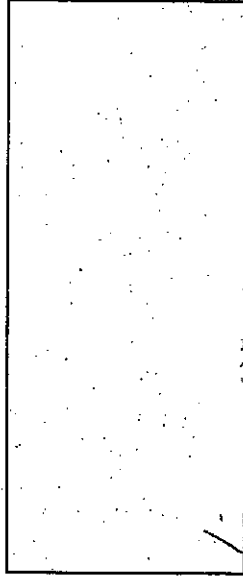


### IN CASE OF EMERGENCY

- have a first aid-kit immediately available.
- pre-select the most direct route to the nearest medical emergency facility.
- always have transportation immediately available.
- know where the nearest telephone is located.

Thank you for participating in the  
Ministry of Transportation's  
ADOPT-A-HIGHWAY PROGRAM.

For more information contact:  
your local MTO district office



OR

The Roadside Vegetation Management Unit  
Maintenance Office  
Room 230, Central Building  
1201 Wilson Avenue.  
Downsview, Ontario  
M3M 1J8

The ministry encourages recycling when-  
ever possible.



---

## THINK SAFETY

---

There are a few simple rules worth remembering when it comes to safely working along the highway. These rules must be reviewed by all volunteers before each clean-up session.

---

### VOLUNTEERS MUST:

---

- receive annual Ministry of Transportation safety training prior to the first pick-up of the year and review safety rules before each clean-up.
- be at least 12 years old.
- provide at least 1 adult (19 years or older) supervisor for each 5 workers.
- always wear an MTO approved safety vest.
- display the "road work" sign before starting the clean-up.
- carpool to minimize the number of vehicles at the work-site and always disembark from vehicles on the side adjacent to the ditch.
- park parallel to the road and as far off of the travelled portion as possible.
- park vehicles on the same side of the roadway as the volunteers.
- clean-up only one side of the highway at a time and work towards oncoming traffic.
- drive to the opposite side of the roadway when switching sides.

- pick-up litter during daylight hours only.
- flag hazardous and unidentifiable items for pick-up by ministry staff.
- stay clear of any maintenance or construction operations and equipment.
- stay clear of water hazards.
- discontinue work in inclement weather.
- place filled trash bags at the designated pick-up site(s).
- close the "road work" sign when finished the litter pick-up.

---

### VOLUNTEERS MUST NOT:

---

- disembark from vehicles until "road work" sign has been displayed.
- walk or pick up litter on the pavement, shoulder, or in the median.
- work on bridges, overpasses, steep ground, or in tunnels.
- walk across the pavement to switch sides.
- touch or pick-up hazardous items or any thing that can not be identified.
- wear clothing or display material that might distract motorists.
- use or possess illegal drugs or alcoholic beverages before or during the clean-up.
- step or jump on trash bags.

---

## FOR YOUR OWN SAFETY

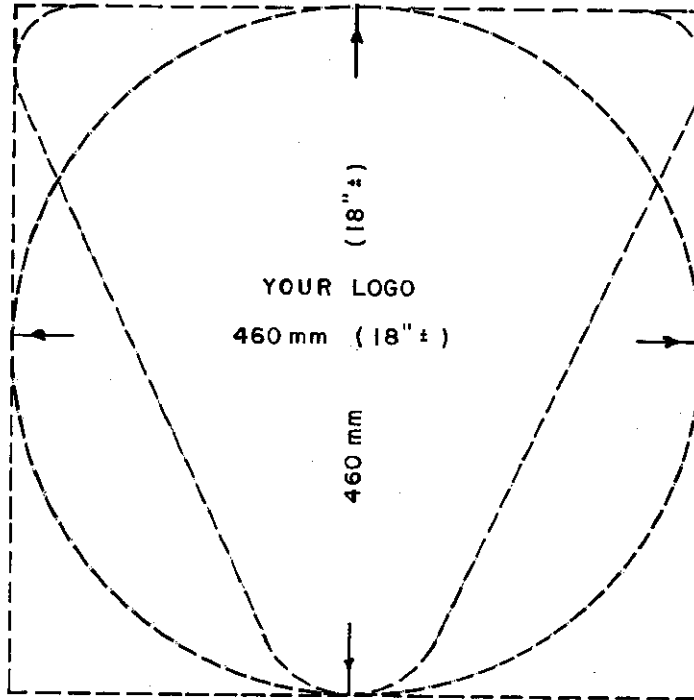
---

- stay mentally alert at all times.
- wear protective footwear and gloves.
- wear light-coloured clothing that covers arms and legs.
- wear a baseball cap or wide-brimmed hat and sun screen lotion.
- drink lots of fluids while you work especially on hot humid days.
- be aware of any special needs of fellow volunteers (ie. medical)
- avoid over-exertion.
- stay alert for and avoid hazardous plants (eg; poison ivy) and stinging insects.
- keep an adequate supply of flags and trash bags on hand.

(24" ±)  
600 mm

# LITTER PICK-UP

(30" ±)  
750 mm



KEEP OXFORD BEAUTIFUL

(6" ±)  
150 mm

# km