













Safety Guidelines for Outdoor Volunteers


PROPER CLOTHING AND PRECAUTIONS

-  You will be best protected if you wear long pants and a long-sleeved shirt. You may be climbing under branches, down on your hands and knees, or walking through tall vegetation.
-  Wear sunglasses and a hat. A hat will cut down on the sun's heat in the summer and insulate your body on cooler days.
-  Wear sturdy shoes. Do not wear sandals! You are likely to encounter glass, wire and rusty metal. Good sturdy tennis shoes or boots will protect your feet from punctures. You will probably be walking some distance and your feet will appreciate the support.
-  Bring a pair of gloves with your name on. Leather work gloves are best because they protect you from thorns, glass, wire, trash, etc. Make sure that children have heavy weight gloves, too.
-  Apply sunscreen before you go to your site and bring sunscreen with you. Even though you have a hat and other protective clothing, you can still get a sunburn. If you are working along busy streets or in medians, the City of Lafayette will provide your team with fluorescent work vests, at your request.
-  Drink plenty of fluids to stay hydrated while you work. Bring along some quick energy snacks if you will be outdoors for a long period of time.


WATCH FOR HAZARDS

-  Your site may be the home of animals and birds. You need to watch for snakes, dogs, cats, prairie dogs, birds, squirrels, geese, etc. These critters may look cute and friendly, but they may bite or scratch you. If one is creating a problem or if you discover a dead or dying animal, please do not touch it and have your group leader call the **Lafayette Police Department** at **303-665-5571**. Also report any contraband or stolen items you find to the police.
-  Insects are abundant. Be prepared to deal with spiders, bees, wasps, mosquitoes, gnats, flies and other insects. You may want to use an insect repellent to make the day a little more enjoyable.
-  Man-made hazards include construction areas such as irrigation trenches, concrete work and other projects. Remember to respect barricades and warning signs – they are there for a reason! Be cautious around electrical power lines, utility boxes and transformers. Watch out for potholes where you could twist an ankle and muddy, wet or icy areas where you could slip and fall. Do not touch materials that may be toxic or hazardous. For your safety and to make trash bags easy to transport, do not compact trash in them.
-  Many open space properties, trails and parks border busy streets and private property. Stay off private property and watch for traffic. Keep in mind that trails have pedestrian and bicycle traffic. Please yield the right of way to the park users and avoid blocking their path. You may want to establish a verbal warning system for workers in high traffic areas. It is a good idea to face oncoming traffic to keep an eye on it while you work.


SUPERVISION

-  Please provide one adult supervisor for every eight participants between 13-17 years of age and one adult supervisor for every four participants between 6-12 years of age. No volunteers under the age of six will be allowed to participate.


WORK HOURS

-  For your safety and to be courteous to neighbors, please do not work during other than approved hours, which range from one hour after sunrise to one hour before dusk.


ROLE OF THE SAFETY COORDINATOR

-  It is a good idea to designate at least one person in your group as the Safety Coordinator. This person is responsible for ensuring that everyone complies with these safety guidelines and for developing a plan in case of an emergency. He or she also needs to know proper first aid techniques and have access to a first aid kit and a cellular phone.


IN CASE OF EMERGENCY

-  If a member of your crew is seriously hurt, call **911**. Take whatever steps are necessary to make the environment safe for the injured party, you and other crew members. If you are willing and able, administer first aid and wait for help to arrive.

VOLUNTEER ACCIDENT MEDICAL PLAN

-  If a member of your crew is injured, the City of Lafayette provides medical and accidental death and dismemberment (AD&D) coverage for non-statutory volunteers and community service workers who are not covered by the Colorado Workers' Compensation Act and who do not receive monetary remuneration. The Accident Medical Limit is \$15,000 and the AD&D Limit is \$7,500. There is a \$25 deductible per occurrence. This is an excess policy in case personal insurance limits are exceeded or if the injured person does not have insurance. The injured person should see the physician of their choice. Claims should be submitted directly to American International Group, Accident & Health Claims Division, Box 15701, Wilmington, DE 19850-5701. Questions should be directed to AIG at (800) 551-0824.

CONCLUSION

-  Volunteering involves responsibility. Remember that your appropriate conduct reflects positively on the community. As long as you use common sense and follow these safety guidelines, you'll do just fine. You can look at your completed work with a sense of accomplishment, and with the knowledge that, thanks to you, Lafayette is a better place to live!