

ADOPT-A-ROAD PROGRAM GUIDE

Township of Wellesley



Please be advised that Township standards, policies, procedures and/or the contents of this manual may be revised at any time at the discretion of the Township of Wellesley.

The terms used in this document represent a one (1) year term, renewable for a further five (5) year term as mutually agreed upon by the Township and organization/individual.

References:

Township of Wellesley, Public Works Department–Adopt-a-Road Program (2001) (as revised 2015)

Road & Bridge; Property & Fire

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What is the Adopt-a-Road program?

The Corporation of the Township of Wellesley's (the "Township") Adopt-a-Road program is a public program that encourages community involvement in the care and maintenance of Wellesley's roadways through regular litter clean-ups. This activity encourages community stewardship and action, providing a cleaner, healthier environment.

Under the Adopt-a-Road program, a group agrees to adopt an approved section of Township road allowance and keep the grassed portion free of litter throughout the year. Group commitment involves a minimum of bi-annual litter clean-ups (i.e. spring and fall) for a one-year renewable term. The Adopt-a-Road group leader coordinates regular litter clean-up activities after receiving this safety training brochure. The group's efforts are recognized by Adopt-a-Road signage erected by the Township following a renewed five year term.

This litter clean-up activity is appropriate for adult group participants in good physical condition, as moderate physical activity is required such as bending, walking and lifting.

Definitions

Adoptable road – a Township maintained road allowance that is acceptable for adoption (a minimum of 2 kilometers, both sides)

Adopt-a-Road group leader – A maximum of two individuals (age 18 years and up) appointed by the group to act on their behalf for the purpose of coordinating regular litter clean-up activities. These individuals must complete the registration process before being accepted as a Township of Wellesley volunteer through this program.

Township staff liaison -the Director of Public Works or his designate who is responsible for coordinating the Township of Wellesley's Adopt-a-Road program

Township of Wellesley volunteer – is anyone who, without compensation or expectation of compensation, performs a task at the direction of and on behalf of the Township of Wellesley. A volunteer must be officially accepted and registered by the Township prior to performance of the approved task.

Group participant – the minimum age of those participating has been selected as twelve (12) years of age. We believe that this is a responsible age when participants can be expected to

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understand and apply the rule of safety.

And an adult (age 18 years and up), belonging to a group, who offers their services to pick-up litter along an adopted section of road right-of-way without monetary compensation and no right of action for benefits payable under Workers Compensation.

Personal Protective Equipment includes the following:

- closed-toe, hard-sole footwear which must be fully laced to provide full support to prevent accidents
- appropriate outerwear that does not impair movement or vision; in addition to hats, sunglasses, sunscreen, bug repellent (as required); and Township supplied safety vests when working within road right-of-ways
- cloth, leather or rubber gloves, where participants may be exposed to the hazard of injury from contact of skin with a sharp or jagged object which may puncture, cut or abrade the skin

Roles and Responsibilities

The Township of Wellesley will:

- approve the selected section of Township road allowance to be adopted
- provide safety information and training, and a kit of supplies containing reporting forms, litter bags, gloves, 10 safety vests, a safety brochure, flags and 3 traffic cones
- remove and dispose of filled garbage bags and any large, heavy or hazardous items identified with a flag after the clean-up
- following a renewed 5 year contract the purchase and erection of a standard Adopt-a-Road sign at the beginning and end of the adopted section of roadway and approve the name, titles, or words placed on the Adopt-a-Road signs; unless in the opinion of the Township of Wellesley, erecting the signs would jeopardize the program, be counter-productive to its purpose, create a hazard to the safety of the public or be in conflict with Township policies
- monitor to ensure objectives of the program are being met

The Adopt-a-Road group leader will:

- review the Adopt-a-Road program guide and the Volunteer Position Description (*Appendix “C”*) then discuss their request with the Township of Wellesley to initiate the process
- complete a volunteer application form
- sign an agreement form
- schedule, coordinate, monitor and report on a minimum of bi-annual litter clean-ups of the adopted roadway for a one-year term following the Safety Checklist.
- sign-up a group size of 10 participants able to undertake moderate physical exertion
- notify the Township 48 hours prior to your scheduled clean-up activity and submit completed Informed Consent Agreements (*Appendix “A”*)
- communicate safety guidelines to all group participants and also ensure that participants:
 - have received and understand the Adopt-a-Road safety brochure (*Appendix “B”*)
 - are equipped with the required Personal Protective Equipment
 - have read, signed and returned an Informed Consent Agreement
- monitor project tasks during the clean-up, ensuring tasks are completed safely which involves ensuring a basic first aid kit and personal cell phone is available on site in the

event of an emergency

- upon completion of your activity, provide a litter clean-up report and any Incident report forms
- communicate any modifications required to the Adopt-a-Road agreement with the Township staff liaison prior to scheduling any clean-ups
- pick up borrowed equipment including three safety cones and two "road work" signs prior to your scheduled clean-up from the Township of Wellesley Administration Office (during regular business hours).

STEP 1: Expression of Interest

Initiate your Adopt-a-Road project by selecting a section of Township roadway of interest and a maximum of two Adopt-a-Road group leaders (18 years of age and older) to represent your group. Group leaders are responsible to schedule, coordinate, monitor and report on all litter clean-up activities during the term of the agreement.

Upon discussion with the Township staff liaison, group leaders complete a volunteer application form hard copy.

STEP 2: Project Review

The Township of Wellesley will review and approve the proposed project. Only groups determined by the Township to be responsible and to exhibit, in good faith, the desire and ability to achieve the Adopt-a-Road objectives within the parameters of these terms will be allowed to adopt a section of road allowance. The Township may refuse to grant a request, if, in its opinion, granting the request would jeopardize the program, be counter-productive to its purpose, create a public safety hazard or be in conflict with Township policies.

STEP 3: Orientation

An Adopt-a-Road agreement is signed by the group leaders, acknowledging that they have read and will comply with the terms and conditions outlined in the Adopt-a-Road program guide.



STEP 4: Implementation

The Adopt-a-Road group leader schedules, coordinates, monitors and reports on a minimum of bi-annual litter clean-ups for a one-year term following the Safety Checklist (*Appendix B*).

- Upon 48 hour notification of a scheduled clean-up, Township staff will deliver three traffic cones and display "road work" signs along the adopted roadway for the duration of the clean-up, where feasible
- The Adopt-a-Road group leader signs up a maximum group size of 10 participants able to undertake moderate physical exertion. Prior to the clean-up, they ensure that all group participants:
 - ☑ have received and understand the Adopt-a-Road safety brochure titled: "SAFETY FIRST: Safety awareness guidelines for participants" (*Appendix B*)
 - ☑ are equipped with the required Personal Protective Equipment
 - ☑ have read, signed and returned the Informed Consent Agreement (*Appendix A*) (once per year at the start of their involvement)
 - group leaders monitor project tasks during the clean-up, ensuring tasks are completed safely, having a basic first aid kit and personal cell phone available on site during the clean-up

STEP 5: Reporting

The Adopt-a-Road group leader provides the following reports to the Township staff liaison based on the timelines indicated below:

1. LIABILITY: Informed Consent Agreement

All group participants are required to read, sign and return the Informed Consent Agreement (*Appendix D*) **prior to** their first participation in a group clean-up activity and **once per year**, thereafter.

2. EMERGENCIES: Incident report

- a. **Minor injuries** - Carry a basic first aid kit and offer participant use, as needed. Complete an Incident report for **all** accidents involving injury, including minor injuries such as bee stings and cuts. Submit to the contacts below on the **first business day after the clean-up**.

STEP 5: Reporting, continued

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- b. Serious injuries** - Advise or assist injured participants in seeking emergency medical care by calling 911. Injuries requiring Emergency Medical Service and/or hospitalization require completion of the Incident report, **faxed immediately after the incident is under control** to the contacts below:

Fax completed Incident reports (*Appendix "F"*) to:

- Township of Wellesley, FAX 519-699-4540

- c. If you require Township staff assistance for securing or cleaning up a site:** contact the Public Works Department, 519-699-4611

The Adopt-a-Road group leader provides the following reports to the Township staff liaison based on the timelines indicated below:

1. ACTIVITY RESULTS: Litter clean-up report

Help us track your progress by summarizing the results of your activity on the litter clean-up report (*Appendix E*) which includes the list of group participants. Submit this report the **first business day after** your clean-up to assist Township staff involved in removing full garbage bags and large or hazardous items from the adopted section of roadway.

STEP 6: Modification, renewal and termination

The Adopt-a-Road agreement or program may be modified in scope or altered in any manner at the discretion of the Township.

Modification

Throughout the term of your Adopt-a-Road agreement, any changes to your project must be reported to the Township staff liaison including changes to contact information or resignation of an Adopt-a-Road group leader. Any new individual appointed to act on behalf of the group must complete the registration process before being authorized to coordinate a litter clean-up activity through this program.

Renewal

Groups will have the option of renewing their Adopt-a-Road agreement subject to the approval of the Township and continuation of the program.

Please Note: All required paperwork must be returned to the Township of Wellesley Administration Office after the event (or when indicated in this document) to be eligible to enter into subsequent agreements.

Termination

The group may indicate its intention to discontinue their project at any time by providing written correspondence.

If deemed necessary, the Township may discontinue the program and/or this particular agreement and remove the Adopt-a-Road signs bearing the group's name, if it finds that:

- the terms and conditions of the agreement are not being met
- group participants are acting contrary to the guidelines of the program and/or have engaged in irresponsible or potentially dangerous conduct during the activity
- undesirable effects such as increased litter, vandalism, or sign theft is occurring
- at the Township's sole discretion, the Township decides not to continue the program or this particular project

Litter clean-up procedures:

- schedule a minimum of bi-annual litter clean-ups (i.e. spring and fall) to maintain a clean road allowance
- **provide the Township 48 hours notice prior to your scheduled litter clean-up** in order to coordinate delivery of traffic cones and road safety signage as well as debris removal. Informed Consent Agreements are provided to the Township at this time for all group participants.
- carry a basic first aid kit in case of minor injuries and offer to participants, as needed; for serious injuries, assist injured participant in seeking Emergency Medical Services
- ensure group participants are equipped with Personal Protective Equipment, understand the safety brochure and have returned the Informed Consent Agreement before carrying out the litter clean-up activity
- walk facing traffic for increased visibility
- **collect litter only from the grassed road allowance** of adopted roadway – **avoid** picking up litter on the road surface, paved or gravel shoulders, medians, bridges, in tunnels, on overpasses, or around other structures or locations that could pose a danger
- designate one group participant to place three traffic cones along the edge of the paved road, spaced approximately 10 feet apart which travel with you while you work
- ensure that no child under 12 years of age, pets, signs, posters, or other display material are brought to the adopted section during or between clean-ups
- using the provided flags, mark the location of closed containers, heavy objects or suspected hazardous materials for pick-up and disposal by Township staff
- surrender items of value (wallet, purse, camera) found on Township property to the nearest police station
- leave tied garbage bags well off the roadside, visible to Township staff road crews
- ensure that all participants abide by the above rules and requirements

Reporting:

- provide the following documentation after your clean-up:
 - litter clean-up report
 - Incident reports (in the event of an emergency)
- return the loaned litter clean-up supplies to the Township of Wellesley at the completion of the term listed on your Adopt-a-Road agreement

The Adopt-a-Road group leader is responsible for scheduling, coordinating, monitoring and reporting on the litter clean-up activities. Follow the checklist below when planning your litter clean-up activity to ensure a safe and successful Adopt-a-Road project.

Planning the day and time of your litter clean-up:

- select work days from spring to fall, avoiding statutory holidays (and day prior to)
- work only during daylight hours (1 hour after sunrise and 1 hour before sunset) avoiding busy times of the day
- suspend litter pick-up when weather conditions become inclement (i.e. fog, heavy rain, drizzle, high wind, electrical storms, smog, etc.)

Parking:

- make arrangements for off road parking
- transportation is not provided to the activity location and is the sole responsibility of the group participants

Group participants:

- sign up a maximum of 10 group participants (18 years of age or older) able to undertake moderate physical exertion
- **ensure that no pets or children under 12 years of age are present at the work site**
- Children aged 12-17 may participate if accompanied by an adult
- notify the Township 48 hours prior to your scheduled clean-up and also ensure that all participants have:
 - received and understand the Adopt-a-Road safety brochure "SAFETY FIRST – Safety awareness guidelines for participants"
 - are equipped with Personal Protective Equipment
 - have read and signed the Informed Consent Agreement and have returned all such copies to the Township of Wellesley**
- ensure no participant possesses or consumes illegal drugs or alcoholic beverages immediately before or during the clean-up
- ensure that participants do not encroach or interfere on private property during the clean-up

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NOTE: Please return Appendix A and D prior to the cleanup
Please return Appendix E post cleanup
Please return Appendix F - as applicable



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APPENDIX “A”

Adopt a Road Agreement

The Township of Wellesley's Adopt-a-Road program was established in 2001 as a public service opportunity for group participants to voluntarily collect litter and debris from grassed areas adjacent to adoptable roads within the Township, on a regular basis.

To be involved in The Corporation of the Township of Wellesley's Adopt-a-Road program, I understand that I, as an Adopt-a-Road group leader will adhere to the terms and conditions outlined in the Adopt-a-Road program guide with emphasis on the Safety Checklist and Volunteer Position Description. Responsibilities include but are not limited to:

1. Scheduling, coordinating, monitoring and reporting on all litter clean-up activities on the approved section of adopted road allowance for the duration of the term of agreement.
2. Review annually Adopt-a-Road program brochure and in turn, communicating safety guidelines to all group participants to ensure they understand the elements of risk and Adopt-a-Road safety brochure, are wearing Personal Protective Equipment and have returned a completed Informed Consent Agreement prior to participating in the activity.

ADOPT-A-ROAD AGREEMENT		
Name of adopted road allowance:		
From street to street:	to	
Term of Agreement:	Start Date:	End Date:
New Agreement: Yes No	5 Year Renewal: Yes	No
Estimated number of group participants:	<i>Note: maximum of 10 participants on road at one time</i>	
CONTACT INFORMATION		
Organization Name and Address:		
Adopt-A-Road group leader #1:	Name:	
Full Address:		Date:
Signature:	Phone Number:	Cell:
Adopt-A-Road group leader #2:	Name:	
Full Address:		Date:
Signature:	Phone Number:	Cell:
Township of Wellesley, Public Works Department or Designate Name:		
Signature:		Date:

To the extent that the foregoing information constitutes personal information as defined in the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, chapter M.56 as amended, the information is subject to provisions of that Act and will be used for the purposes indicated or implied by this form. Questions about the collection of personal information should be directed to the Township Clerk, Wellesley 4639 Lobsinger Line RR#1 St. Clements, ON NOB 2M0

Safety Checklist

- ☑ Park vehicles as far away as possible from the worksite
- ☑ Ensure participants are wearing protective footwear, gloves and Township-approved safety vest.
- ☑ Review the safety guidelines with all participants prior to carrying out the litter clean-up activity (see reverse)
- ☑ Place traffic cones along the edge of the paved road, spaced approximately 10 feet apart that travel with you while you work
- ☑ Ensure participants have read and signed the Informed Consent Agreement

In case of an emergency

- ☑ Bring along a first aid kit and a cell phone
- ☑ Always have transportation available
- ☑ Offer basic first aid assistance to participants, as needed. For serious injury, advise or assist injured participants in seeking emergency medical care by calling 911
- ☑ If you require Township staff assistance for securing or cleaning up a site, contact Kevin Beggs, Director of Public Works, Township of Wellesley kbeggs@wellesley.ca or call 519-699-3948



ADOPT-A-ROAD PROGRAM APPENDIX “B”



SAFETY FIRST

Safety awareness guidelines for participants



Review the following safety guidelines with all group participants prior to carrying out your litter clean-up activity.

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Safety First

- ❖ Park as far as possible from the worksite and on the same side of the road as you are working
- ❖ Ensure adult group participants have read, signed and returned the Informed Consent Agreement to the Township
- ❖ Always wear protective footwear, gloves and a Township-approved safety vest
- ❖ Work towards on-coming traffic
- ❖ Be alert to hazards such as approaching vehicles, stinging plants/insects, waterways
- ❖ Using provided flags, mark the location of unidentifiable items, closed containers, heavy objects or suspected hazardous materials
- ❖ Leave full garbage bags along edge of the grassed road allowance

AVOID

- ❖ Bringing pets, children under 12 years of age, signs, posters or banners to the worksite
- ❖ Working in inclement weather
- ❖ Walking on the road surface, paved or gravel shoulders, medians, bridges, in tunnels, on overpasses, waterways or private property
- ❖ Zigzagging across the road (i.e. Only clean up only one side of the road at a time)
- ❖ Maintenance or construction operations and equipment
- ❖ Stepping or jumping on garbage bags
- ❖ Handling loads that are heavy, bulky, difficult to grasp or unstable
- ❖ Handling SHARPS such as needles, syringes, blades, lancets, clinical glass and any other item that may cause a cut, puncture or abrasion



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APPENDIX “C “

VOLUNTEER POSITION DESCRIPTION ***

Volunteer Position: Adopt-a-Road group leader

Volunteer Supervisor:

Volunteer Services:

Objective

The Adopt-a-Road group leader is the link between the Township of Wellesley and group participants who schedules, co-ordinates, monitors and reports on all litter clean-up activities on the approved section of roadway as indicated by their signature on the Adopt-a-Road agreement.

Responsibilities

- adhere to the terms and conditions outlined in the Adopt-a-Road program guide and follow the Group Guidelines Checklist (Appendix B) when planning each litter clean-up
- sign-up a maximum group size of 10 participants who are able to undertake moderate physical exertion
- notify the Township 48 hours prior to each scheduled clean-up and submit all Informed Consents
- communicate safety guidelines to all group participants and ensure that participants:
 - have received and understand the contents of the Adopt-a-Road safety brochure
 - are equipped with the required Personal Protective Equipment
 - have read, signed and returned an Informed Consent Agreement (prior to participating for the first time and once a year thereafter)
- monitor project tasks during the clean-up, ensuring tasks are completed safely
- have access to a cell phone during the litter clean-up activity in the event of an emergency
- in case of minor injuries (e.g. small cuts) offer a basic first aid kit to participants and for a serious injury, assist injured participant in seeking Emergency Medical Services
- provide completed reporting forms the first business day after each clean-up including the litter clean-up report and any Incident reports (serious injuries require Incident report to be completed and faxed **immediately** after the incident is under control)

Time, Place and Commitment

- select workdays from spring to fall avoiding statutory holidays (day of and day prior to)
- work only during daylight hours avoiding busy times of the day
- suspend litter clean-ups when weather conditions become inclement
- work within the approved section of adopted roadway on the grassed area only

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Commitment

- frequency: minimum of two litter clean-ups per year (i.e. spring and fall)
- term: one-year renewable subject to approval of the Township and continuation of the program

Qualifications

- must be eighteen (18) years of age or older; able to undertake moderate physical exertion
- able to undertake a leadership role ensuring a safe and positive experience for group participants

Screening Requirements

- complete Township of Wellesley volunteer application process including signed waivers
- suitability of this volunteer placement is subject to review by the Township staff liaison

APPENDIX “D”

ACKNOWLEDGEMENT

I have read, understood and agree to the above waiver of liability and assumption of risk in its entirety and hereby consent to participate in the Adopt-a-Road program acknowledging all of the foregoing.

Participant Name (print): _____

Participant Signature: _____

Important Health Information and Allergies (if any):

Emergency Contact: _____

To the extent that the foregoing information constitutes personal information as defined in the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, chapter M.56 as amended, the information is subject to provisions of that Act and will be used for the purposes indicated or implied by this form. Questions about the collection of personal information should be directed to the Township Clerk, 3946 Lobsinger Line, RR#1 St. Clements, Ontario NOB 2M0



WAIVER OF LIABILITY AND ASSUMPTION OF RISK

The Township of Wellesley's Adopt-a-Road program was established in 2001 as a public stewardship opportunity for group participants to collect litter and debris from grassed areas adjacent to adoptable roads within the Township. This program benefits our community by providing a cleaner, more attractive environment, and encourages community stewardship and action.

All group participants must wear Personal Protective Equipment and be informed of the Adopt-a-Road safety guidelines and elements of risk prior to participating in the Adopt-a-Road program.

PERSONAL PROTECTIVE EQUIPMENT (PPE):

- a. **Protective footwear** – all group participants shall wear closed-toe, hard-sole footwear which must be fully laced to provide full support to prevent accidents

- b. **Protective outerwear** -all group participants shall wear appropriate outerwear that does not impair movement or vision; in addition to hats, sunglasses, sunscreen, bug repellent (as required); and regulation-approved safety vests when working within road right-of-ways
- c. **Protective gloves** – all group participants shall wear cloth, leather or rubber gloves, where they may be exposed to the hazard of injury from contact of skin with a sharp or jagged object which may puncture, cut or abrade the skin

SAFETY AWARENESS GUIDELINES:

All group participants will receive and be familiar with the Adopt-a-Road program's "SAFETY FIRST: Safety awareness guidelines for participants" brochure prior to carrying out the litter clean-up activity.

ELEMENTS OF RISK:

Community stewardship programs such as the Adopt-a-Road program, involve certain elements of risk. Types of injuries may be minor or serious and may result from one's own actions, or the actions or inactions of others or a combination of both.

These risks include but are not limited to:

1. The risks associated with vehicular traffic adjacent to work area such as being hit by an automobile.
2. The risks associated with travel to and from the location where duties will be performed including transportation by public/private motor vehicle, bus, train or other alternate transportation system.
3. Any manner of injury resulting from use or misuse of equipment or tools required to perform duties.
4. The risks associated with natural areas including water hazards, slippery conditions, exposure to plants such as poison ivy and stinging nettle, stinging insects, tree failure and uneven or steep ground.
5. Inherent hazards which may exist on site including SHARPS which can cause a cut, puncture, or abrasion. Group participants are NOT to pick up any SHARPS including broken glass, wood, metal, or large and heavy items.

Instead, flag these items for Township staff pick-up.

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Please read and complete the following carefully as it affects your legal rights.

In consideration for The Corporation of the Township of Wellesley (the "Township") allowing me to participate in the Adopt-a-Road program, I fully understand and agree to the following:

- 1. Assumption of Risk:** That participating or performing in the Adopt-a-Road program at any time may involve personal risk of damage or injury and I agree to assume all such risk and hereby release and forever discharge The Township, its councilors, employees, volunteers and agents from and against any and all claims for damage or injury to myself including death, that might result from participation in the activity except for those damages or injuries caused solely by the gross negligence of the Township.
- 2. Responsibility:** That no remuneration, salary, wage or payment or any employee benefits from the Township whatsoever will be received and I will not be covered by the Township of Wellesley's Workplace and Safety Insurance Coverage and Benefits.
- 3. Safety Guidelines:** I understand the Personal Protective Equipment that is

required, safety guidelines and elements of risk for this activity as indicated on this form and outlined by the Adopt-a-Road group leader.

- 4. Media:** Media representatives interested in featuring your Adopt-a Road activity may approach group participants. Group participants and registered Township of Wellesley volunteers are not authorized to represent the Township during a media interview; however, you may speak on behalf of your Adopt-a-Road initiative experience.
- 5. Photography:** Photographs may be taken of you participating in the Adopt-a-Road program by a photographer employed by the Township and/or the Adopt-a-Road group leader. The Township may use these photographs in future promotional materials including advertising, brochures, publications, video production, and other uses upon your written consent.

APPENDIX “E”

Litter Clean Up Report

The litter clean-up report summarizes your achievements and provides us with important statistics and feedback on the Adopt-a-Road program.

- On the first business day after your litter clean-up activity, complete and submit the litter clean-up report along with any Incident reports (exception: for serious injuries, fax completed Incident report immediately after the incident is under control).
- Ensure each group participant involved in the litter clean-up event has completed and returned an Informed Consent Agreement and has signed the back of this report.

Activity Details

Adopted road: _____

Group name: _____

Form completed by: _____

Date of clean-up: _____

group participants: _____

hours: _____

Activity Results

of full bags collected: _____

of flagged items (containers, heavy objects, hazardous waste, SHARPS): _____

Flag # and description: _____

1. _____

2. _____

3. _____

Indicate any injuries or problems experienced during the activity:

General comments or suggestions:

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APPENDIX “E”

List of group participants involved in the little clean-up

The Adopt-a-Road group leader signs up a maximum group size of 10 adult-only participants able to undertake moderate physical exertion.

Name of adopted road: _____

PRINT NAME	SIGNATURE	DATE

Adopt A Road Program

Schedule “E” What You Need to Know About Critical Injuries as a Participant

This 2-page fact sheet has been prepared to ensure that Adopt-a-Road Program Participants understand what a critical injury is, and the steps that must be taken if one occurs while performing activities under the Township of Wellesley Adopt-A-Road Program on County roadsides.

The Organization shall ensure that all of its participants are made aware of and understand this information. The Organization shall ensure that multiple participants carry this information with them during every roadside clean-up event throughout the Term of the Adopt-A-Road Agreement.

WHAT IS A CRITICAL INJURY?
An injury to a person of a serious nature, that:
<ol style="list-style-type: none">1. Places a life in jeopardy.2. Produces unconsciousness.3. Results in a substantial loss of blood.4. Involves the fracture of a leg or arm (not a finger or toe).5. Involves the amputation of a leg, arm, hand or foot (not a finger or toe).6. Consists of burns to a major portion of the body; or7. Causes the loss of sight in an eye.
Should a critical incident occur, the following information will be required by Township of Wellesley:
<ol style="list-style-type: none">1. Name of Organization.2. A description of the incident and the injury sustained.3. A description of the equipment and/or vehicles being used, if any.4. The time and place of the occurrence.5. Name and address of the injured person.6. Names and addresses of witnesses, and name and address of treating physician.

ADOPT-A-ROAD program participants:

WHAT TO DO WHEN A CRITICAL INJURY OCCURS DURING ROADSIDE CLEAN-UP ACTIVITIES

The following steps should be completed in the event of a critical injury:

1. Arrange transportation of injured person to the hospital.
2. If the participants in your group are employees of your Organization, follow the protocols established by your Organization for responding to a critical injury.
3. Secure the scene of injury for Ministry of Labour investigation.
4. Notify Township of Wellesley immediately.
5. Complete a Township of Wellesley Critical Injury Report Form, Schedule G and submit it to Township of Wellesley.

TOWNSHIP OF WELLESLEY:

519-699-4611

Adopt a Road Program

Appendix "F" Injury Report Form

If Critical or suspected Critical Injury has been sustained, please use Critical Injury Report Form!

Incident Information

Date: _____ Time: _____

Location: _____

Description of Incident (facts only): _____

Injured Party Information

Name: _____ Telephone Number: _____

Nature of Injury / Illness: _____

Activity Engaged in at Time of Incident: _____

Emergency Contact Name: _____ Relationship: _____

Was Immediate First Aid Rendered: Yes No By Whom: _____

Ambulance Called? Yes No Time Requested: _____

Unit No. _____ Time Arrived: _____

Police Called? Yes No Time Requested: _____

Badge No. _____ Time Arrived: _____

Taxi Called? Yes No Time Requested: _____

Company & Car No. _____ Time Arrived: _____

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General Information

Witnesses:

Name	Telephone	Email	Address

Please indicate the injured person's role:

Adult Adopt-a-Road Volunteer Other

If "Other", please provide more information: _____

Follow-Up Regarding Injury Reporting:

Are there photographs of the scene of the injury?

Where are the photographs?

Would you classify this injury as:

Minor Minor requiring attention Major, but not Critical

Person completing this report:

Name

Volunteer Role under this Program