



LITTER PLANNER CHECKLIST

Pre-job Planning To Prepare for Litter Pick Up

- ☐ Notify the Department contact of the planned work day prior to the work date. Provide the Department with a contact cell phone number that will be in use during the litter pick up in the event the Department needs to contact you.
- ☐ Determine locations and lengths of the specific work areas.
- ☐ Identify any special hazards in the work area such as bridge crossings, railway crossings, or busy intersections
- ☐ Estimate and assign segments of the work area that will not exceed the capabilities of your participants.
- ☐ Contact group members to obtain a commitment to participate and estimate number of participants.
- ☐ Ensure adequate numbers of adult supervisors will be available.
- ☐ Recruit shuttle drivers and vehicles.
- ☐ Recruit drivers and vehicles to haul garbage to the approved disposal facility – if required.
- ☐ Check that at least one volunteer has first aid training and designate them responsible to bring a first aid kit.
- ☐ Arrange for a means of communication, cell phone, available during litter pick up in case of emergency.
- ☐ Identify and record emergency information. Information in case of an emergency should be readily available. All adult supervisors should carry a copy of the emergency information which may include:
 - 1. A list of emergency contacts and phone numbers.
 - Police: _____
 - Fire: _____
 - Ambulance: _____
 - Saskatchewan Highways Contact: _____

2. A written description of the location of the work area to provide to emergency responders.

3. Directions to the nearest emergency medical facility.

- ☐ Arrange for a meeting place on the day of the clean up.
- ☐ Check on anticipated weather conditions for planned work date. Develop contingency plan for adverse weather, equipment breakdown or other unplanned events.
- ☐ Pick up safety vests, signs, and garbage bags from the Saskatchewan Highways Office.

Checklist for Day of Litter Pick Up

- ☐ Conduct the pre-job meeting:
 - Ensure that participants are adequately orientated and competently supervised.
 - Review the safety rules, hazards and the emergency plan.
 - Ensure that shuttle drivers have reviewed the shuttle safety rules and are familiar with the location of the specific work area.
 - Provide adult supervisors with copies of the emergency information.
- ☐ Ensure that the approved warning signs are set up for your stretch of highway.
- ☐ Have a means of communication available, cell phone, in case of emergency.
- ☐ Have an adequate first aid kit immediately available.
- ☐ Designate a qualified first aid person and make sure everyone know who that person is.
- ☐ Ensure that each individual participant of the group wears a Department supplied safety vest during the pick-up.
- ☐ Ensure that each participant of the group is not wearing clothing that will impair vision or wearing headphones or any other apparatus that would impair hearing.
- ☐ Ensure that all provisions of the permit or litter agreement are fully observed.
- ☐ Ensure that no under age children are allowed to participate in the pick-up.
- ☐ Prohibit participants from either possessing or consuming alcoholic beverages or other drugs during clean-up activities.
- ☐ Adjust work crews, locations and activities as needed during the day.
- ☐ After the clean-up is over all participants are to report at a meeting place and hand in safety vests and unused garbage bags. If necessary, any incident reports should be filled out at this time.

Follow Up Checklist After Litter Pick Up is Completed

- ☐ The work zone warning signs need to be removed after litter picking is completed. In accordance with the responsibility designated in your agreement ensure that the signs are removed and return or ensure that the Department contact is notified that work is completed so that Saskatchewan Highways maintenance crews can remove the signing.
- ☐ Haul material to the approved waste disposal site – if applicable. Ensure loaded garbage bags are properly secured.
- ☐ Ensure the Department contact is notified the litter picking has been completed.
- ☐ Provide the Department contact with a list of locations of hazardous items left in the ditch.

- ☐ Report all accidents, incidents or near misses that occurred during the course of the litter pick up work. Advise the Department contact within 24 hours of an incident occurring and complete an incident report form.
- ☐ Return all safety vests and unused garbage bags to the Department.