

**(Briefing conducted by Organizer's Volunteer Coordinator or Crew Chief)**

Hello. I would like to thank you for your participation as a volunteer for \_\_\_\_\_ (name of organization) who has officially adopted this road right of way from the District of Lake Country.

My name is \_\_\_\_\_ and I am the Volunteer Coordinator/Crew Chief of our volunteer team for the Adopt-A-Road program.

As the Volunteer Coordinator/Crew Chief one of my roles is to provide you with some very important information. This information is important because it relates to our successful participation in the Adopt-A-Road program and safety of participants on our volunteer team. Over the next few minutes I need to review the safety rules with you and go over the roles and responsibilities of the Volunteer Coordinator/Crew Chief and the roles and responsibilities of our volunteers.

Read the following to the volunteers and be prepared to answer any questions:

***Volunteer Roles and Responsibilities***

- Be 12 years of age or older, and not be over the age of 85.
- Agree to follow the safety rules
- Attend all pre-work safety briefings
- Report all observed hazards and any injuries to the to the Volunteer Coordinator or Crew Chief
- Know how to summon first aid
- Have first aid equipment on hand. DO NOT pick up dead animals or hypodermic needles - Report to the Volunteer Coordinator or Crew Chief.
- Report all injuries to the Volunteer Coordinator or Crew Chief and get first aid immediately.
- All volunteers must know how to summon first aid, ambulance and police.
- Check in before commencing work and check out when leaving the site with the Volunteer Coordinator
- All volunteers must always sign in and out and check with the Volunteer Coordinator or Crew Chief before coming on to or leaving the work site.
- Do not go outside of the signed work area
- Volunteers cannot start work without the coordinator or designated safety supervisor being present.
- All volunteers must always wear safety vests, gloves, suitable shoes and clothing (open toed shoes or sandals are not permitted in the work area).
- Stay on one side of the road. Do not cross back and forth. Do not block a portion of the roadway.
- Volunteers must always work facing traffic.
- Volunteers DO NOT direct, stop or interfere with traffic.
- No "pets" allowed on the work site.
- No roughhousing or horseplay.
- Stay off private property.
- Use caution around open water and DO NOT disturb anything in creeks
- Smoking is not permitted in the Adopt-a-Road area