



ROAD WATCH

ADOPT A ROAD

VOLUNTEER HANDBOOK

ROAD WATCH ADOPT A ROAD VOLUNTEER HANDBOOK

WELCOME TO THE ROAD WATCH - ADOPT A ROAD PROGRAM

Facilitated by KESAB *environmental solutions* (KESAB). Your valued involvement is improving the environment and assisting the community.

To participate in this program, all volunteers are required to complete the required documentation, in conjunction with reading and understanding this Road Watch-Adopt A Road volunteer handbook.

DISCLAIMER

Whilst every effort has been made to ensure that information in the Road Watch-Adopt A Road volunteer handbook (handbook) is correct and represents KESAB's commitment to safely working with volunteers, no responsibility can be accepted by KESAB Inc., its employees, or other persons involved in the preparation of this handbook or from any claim which may arise from any person acting on information contained herein.

Whilst all due care will be taken to ensure the safety of volunteers, KESAB and its contractors, servants or agents will not be liable for any:

- Accidents or injuries sustained by volunteers except to the extent covered by KESAB's volunteer insurance policy;
- Loss or damage to property owned by, or in the possession of, the volunteer; and / or
- Acts or omissions, negligence or fault of any person participating in KESAB Road Watch-Adopt A Road Program.



Government of South Australia

Department for Infrastructure
and Transport

The Road Watch-Adopt A Road program has a service agreement with the Department for Infrastructure and Transport. KESAB acknowledges the Department for its ongoing support.

Updated 2021



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INTRODUCTION

PURPOSE

The primary purpose of this handbook is to inform and educate volunteers about the KESAB Road Watch-Adopt A Road program and their associated responsibilities. Outcomes include raising volunteer awareness; specifically relating to the safety instructions associated with emergency procedures and first aid, the safe use of equipment, and hazard / incident reporting procedures.

KESAB is committed to the safety and wellbeing of volunteers and continuously encourages them to assist in providing services for the community in a safe and engaging manner.

KESAB & THE ROAD WATCH - ADOPT A ROAD PROGRAM

KESAB stands for Keep South Australia Beautiful and was started as a litter reduction campaign in 1966. Over fifty years later, KESAB continues to be a passionately operated not-for-profit organisation, leading the creation of sustainable communities through education, action and participation. It has expanded from litter reduction to include diverse resource education and sustainability offerings.

The Road Watch-Adopt A Road program was introduced in 1996 in partnership with the Department for Infrastructure & Transport. It provides an avenue for individuals, organisations, schools, community groups and businesses to help maintain litter free sections of roadside within South Australia and in 2020, there were over 120 active groups with over 1000 volunteers.

In addition to the aesthetic benefits of cleaner roadsides, the program helps to prevent potential pollutants from entering waterways, improves the quality of remnant vegetation, aids in habitat protection and enhances roadsides whilst promoting civic responsibility and community pride. The program allows for flexibility with volunteers creating their own groups, selecting their own safe sites and undertaking activities to a schedule that suits their needs, helping them to keep fit and engaged.

VOLUNTEERS

The program is open to a wide range of volunteers including individuals, organisations, schools and businesses. Consideration of the physical nature of activities is required, as is safety and group engagement where applicable.

Volunteers:

- Must be at least 16 years of age.
- Be supervised by a responsible adult if under the age of 16.

Volunteering is primarily undertaken:

- To be of benefit to the community and the volunteer.
- Of the volunteer's own free will.
- For no financial payment.



TASKS & RESPONSIBILITIES

TASKS

Volunteers with this program commit to undertake at least four (4) reported clean-up activities annually, ideally with one per season for trend analysis. Reporting of data can be via hardcopy or online reporting forms. Visit: <http://www.kesab.asn.au/programs/road-watch/>

These clean-up activities will be completed with the provided equipment to the appropriate safety standard and in accordance with the code of conduct detailed within this handbook. Activities can only commence once the volunteer individual / group has discussed the program and site with the program co-ordinator, all required documentation is completed in full and the required equipment has been received and checked. Volunteers will be provided with appropriate information & documentation prior to registration so that tasks can be confidently and safely performed.

Volunteers / groups can undertake clean-up activities at a site nominated by them and at times that suit their schedules within daylight hours in good/safe weather conditions. Whilst there are no set duration times for clean-up activities, reporting data shows that the average activity ranges from 2-5 hours.

The KESAB Road Watch-Adopt A Road program co-ordinator will annually review the tasks performed via reports, site visits and any other feedback received throughout the year. If you have any feedback, please contact the program co-ordinator at any stage: roadwatch@kesab.asn.au (08) 8234 7255.

Through this process, KESAB can develop new tasks, identify training needs and areas that require improvement. This handbook states overall Work Health & Safety (WHS) objectives and demonstrates a commitment to improving WHS performance.

If a group team leader or individual decides to discontinue their role with their group, advice must be sent to the KESAB Road Watch-Adopt A Road program co-ordinator so that the relevant records can be changed and updated with the new volunteers details where applicable.

KESAB kindly requests that clean-up activity data is collected and reported, either in hardcopy format or online: <http://www.kesab.asn.au/programs/road-watch/>. Seasonal data is highly valued as it helps identify trends. This information helps to inform initiatives which may impact the community, therefore enhancing the outcomes of the program.

RESPONSIBILITIES

When registering, all volunteers acknowledge that they understand the following:

- Road and public health safety and awareness.
- Hazard identification, safety and reporting.
- Appropriate licencing and registration requirements where applicable.
- Safe manual handling practices.
- Personal protection equipment requirements and safe use.
- Disease prevention / control.



RESPONSIBILITIES

- Best practice waste management
- Group co-ordination responsibilities (when activities are within groups).

At all times, volunteers must:

- Take reasonable care, to the extent they are able, for their own health and safety and that of others who may be affected by their actions (or lack of actions).
- Co-operate with KESAB's measures to meet its responsibilities by following systems and procedures of necessary safe work training and activities.
- Act in accordance with KESAB / group leader's reasonable instructions and comply with safety provisions.
- Report any risks, hazards, concerns and incidence to their group leader or program co-ordinator in a timely manner.
- Obtain and follow medical advice from a legally qualified medical practitioner as soon as possible after any injury or incident.
- Notify KESAB immediately in the event of any injury or incident which may give rise to a claim under KESAB's volunteer insurance policy and provide all necessary information and assistance in relation to this for insurance or management purposes.

A first aid certificate is a desirable competency, as are good communication skills.

Volunteers participating in the program are responsible for litter clean-up activities at their nominated site/s. Volunteers manage their own activities without supervision from program facilitators and should therefore ensure that health & safety requirements are well understood and practiced at all times.

Volunteers are responsible for their own safety when undertaking Road Watch-Adopt A Road tasks however group team leaders must ensure that all volunteers within the group are aware of and understand safe work practices and activity related risks/hazards before commencing activities. Acknowledgement of this is documented via the Safety Induction Form.

All activities must be undertaken in a safe manner and follow best practice waste management to ensure that resources are appropriately processed. All program enquiries will be provided with information to ensure that all individuals / group members are aware of the methods and appropriate equipment required, as well as how to identify and manage hazards and risks.

Volunteers should be familiar with:

- Tasks to be undertaken.
- Road and public health and safety.
- Hazard identification.
- Hazard, accident and incident reporting.



RESPONSIBILITIES & CODE OF CONDUCT

- Small tool safety requirements.
- Emergency and first aid requirements.
- Personal Protective Equipment (PPE) requirements & use.
- Manual handling hazards and injury prevention.
- Appropriate waste separation and best practice management (see litter disposal).

Volunteers are required to report any incidences to the KESAB program co-ordinator as soon as possible and complete or assist in the completion of an Incident Report Form which is available on the Road Watch-Adopt A Road website.

Alcohol, drugs or any illicit substances must not be consumed prior to or whilst performing volunteer duties.

It is important for all volunteers undertaking official Road Watch-Adopt A Road clean-up activities to adhere to the strict guidelines of personal protective clothing & equipment, First Aid and all other safety precautions. Volunteers working as solo individuals will also need to inform someone of their activity location, contact phone number whilst on-site and expected return time. It is important to ensure that an operational and in-range mobile phone is kept on your person during activities. This is required for each individual as well as within groups.

KESAB will not be held liable for any incidents, accidents or injuries that may occur as a result of volunteers undertaking non-approved tasks. Litter collection is an approved task and volunteers performing this task must take appropriate precautions to avoid hazards such as:

- Cuts and abrasions.
- Snake bites, stings or bites from (or allergic reactions to) insects and other local fauna and flora.
- Slips, trips and falls.
- Over-exertion or poor manual handling practices, leading to strains / muscular injuries.
- Heart attack or other medical emergencies.
- Traffic hazards.
- Illegal dumping.
- Dead or injured animals.
- Natural hazards such as fires or extreme weather.

CODE OF CONDUCT

KESAB is known as a leader in creating sustainable communities and is committed to providing safe, fair, respectful environments, free from harassment, discrimination, intimidation and bullying. KESAB strives to conduct all activities in a professional and ethical manner, ensuring that all stakeholders are supported. As such, all volunteers are expected to behave in a manner that is supportive of this commitment.



CODE OF CONDUCT & SITE INFORMATION

This includes:

- Ensuring an understanding of this commitment, the program, their role and the health and safety information.
- Ensuring that appropriate attire and safety gear is utilised when undertaking clean-up activities, taking reasonable care at all times.
- Ensuring that signage and visibility is optimal for any activities.
- Ensuring that any issues are discussed / reported to the program co-ordinator in a timely manner.
- Communication is undertaken in an appropriate and respectful manner.
- Ensuring activities and interactions are free from harassment, discrimination or bullying.
- Exercising a high moral standard, displaying integrity and good work ethic.
- Respecting individual differences and working co-operatively .
- Respecting equipment, stakeholders and KESAB as a not-for-profit organisation, not discrediting or negatively affecting reputations.

SITE INFORMATION

Potential volunteers submit a proposed site when providing registration details. Site safety and visibility should be considered when selecting sites.

Sites are suitable for adoption if they meet the following conditions:

- Activities can be undertaken on the non-roadside of the white guideposts (if present) and a minimum of 3 meters from the roadside verge or along public pathways.
- Activities must be able to be completed facing oncoming traffic. It is unsafe to complete work with your back facing traffic.
- The site is a dedicated roadside and not a median strip or other public land.
- The site does not include blind spots, bridges, narrowed areas, steep or slippery slopes, drains, heavily vegetated or other hazardous areas.
- There must be a practical way to erect provided signage as fair warning of activities.
- The site is not an existing adoption site managed by another volunteer / group.

Activities can only be conducted in the nominated / registered area and meet all the statutory requirements for the applicable state or local jurisdiction. Caution must be exercised at all times, completing activities on only one side of the roadside at any one time.

Sites may be deemed inappropriate if:

- The area is unsafe to work.
- If the site/s are under construction / works activities or planned activities.
- Visibility is restricted.



SITE INFORMATION & RISK ASSESSMENT ANALYSIS

- Traffic is too heavy or close.
- Vehicle runoff potential is high.
- Vegetation is too dense or terrain too rugged.

All sites will be initially assessed by the group leader / individual with the appropriate risk assessment form and only once this is formally approved by the program co-ordinator and equipment has been received, can activities be undertaken. To ensure ongoing safety, sites shall be reassessed before each clean-up activity with activities only undertaken if the site is confirmed as safe.

Once a site is approved, the volunteer / group commits to:

- Reading, understanding and complying with health and safety requirements.
- Undertaking activities in a safe manner, in accordance with the information contained herein and other relevant regulatory requirements.
- Informing the program co-ordinator of any incidents / risks as soon as possible.
- Reporting at least four clean-up activities annually.
- Undertaking activities in accordance with the code of conduct (pages 4-5).

KESAB commits to:

- Providing a program co-ordinator for support.
- Providing the necessary equipment and information.
- Facilitating and funding the manufacture and installation of agreed roadside signs.
- Respectfully engaging with volunteers, free from harassment, discrimination or bullying.
- Keeping records and information private and confidential.
- Exercising a high moral standard, displaying integrity and good work ethic.
- Respecting individual differences and working cooperatively.

RISK ASSESSMENT ANALYSIS

Risk assessment analysis is an initial hazard identification process that promotes awareness and determines the likelihood of risk. It looks at the work task, identifies the simplest way of completing it, and promotes awareness of any hazards involved.

A risk assessment must be completed by the Road Watch-Adopt A Road volunteer/s at registration. It is the responsibility of the group leader to complete the risk assessment and forward it to the KESAB Road Watch-Adopt A Road program co-ordinator for consideration prior to facilitating any further activities.



SAFETY INDUCTION & SITE CLEAN-UP ACTIVITIES

SAFETY INDUCTION

Once a site has been approved and prior to volunteers undertaking their first Road Watch-Adopt A Road cleaning activity, safety induction training must be completed and signed off. Due to the nature of volunteers being from all parts of South Australia and registering and completing activities to individual schedules, information is provided primarily in documentation. Group leaders are to facilitate safety induction training however individuals are responsible for meeting the requirements themselves. Induction includes:

- A review and discussion of the handbook guidelines.
- Discussion of any queries raised regarding the site and action to maintain a safe and healthy environment.
- Confirmation of Personal Protective Equipment (PPE) received and demonstrated safe use.
- Confirmation of adequate safety equipment for all volunteers in the group.
- Explanation of incident / injury reporting form to all volunteers.
- A completed safety induction register signed by all volunteers on completion of the above and forwarded to the KESAB Road Watch-Adopt A Road program co-ordinator to keep on record.

Only once all completed documentation has been approved by group leaders and the program co-ordinator and equipment has been received, can clean-up activities be undertaken. This is to ensure everyone's health and safety.

SITE CLEAN-UP ACTIVITIES

When conducting site clean-up activities, it is important to stay safe. We recommend the following processes to ensure everyone's safety:

- Only conduct clean-up activities at the approved site during daylight hours in good/safe weather conditions. Please note the safety vests that are provided by KESAB and worn by volunteers are a 'Class D' garment and are only suitable for daytime use.
- Do not consume any illicit substances prior to or during any volunteer activity.
- Make a plan of the activity (and communicate this) prior to beginning the activity.
- If Government health advice is to physically distance for any reason, this must be maintained between volunteers and any other stakeholders encountered.
- Ensure all equipment is clean and fit for use before and after each activity. Sanitisation may be required if different people handle equipment.
- Always wear robust shoes and weather / activity appropriate clothing.
- Always utilise the provided personal protective equipment & fasten high visibility vests.
- Avoid the use of non-essential audio devices as this may hinder risk identification.
- Ensure access to an adequate supply of refreshments.
- Ensure access to an appropriate first aid kit.
- Make a plan in case of an emergency.
- Ensure that an operational and in-range communication device is on your person.
- Ensure that appropriate and visible activity signage is erected at either end of the site for the duration of the activity.
- Ensure that pedestrian movement through the site is not impeded.



SITE CLEAN-UP ACTIVITIES & LITTER DISPOSAL

- If you have been provided with a required flashing safety light, this must be utilised on the roof of a prominent but safely parked site vehicle.
- Any vehicles being used in the activity must be parked so as not to impede or create a hazard to pedestrians or other vehicles.
- Never conduct activities in poor weather or in poor light (i.e., fog, snow, dusk etc.).
- Only work on one side of the roadside at any point in time.
- Work against the flow of traffic so that all vehicles are visible to volunteers.
- Leave full bags of litter at the furthest point away from the road, accessible for removal if applicable.

LITTER DISPOSAL

Volunteers generally engage with this program as they have an understanding of the importance of appropriate material management. This may benefit from frequent updates, as systems and technology frequently change. It is recommended that volunteers check their local council waste education materials, to stay up to date with requirements as these may differ between Council areas to reflect the available services and processing.

As a general rule, most councils within South Australia recommend the following:

GREEN-LIDDED ORGANICS BIN	YELLOW-LIDDED RECYCLING BIN	RED / BLUE-LIDDED LANDFILL BIN
<p>Anything that was growing in it's lifetime: <i>If it grows, it goes.</i> (Except for clothing which clogs machinery)</p> <ul style="list-style-type: none"> • All food- (Council dependent) • Hair / fur • Garden matter • Shredded / small paper • Pet waste (uncontained) • Certified compostable packaging 	<p>Recyclable items that are in a good enough condition for making into new products (clean & dry).</p> <ul style="list-style-type: none"> • Glass • Paper / cardboard • Metals • Hard plastics 	<p>Anything not reusable, compostable or recyclable.</p> <ul style="list-style-type: none"> • Nappies / sanitary items • Dirty soft plastics • Foam • Fabric • Broken crockery • Cigarette butts • Packaging made from multiple materials

If you are not sure about how to appropriately dispose of a particular item, please refer to the Which Bin website, (www.whichbin.sa.gov.au) call the hotline (1300 137 118) or KESAB on 8234 7255.



MANUAL HANDLING & PERSONAL PROTECTIVE EQUIPMENT (PPE)

MANUAL HANDLING

The Road Watch-Adopt A Road cleaning activities often require manual handling of items. It is therefore important to identify correct manual handling techniques and implement control measures to avoid injuries or incidents.

To minimise the risk of manual handling injuries, volunteers should not lift heavy objects without help. When picking up objects, bend at the knees rather than bending over. Use any tools or equipment in line with the manufacturer's instructions.

Any object that has been identified as too heavy and a safety risk, must be left in place and the relevant Council or Agency notified to arrange removal.



PERSONAL PROTECTIVE EQUIPMENT (PPE)

The use of safety equipment is compulsory in all areas of work. Volunteers must ensure that they utilise the supplied appropriate protective clothing and equipment for all tasks undertaken. Where equipment is not available, activities cannot be undertaken until the appropriate equipment has been received. Volunteers are required to wear PPE issued by KESAB to protect their health and safety.

- Volunteers must wear appropriate clothing when working at the site. This may include long pants and long-sleeved shirts, sturdy shoes and gloves. Hats and sunglasses are recommended to limit sun exposure and volunteers are encouraged to dress appropriate to the conditions, noting that any weather resulting in poor visibility or safety risks requires activities to be rescheduled.
- High visibility vests will be provided by KESAB per group requirement, and must be fastened completely and worn as the outer layer of clothing by volunteers at all times whilst working on the site. These must be visible at all times (not obscured).
- A volunteer cannot participate in the clean-up activity unless they are wearing a fastened safety vest. This is applicable to solo (individual), couple or groups of volunteers.
- Volunteers should ensure that they bring adequate water, nourishment and sunscreen / appropriate weather gear when conducting physical work (particularly in warm weather).



PERSONAL PROTECTIVE EQUIPMENT (PPE)



Prevention is the best option to minimise the risk of skin cancer:

SLIP, SLOP, SLAP, SEEK & SLIDE

Slip on clothes to cover the skin

Slop on broad spectrum SPF 30+ sunscreen

Remember to reapply every 2 hours

Slap on a broad brimmed hat or one that covers your face, neck and ears

Seek shade

Slide on close fitting sunglasses.



INCIDENT / INJURY AND HAZARDS

INCIDENT / INJURY AND HAZARDS

It is the volunteers' responsibility to have an appropriate first aid kit on site when conducting volunteering activities.

All hazards, incidents and injuries must be reported to the KESAB Road Watch-Adopt A Road program co-ordinator as soon as possible by whatever means is available and supported or followed up with an [incident / injury reporting form](#). A copy of the incident report form is available for download from the Road Watch-Adopt A Road website: www.kesab.asn.au/programs/road-watch/.

Details will be recorded in KESAB's incident / injury register.

Should a major incident occur, the group member must immediately contact emergency services by calling triple zero (000) or if in a remote location or using a mobile phone: 112.

If a person is showing no signs of life (unconscious, unresponsive, not breathing normally and not moving), go to the first aid section of this Road Watch-Adopt A Road handbook and follow the guidelines (from page 15 and specifically page 16 for CPR).

In addition, KESAB requires Road Watch-Adopt A Road volunteers to notify the KESAB program co-ordinator of any incidents that may have occurred which may render the activity site unsafe (e.g. motor vehicles approaching unsafely, fallen trees, vandalism, debris etc) via the Road Watch-Adopt A Road Clean-up incident report form. Once reported, KESAB can make an assessment in conjunction with the Group Team Leader to determine the appropriate course of action.

ROADWATCH		ROAD WATCH INCIDENT / INJURY REPORT	
<small>REPORT ROAD</small> Please complete this form for any incident or injury sustained during a Road Watch-Adopt A Road clean-up activity. Return the completed form to the Road Watch program co-ordinator immediately after the clean-up activity: Sarah Bruns: KESAB/Road Watch, 214 Grange Road, Flinders Park SA 5025 roadwatch@kesab.asn.au (08) 8234 7255			
GROUP NAME:		GROUP LEADERS' NAME:	
Details of person involved in the incident			
Surname:		Given name/s:	
Residential address:			
Telephone (Business hours):		Telephone (After business hours):	
Mobile:		Email:	
Date of birth: / /		Male or Female (please circle one)	
If under 18 years of age has the parent/guardian been notified?		Yes or No (please circle one)	
		Guardian name:	
		Guardian contact phone:	
Details of incident			
Date: / /		Time:	Day (Monday, Tuesday):
Where did the incident occur? (address / location):			
Bodily location of injury: (hands, feet etc.)			





ROAD WATCH - ADOPT A ROAD SITE RULES

ROAD WATCH - ADOPT A ROAD SITE RULES

The following must be understood and the appropriate procedures established to maximise the safety of volunteers and the general public.

Communication

- The group leader or responsible volunteer must carry an operational and in-range mobile telephone with them during every clean-up activity. Road Watch-Adopt A Road volunteers that conduct solo (individual) clean-ups must also make sure that they carry a mobile telephone so that emergency services can be contacted promptly in the event of an incident or emergency and notify a responsible person of their planned activities, reporting back post-activity to ensure safety.

Public awareness and safety

- 'Volunteers Ahead' signs must be displayed at both ends of the work site.
- Where vehicles must be used for activities, a flashing safety light may be required. This will be confirmed within initial registration. If a light is required, it must be used as guided.
- Volunteers must consider the safety of activities with regard to the group / themselves and other stakeholders.

Site conditions

- All activities on the site must be conducted during daylight hours only to maintain volunteer safety. Please note that the safety vests provided by KESAB and worn by volunteers are a 'Class D' garment and are only suitable for daytime use.
- The volunteer must review the site suitability and conditions before each clean up event including awareness of any type of road works that may be occurring at that time. Should there be such an occurrence, the clean-up will need to be rescheduled to another day when the site is free of any obstructions or weather/conditions have improved. Activities cannot take place during poor weather or other hazardous events such as fire, wind, extreme heat and/ or rain. A plan must be prepared to manage the risk of any unforeseen events, ensuring that all volunteers are accounted for and emergency contacts can be reached if required.
- Under no circumstances should a fire be lit on any site. Smokers are to dispose of cigarette butts in an appropriately safe manner.
- If there has been a total fire ban declared for the site area, Road Watch-Adopt A Road clean-up activities must not be conducted under any circumstances until safe to do so. Check the CFS site when planning activities and before starting on the day.
- Volunteers are not to handle any dangerous goods. Items to be avoided include powders and chemicals, noxious substances, suspicious packages including drums and containers, asbestos, weapons, dead animals and any other items that could compromise the safety of volunteers.
- Any such items are to be reported to the local Council or Agency as soon as is practical. Please also record this information in clean-up activity reports and/ or emails so that appropriate actions can be taken if required.
- If a volunteer finds property that may be the result of a crime, (e.g., stolen goods: wallet, weapons, household / personal items) please report this to the local police station. The KESAB Road Watch - Adopt A Road Report must detail the incident and action taken by the group with regard to the items.



ROAD WATCH - ADOPT A ROAD SITE RULES

Collection of bulk litter

- If arrangements are in place with other responsible stakeholders to collect litter bags, please ensure that they are securely fastened and placed where they will not impede pedestrians or vehicles and will not block any signage, drainage points or access areas. Locations that are not immediately visible are recommended to avoid potential illegal dumping.
- Please refrain from crushing litter into bags as this may result in injury due to possible sharp objects in the bags and may also increase the risk of manual handling injuries due to the excessive weight of overloaded bags.

Listening devices

- Any type of non-essential listening device involving ear buds / headphones, etc., that may impede hearing, is prohibited during the clean-up activity. This ensures that volunteers remain alert to any noise that may signal danger.

Pets

- If a volunteer brings a pet to a clean-up activity, it must be appropriately requested and approved by the group prior to the activity and restrained and controlled at all times, for the safety of the pet, other volunteers and / or general public.

Snakes / vermin

- Volunteers should be aware that they may come across snakes or vermin on the work site and must not approach them under any circumstances.
- Should a snake bite occur, refer to the first aid section in this Road Watch-Adopt A Road handbook and follow the guidelines (from page 15 with snake bite first aid listed on page 18).

Needles and other sharps

Volunteers should aim to eliminate the risk of injury resulting from handling of needles and / or sharps. If you come across any needles / sharps and you do not have the appropriate equipment including a sharps container or confidence / training, leave the materials as you found them if safe to do so. If you do have the appropriate training and sharps container for collection, ensure that you follow these steps to dispose of them:

1. Ensure that there is space to move and to clearly observe the needles / sharps and your body.
2. Do not handle more than one item at a time. If there are multiple needles / sharps, carefully separate them using an implement – do not try to flick them or pick them up with a grabber / implement.
3. Put on disposable barrier latex or vinyl gloves (if available). Please note that gloves will not prevent the wearer from being injured but will form a clean barrier between the hands and the needle / sharp. It is recommended that barrier gloves are also covered with the sturdier program issued gloves to form a thicker protective barrier.
4. Take the sharps container to the location of the needle / sharp and place it on the ground next to the needle / sharp. (A designated sharps container is available through KESAB. Please advise the KESAB Road Watch-Adopt A Road program co-ordinator if your group requires one).
5. Using long handled tongs, pick up the needle or sharp (via the plastic end/handle) and deposit it into the sharps container, sharp end first.
6. Securely fit the sharps container lid into place and remove gloves carefully so any contaminated fluid on the glove does not come into contact with the body. Dispose of the barrier gloves and immediately wash hands with running water and soap/sanitiser.



SITE RULES, GENERAL CONDITIONS & LIMITATIONS

Safely dispose of the sharps container at any of the nominated sites on the SA Health Clean Needle Program List or ask your local medical or waste facility (a link is on the Road Watch-Adopt A Road website).

Note: If a needle / syringe is found by a volunteer but a sharps container is not available, please contact your local Council/Agency and advise the location so they can arrange for collection & disposal. If a needle stick injury occurs refer to the first aid section in this Road Watch-Adopt A Road handbook and follow the guidelines (from page 15 with needle-stick injury on page 19).



GENERAL CONDITIONS AND LIMITATIONS

KESAB

- Acknowledges that the health, safety and welfare of volunteers, employees and stakeholders is of prime importance and should not be impaired or prejudiced by our operations.
- Recognises that the responsibility for Work Health & Safety (WHS) lies with all volunteers and employees. Everyone's involvement and personal commitment is essential in establishing and maintaining healthy and safe working environments.
- Insurance is provided under the Volunteer Protection Act 2001 however personal actions are the responsibility of each individual.

VALUING VOLUNTEERS

Volunteers are the lifeblood of this program and your efforts and input is genuinely valued. Please contact your KESAB Road Watch-Adopt A Road program co-ordinator if you or your group have feedback or require additional information or assistance.

Thank you for playing an important role in improving our environment and helping to keep South Australia litter free. You can share your stories by submitting information via email to be used in the quarterly newsletter or on social media like the Facebook page. Any images should be accompanied by a relevant media release permitting use by all involved parties. Please contact the program co-ordinator should you require a copy of this document or download it from the KESAB website.

To ensure that the program continues to meet needs and improve over time, all feedback is welcome at any time. Surveys may be conducted from time to time and we encourage participation as this informs program direction.



FIRST AID GUIDELINES

FIRST AID TRAINING

Current first aid training and knowledge is advantageous when carrying out first aid duties, however the guidelines contained herein, are designed to be followed and performed by an untrained person. All volunteers are responsible for keeping an appropriate first aid kit available at all clean-up activities and responding to incidents as outlined within this handbook.

Information is taken from © St John Ambulance Australia.

St John first aid protocols are for the Australian market only. All care has been taken in preparing the information, but St John takes no responsibility for its use by other parties or individuals. St John encourages first aid training as this information is not a substitute for first aid training. This information is for use over a 12-month period only. For more information on St John first aid training and kits visit <http://www.stjohn.org.au/> or call 1300 360 455.

For general first aid fact sheets visit: <https://stjohn.org.au/first-aid-facts>





CPR

DRSABCD ACTION PLAN

CPR is most successful when administered as soon as possible. Follow these steps:

D DANGER

Ensure the area is safe for yourself, others and the patient.

R RESPONSE

Check for response – ask name - squeeze shoulders.

No response

- Send for help

Response

- Make comfortable
- Check for injuries
- Monitor response



S SEND FOR HELP

Call the emergency hotline: (000) or from mobiles or remote areas (112).

You may instruct another person to make the call, ensuring that they have appropriate information to guide a response (location, contact details, situation details, number of patients, consciousness, response etc.)

A AIRWAY

Open mouth - if foreign material is present:

- Carefully place the patient into the recovery position
- Use the patient's own fingers to clear the airway

Open airway by tilting head with a chin lift.



CPR

DRSABCD ACTION PLAN

CPR is most successful when administered as soon as possible. Follow these steps:

B BREATHING

Check for breathing - look, listen and feel.

Not normal breathing

- Start CPR

Normal Breathing

- Place into the recovery position
- Monitor breathing
- Manage injuries
- Treat for shock



C CPR

Start CPR - 30 chest compressions: 2 breaths (breaths optional).

Continue CPR until help arrives or patient recovers. Use the heel of the hand for adults and two fingers for an infant, compressing 1/3 of the body depth.



D DEFIBRILLATION

Apply defibrillator if available and follow the voice prompts.



SNAKE BITE & OTHER BITES

SNAKE BITE

1. Follow first aid steps (DRS ABCD) as shown on previous pages: 16-17.
2. Reassure the patient and ask them not to move.
3. Apply a broad crepe bandage over the bite site as soon as possible.
4. Apply a pressure bandage (not a tourniquet) over the broad crepe bandage"
 - o Firm heavy crepe or elasticised roller bandage.
 - o Start just above the fingers or toes of the bitten limb and move upwards on the limb as far as can be reached (including the snake bite).
 - o Apply the pressure bandage tightly without stopping blood supply to the limb.
5. Immobilise the bandaged limb with splints.
6. Ensure the patient does not move.
7. Write down the time and location of the bite and when the bandage was applied:
 - o Stay with the patient.
 - o Check circulation in fingers or toes.
 - o Manage the patient for shock.
 - o Stay with the patient until medical help arrives.
8. As soon as possible contact the Road Watch-Adopt A Road program co-ordinator:
 - o Complete the incident / injury form.
 - o Follow up with a risk assessment and provide any additional information requested.



OTHER BITES

1. Follow DRS ABCD.
2. Wash the bitten area to remove venom from the skin or remove barb.
3. Keep the patient still to reduce toxic effects of the venom.
4. Apply a wrapped ice pack / cold compress (if available) for up to 10 minutes.
5. If the bite is on a limb, raise the limb to limit swelling.
6. Seek medical advice asap.



NEEDLE STICK INJURY

STEPS

1. Stay calm.
2. **Encourage the wound to bleed** (by gentle squeezing):
 - o As soon as possible wash the area with running water and soap.
 - o Apply an antiseptic and a dressing.
3. **Visit your local doctor or hospital emergency department** promptly for:
 - o Blood testing, counselling and possible Hepatitis B / C and Tetanus inoculation. (Please ascertain from the medical professional if the needle / syringe is required to be presented for testing)
4. As soon as possible contact your Road Watch-Adopt A Road program co-ordinator:
 - o Complete the incident / injury form.
 - o Follow up with a risk assessment and provide any additional information requested.





KEY INCIDENT INFORMATION

This information is useful for emergency services and when completing incident reports. Please detail as much information as possible as soon as possible to ensure accurate records.

Group / individual name	
Contact phone number	
Address of incident	
Details of patient	
DETAILS OF INCIDENT	
Date	
Time	
Location	
Nature of incident	
Treatment administered	
Emergency service involvement	
Type of incident	
Cause of incident	
Risks to consider	
Reported to whom	
Comments	
Signature	



TELEPHONE NUMBERS FOR PERSONAL USE

Name of person / organisation	Phone number
Emergency services (Ambulance / Police / Fire)	000 (or from mobile / remote: 112)
Country Fire Service / Bushfire hotline	000 / 1800 362 361
State Emergency Service	132 500
Poison Information Centre	13 11 26
Traffic Management Centre	1800 018 313
KESAB / Road Watch - Adopt A Road	(08) 8234 7255
Local police station	
Local council office	
Local roads authority	

A full copy of KESAB's volunteer insurance policy can be provided by the KESAB Road Watch-Adopt A Road program co-ordinator upon request.



ROAD WATCH

ADOPT A ROAD



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Printed on recycled paper.
