

THE OUTDOOR CIRCLE EVENT & ACTIVITY SAFETY GUIDE

USE COMMON SENSE. THINK SAFETY FIRST -- Ask leaders for advice and assistance

VOLUNTEER WAIVER FORMS SHOULD BE SIGNED BEFORE PARTICIPATION **ALL volunteers MUST sign waiver to participate in any events or activities.**

1. **Review Safety Guidelines in Advance, On-Site as a Group, and Ensure Waivers Signed Before Activities Begin.**
2. Volunteers should wear sturdy working gloves, safety vests, ear protection, safety glasses and safety helmets as needed—consider moving vehicles, machinery & equipment, flying or falling debris, sharp or potentially hazardous plants or items, etc. **If in doubt, err on the side of caution.**
3. Wear appropriate footgear (closed-toe) and clothing (long pants, long sleeves, wide-brimmed hats, etc.) to protect you from the sun, bugs, and scratches from vegetation as needed. Wear insect repellents as needed. Avoid use of headphones during the activity. Do not participate if you are not in good health, under the influence of drugs or alcohol or otherwise impaired.
4. Do not touch or pick-up dead animals, or attempt to move injured animals. Instead, notify authorities to make them aware of the animal and location.
5. **Exercise extreme care around needles, glass, metal, weapons, human waste, or any other hazardous objects or items.** Mark the area and have a partner notify those in charge of the hazardous item location for proper disposal in puncture-proof containers. For chemicals or batteries, etc., contact event coordinator to assess for further consideration of expert removal by fire/hazmat department or other trained professionals.
6. **If you feel in danger, call 911 to alert the authorities immediately. Always work with another person and know where help can be obtained.** Do not engage with angry or unstable people. Use caution when cleaning up remains of homeless encampments and ascertain if the site is currently occupied, and if so, avoid it and notify Site Captain to alert others in the group.
7. **Be extremely cautious of moving vehicles** when working on streets, parking lots, gutters, curbs, storm drains and sidewalks. Use traffic cones and other safety devices to alert motorists of work. **Always face oncoming traffic and wear a safety vest around vehicles.**
8. **Avoid over-exertion, sunburn, heat exhaustion, and dehydration.** When in doubt, return to the site check-in station before the end of the scheduled work time. Bring and drink plenty of water. If you feel weak or ill during the event, stop what you are doing and notify the event coordinator. Report any injuries immediately to the coordinator for appropriate medical attention.
9. All minor children must be supervised by an adult or guardian at all times.
10. **Volunteers should not lift anything too heavy or potentially dangerous.** Use proper lifting techniques. When in doubt, don't try! Notify leaders of these types of objects further assistance.
11. **Be careful with all tools, picks, shovels, trip and fall hazards (hoses, poles, rakes) and debris.** Make sure all tools or equipment are in proper working order before using. Ensure a safety zone around you when working and always use appropriate safety gear (safety goggles, gloves, hard hats, etc.).
12. This list if not comprehensive, so please use common sense. Mahalo for your help and have fun!