

## **Getting Started...**

Remember, safety is the first priority when working along a state highway.

**Review this guide** at least once a year. The group's spokesperson needs to be sure that each person participating has reviewed this information, has signed a liability release, and the liability release is given to the Department before taking part in the work.

**Pick up safety vests**, work area signs, and other supplies provided by the Department.

**Know the area** you'll be working in and dress accordingly. Appropriate clothing includes long pants, a shirt with sleeves such as a t-shirt and sturdy shoes. Bright colored clothes will help you be more visible to traffic. Shoes should be leather with a substantial sole such as hiking boots or work boots. Leather or other cut-resistant gloves are recommended. You may also want to wear a hat and have sunscreen, water and a first-aid kit available.

**Safety vests** are provided by the Department and must be worn as an outside garment.

## **Working in Traffic...**

**Place traffic warning signs before beginning work.** "Litter Patrol" or "Shoulder Work Ahead" signs are to be placed about 500 feet from the beginning of the work area. Remember that the work area should not exceed one mile.

### **On two-lane roads**

place one sign at each end of the work area.

**On multiple lane roads** place at least one sign at the beginning of the work area on the shoulder nearest where the work is occurring.

**When working in the median**, generally place signs on both sides of the median. Work facing traffic on one side then cross over to the other side of the median and begin work facing traffic.

**Work on one side of the highway** at a time for your own safety and that of your coworkers and motorists.

**Crossing the road** should be kept to a minimum and only on two-lane roads. If necessary, cross at a right angle and as quickly as possible. Show caution, check each direction, and watch while crossing. Don't cross on a curve, hilltop, or other location where sight distance is limited. Don't ever cross a freeway.

## **Protect Yourself...**

### **Drive safely.**

- 1) Obey all laws.
- 2) Always be courteous.
- 3) Stay alert for accident-potential situations.



- 4) Be careful when backing a vehicle.
  - a) As much as possible, park so that backing is unnecessary.
  - b) Check to see if the way is clear or have a passenger get out of the vehicle to be a spotter.
  - c) Honk horn twice before backing.
  - d) Back slowly.
  - e) Do not back for long distances or around corners.
- 5) Keep all windows clean.
- 6) Turn around in safe places with adequate sight distance in either direction.

**Park your vehicles in a safe place.** Use good judgment and be sure to turn on your hazard lights. Vehicles are not to be parked in gore points, acceleration lanes, deceleration lanes, or ramps except when adequately protected by traffic control devices (signs, flaggers, etc.) as described in the Manual of Uniform Traffic Control Devices and the Oregon supplements.

When working in the median of a low traffic area, park on the right side of the roadway and cross to the median at a right angle.

**Report Accidents.** Injuries and vehicle accidents are to be reported to the Department contact person as soon as possible on the day it occurs.

**Work only during daylight hours** between one hour after sunrise and one hour before sunset.

**Stay in view** of at least one other Adopt-A-Highway volunteer at all times.

**Be aware of traffic.** Stereos, CD players, iPods, MP3s, headphones, video games, and other electronic devices should not be used while on the work site.

**Securely close filled trash bags** and place them on the shoulder of the highway along with any large items such as tires or furniture. Items placed on the highway shoulder should be left far enough from the pavement to prevent them from being struck by traffic.

### ***Special Hazards...***

**Roadsides can be full of unexpected hazards.** Watch for uneven terrain, sunburn, stinging insects, and snakes as well as poison oak and nettles.

**Protect yourself from infectious diseases.** Basic preventative measures include wearing gloves, washing hands before eating, and avoiding contact with eyes, open cuts, and scratches.

**Watch out for potentially dangerous items.** Hypodermic needles, broken glass, and sharp items are not to be picked up or placed in trash bags. Marked these items and report them to the Department contact person as soon as possible. Also mark items that are suspected to be a hazardous substance such as fertilizers, flammable solvents, insecticides, and by-products from drug laboratories.

**Be careful when picking up glass and metal objects.** Don't try to compress these objects with your feet or hands. Carry the trash bag away from your body—protruding objects could cause injury.

### ***Special Thanks...***

**Thank you for participating in the Adopt-A-Highway program.** Your safety is important to the Department of Transportation. Be sure to discuss any questions you may have regarding this guide or in conducting your activities in a safe manner with the Department contact person listed on your permit.

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## **Oregon Department of Transportation**

## **Adopt-A-Highway Program**



## **Safety Guidelines**