KNB Litter Cleanup Safety Procedures

A responsible adult must accompany and directly supervise any child under 18 or send a permission form with child. **Make sure your volunteers notify you if an accident occurs, if you see unsafe behavior, or have a concern of any kind.** Group Leaders are to report any accidents to Keep Norfolk Beautiful (757-441-1347). **All participants must be notified they are volunteering at their own risk and must sign the volunteer safety waiver.**

To conduct a safe clean-up, **DO:**

- Inform all volunteers of the following “Do’s and Do Not’s.”
- Dress comfortably and appropriately.
- Wear thick-soled, close-toe shoes; no sandals.
- Use work gloves.
- Wear a safety vest if cleaning roads with a 35mph or more speed limits.
- Use proper body mechanics when bending, reaching and lifting - bend with your knees.
- Work during daylight hours and in fair weather (no thunderstorms).
- Provide adult supervision for volunteers less than 18 years of age. Maintain a proper child: adult ratio.
- Pick up litter only from curb line to private property line.
- Make participants aware of possible contact with poisonous plants, bees, biting insects, suspicious looking bottles or devices, etc. Stay alert and avoid them.
- Drink plenty of fluids and take breaks as needed.
- In case of emergency, have Band-Aids and cell phone available.

To protect yourself and others, **DO NOT:**

- Squeeze or step on bags to make room for more trash.
- Pick up syringes or hypodermic needles with bare hands. If comfortable, wearing gloves, an adult should pick up a needle with a pair of pliers or similar device; drop the needle in a hard-wall container such as a metal can or plastic bottle. Seal the container and place in the trash. *(As instructed by the Norfolk Health Department.)*
- Disrupt homeless settlements. Please contact the Office to End Homelessness at 757-664-4488.
- Pick up materials that appear to be hazardous or dangerous. Report graffiti, dumping or spills to the Norfolk Cares Line at 664-6510.
- Although very rare, “bottle bombs” made of plastic bottles do exist. If a suspicious bottle is found, back away from it at least 100 feet, prevent any other individuals from entering the area, and cease your cleanup. Be sure to call 911 to inform the police of what you’ve found and where you’ve found it.
- Pick up weapons or bullet casings. If found, call the non-emergency number 757-441-5610.
- Pick up trash that is too close to the roadway or on construction sites or bridges.
- Work during peak travel times, darkness or inclement weather.
- Use power tools such as lawn mowers, tractors, chainsaws, etc.
- Volunteer under the influence of alcohol or drugs.
- Clean medians.