



## Guide to conducting safe clean-up activities

Thank you for your interest in the Keep Australia Beautiful (KAB) Adopt-a-Spot Program. This information sheet summarises some of the most important things you need to know to ensure your 'adoption' and subsequent clean-ups continue to run safely.

Full details of how to run a successful clean-up event, including more information on rubbish removal and first aid can be found in the KAB Tips for Organising a Clean-Up booklet which will be sent to you on registration and is available online at [www.kab.wa.gov.au](http://www.kab.wa.gov.au).

### The role of the group coordinator

The group coordinator's role is to:

- act as a contact person for the registering group to communicate with the KAB Adopt-a-Spot Program Coordinator;
- be responsible for ensuring that all the required documentation is completed and returned to KAB (via online reporting);
- act as group leader and remind other group volunteers to use good judgment and safe practice during clean-up activities;
- be responsible for removing and handling of syringes that are found using the syringe disposal units provided, and
- ensure that clean-up activities are run regularly (at least 4 times per year for a two year period).

### Equipment

When your group has registered, you will be sent an adoption kit with some useful equipment to assist you in your clean-up activities. Equipment supplied includes:

- Large plastic bags for litter collection.
- Heavy duty gloves and tongs.
- A sharps container for sharps disposal.
- Safety vests (for roadside adoption sites).

Other equipment that would be useful to be supplied by your group:

- A mobile phone or landline access in case of emergencies.
- Buckets, extra gloves, rakes.
- Bins / skip bins for collecting rubbish and recycling.
- A large container of sunscreen and spare hats to provide to volunteers.
- Drinking water and refreshments.
- Hand washing facilities or antiseptic hand sanitiser.
- First aid kit and instructions.
- Small table, fold up chairs, umbrella and pens if registering volunteers.
- Enough copies of forms for volunteers to complete.

Note: Sturdy enclosed footwear, gloves, protective equipment must be worn (i.e. hat, sunglasses)



## Safety checklist

Once you have chosen your clean-up site, please visit the area and complete the following safety checklist. If you answer “YES” to any of the questions, you will need to develop a risk control strategy and communicate this information to your volunteers. See the example below.

Will volunteers be working in direct sun? Y/N

**Risk control: Before the event, ask volunteers to bring hats and sunscreen. Provide sunscreen and drinking water for all volunteers.**

Are there any areas that are rough, slippery, steep, or sloping? Y/N

Are there holes, fallen branches, or other trip hazards? Y/N

Are there overhanging dead branches that could be dislodged by wind? Y/N

Is the area thickly vegetated; could volunteers become lost? Y/N

Are there likely to be snakes, spiders, bees, wasps, ticks or bull ants? Y/N

Is there a bushfire risk? Y/N

Is there deep, murky or moving water nearby? Y/N

Will the site be affected by tidal water? Y/N

Could volunteers be exposed to contaminated substances / sewage? Y/N

Are there likely to be discarded syringes at the site? Y/N

Will vehicles be passing in close proximity? Y/N

Will vehicles be passing at high speed? Y/N

Will vehicles be entering or exiting the clean up area (e.g driveway) Y/N

Could asthmatics be exposed to dust or pollen? Y/N

Could volunteers be exposed to asbestos? Y/N

Is the site isolated or remote from emergency assistance? Y/N

Could volunteers experience temperatures that could cause heat stress? Y/N

Will volunteers be exposed to frost, cold winds or rain? Y/N

Will there be a large number of children volunteering? Y/N

Will there be volunteers who are physically or intellectually disabled? Y/N

Will there be volunteers who do not speak English? Y/N



Risk identified	Risk control strategy

**Are you ready to conduct safe clean-up activities at your site?**

