



Malama-o-Ka`aina

Department of Facility Maintenance
City & County of Honolulu

(Rev. 05/15/15)

Malama-o-Ka`aina is a partnership between the City & County of Honolulu and the citizens of Oahu to care for our land and help keep Oahu a quality place to live.

VOLUNTEER SAFETY PROCEDURES

We welcome you and your organization to our *Malama-o-Ka`aina* volunteer project and appreciate your commitment to keeping Oahu clean and litter free. In order to make your project successful we request that you read this safety procedure carefully and ensure that you as a volunteer are aware of the proper procedures for performing work on this project. Remember – **SAFETY FIRST.**

SIGN IN ACTIVITIES

- All participants must complete the City and County's release form. Participants who are 17 years and under must have signed guardian consent.
- All participants must be at least 12 years of age to participate with adequate and necessary supervision; there must be at least one adult for every ten youth between the ages of 12 and 17 years old.

SAFE WORK METHODS

- Volunteers should be well supervised and thoroughly trained in proper work methods and safety.
- Ensure that the volunteer is capable of safely performing the assigned work.
- Volunteers should work in groups and stay within the area directed by the team leader.
- Be alert! Stop work during bad weather or when unsafe conditions arise.
- Watch out for traffic – face oncoming cars and be prepared to move out of the way of emergency vehicles.
- Watch your step. Avoid walking on unstable or slippery ground or rocks.
- Do not cross private property without the owner's permission.
- Stay clear of any construction.
- Avoid overexertion. Drink plenty of water during the project and take breaks as needed.
- Use proper bending and lifting techniques.
- Sanitize and wash your hands when clean up is complete.

- Stay alert. Do not wear headphones and never engage in horseplay or distracting activities.
- No drugs or alcohol. Do not use or possess these during cleanup.
- Be alert for stinging insects and poisonous plants. Tell project leader if you have allergies to any of these.
- Important: Immediately clean out all open wounds and cuts with soap and clean water. Keep wounds covered with clean, dry bandages that are large enough to cover the wound. If a wound gets red, swells or drains, seek immediate medical attention. If you have wounds, you should be evaluated for a tetanus immunization, just as you would at any other kind of injury.
- In case of emergency: Make sure you know the location of the first-aid kit. Have one member bring a cell phone to call 911 for emergencies.

SAFE WORK APPAREL

- Volunteers should wear appropriate clothing such as covered shoes, protective clothing, gloves and eye protection.
- Rubber gloves should be worn when painting and working with graffiti removers or other materials that require this protection.
- Respirators or dust masks should be worn when using paints.
- Eye protection should be worn when working in a dusty environment or where eye protection is needed.
- Hearing protection should be worn when working in environments where noise levels require hearing protection.
- ReflectORIZED safety vests should be worn when working along roadways or where moving vehicles are present.
- To protect from the sun, volunteers should wear head protection (hat) and apply sun screen.

POTENTIAL DANGERS DURING CLEANUPS

- Volunteers may find potentially dangerous items while performing cleanups. Volunteers must notify project leader of dangerous items. Volunteers must not pick up hazardous, or other potentially dangerous objects.
- Broken glass, nails, splinters, and other sharp objects may exist in the project area. Handle with care and cover sharp objects before discarding in trash bags.
- Medical waste (hypodermic needles, pill containers, etc). Dispose of in covered metal container. Only responsible adults should handle medical waste.
- Never open or pour out closed containers of liquids. These containers may contain dangerous liquids. Dispose of containers carefully in trash containers.
- Do not over-fill or squeeze trash bags. Avoid lifting heavy objects to keep from hurting your back. Don't be afraid to ask for assistance.
- Avoid things that bite or sting such as bees, spiders and centipedes.
- Do not handle large dead animals. Contact DFM for removal.

- Avoid confrontation with people who may be breaking the law such as drinking, committing vandalism or littering. If confronted, gather your group and leave the area, then call the Police at 911 and DFM contact.

BAG PICKUP PROCEDURE

- Place non-bulky trash bags in your designated cleanup trash pickup location.
- Do not block sidewalks. Where practical, place trash bags at least 8 feet from the side of the road to make the job of collecting bags easier and safe.
- Properly secure and complete tie bags.

Finally, please remember that your project should be safe and enjoyable. If you have any questions or need further assistance please call 768-3343 during business hours. Your project leader will have available DFM contact information during non-business hours.

We look forward to a safe and productive *Malama-o-Ka`aina* project.