

**MARYLAND STATE HIGHWAY ADMINISTRATION
ADOPT-A-HIGHWAY PROGRAM**

SAFETY EQUIPMENT AND PROCEDURES

SAFETY EQUIPMENT

In order to provide adequate safety in the Adopt-A-Highway Program, the State Highway Administration will provide the following items:

1. Orange Safety Vest
2. Orange Hat
3. SWAT logo (fabric safety)
4. Group recognition sign
5. Litter bags

SAFETY PROCEDURES

1. Each Adopting Group will be assigned to a designated State Highway Administration (SHA) contact person (or an alternate). Coordination, training, questions and reports should be with the designated SHA contact person.
2. Each Group will designate a "Group Team Leader." The Group Team Leaders (18 years or older) are required to receive safety training provided by a qualified SHA representative.
3. Group Team Leaders must hold a safety talk with their Participants immediately prior to each pick up. Participants should be made aware of possible contact with poison plants, insect nests, hazardous materials such as chemicals and toxic materials in containers. All materials that appear to be hazardous should remain untouched and reported to the SHA at the completion of each day's litter pick up.
4. Litter pick up operations may only be performed during daylight hours and during good weather conditions. Adopting Groups must schedule pick up time in advance with their designated SHA contact person.
5. Adopt-A-Highway Participants should meet outside the designated work area and carpool to their assigned site. Carpool vehicles must be parked clear of the traveled roadway or as far as driving conditions permit.
6. All Participants in the Adopt-A-Highway Program will be furnished with an orange safety vest, orange hat, and litter bags. The Group Team Leader and all Participants must arrive on site wearing their orange safety vest and orange hat. Sturdy soled footwear, gloves and "First-Aid-Kits" are suggested. Proper clothing for both summer and winter months should be worn. To avoid exposure to the sun and poisonous plants, long sleeve shirts and long pants are recommended.

7. Horseplay and alcoholic beverages are prohibited at all times.
8. Upon arrival at the designated section of highway assigned to your group for litter pick up, the Group Team Leader and possibly one assistant must display the official "Litter Pick Up-SWAT" logo sign (36" x 36" Fabric Sign). This is a safety warning sign.
9. Group Participants must work facing on-coming traffic at all times and stay away from the edge of the traveled portion of roadway. Participants must avoid construction sites, State maintenance activities, bridges and intersections. All litter pick up must stop prior to the intersection.
10. Upon completion of all litter pick up operations remove and pack away your "Litter Pick Up - SWAT" logo sign.
11. The Group Team Leader must notify their designated SHA contact person when litter pick up is complete. Bags must be tied securely by using the top portion of the bag.