



## Carmel Cares

### Volunteer Safety Guidelines

Carmel Cares has been given permission by the City of Carmel to have its Volunteers conduct maintenance and improvement projects throughout the City. As part of this agreement, Carmel Cares Volunteers must adhere to the following Safety Guidelines to minimize the chances of injuries and to minimize any inconvenience to locals and visitors while our projects are underway. Prior to participating in any Carmel Cares project, your Project Manager will review these guidelines with you and will have you acknowledge receipt by signing this document.

Your safety and the safety of those around you is our number one priority. Whenever conducting any activity, always consider whether you are taking any risk of injury to yourself or others. If you are in any doubt, do NOT undertake the task. Many times, we have professionals assisting us from private landscaping companies or the City Public Works Department. They are trained to handle tasks with inherent risks.

1. Always be aware of your surroundings and the effect that your work could be causing to yourself and others. Please pay attention and focus on your task. Inattention and not being aware of your surroundings can cause injury to yourself and others.
2. Always use Carmel Cares A-frame signage to alert passersby that our project is in progress. Have your Project Manager put out cones to alert for an existing hazard.
3. Always wear clothing that can protect you from the environment in which you are working. This includes sturdy shoes, jeans, long-sleeve shirts, work gloves and a hat to protect you from the sun. Sturdy gloves will help deter injury from sharp objects like glass and metal which may have been discarded in areas we are maintaining. It is your responsibility to wear protective clothing.
4. Always use the proper tool for the job and use the tools properly. Seek out guidance if you are unsure of which tool to use or how to use the tool by asking a professional. You should use tools to clear out underbrush rather than using your hands. Unless you have proper training and experience using power tools, you should let professionals handle those tasks. When using cutting tools to do trimming, be very aware that they are sharp and have great leverage power. Careless use can cause serious injury. Never leave your tools in areas that could cause someone to trip on them or be hurt.
5. Work in a team of two people, when at all possible and it makes sense, to help increase the level of safety for the participants and to call for help if there is an accident.

6. Wear eye protection especially when using blowers, weed whackers, trimming trees or working in brush. Branches of plants can spring back, or debris can enter the eyes causing serious injuries. Protective goggles will be available for your use on site. Please ask the Project Manager for any protective gear that you may not have.
7. Do not lift heavy objects that might strain your back or your legs. Any lifting should be done using your legs, not your back. Do not overload garbage bags. Get assistance from professionals on site to help with any objects that you cannot handle or leave for Public Works to pick up later.
8. Be cautious when working near traffic such as in center medians, in the roads cleaning gutters or on the shoulders of roads. Always wear safety vests with reflective colors and face traffic to be aware of approaching cars. Wait until traffic has cleared before continuing work. If working in a defined area, place safety cones out to alert drivers. Public Works should be notified if you are going to do work on major thoroughfares like Ocean Avenue, San Carlos Street, Junipero Street or Carpenter Street. You can get cones and vests from your project manager before starting your task.
9. Do not climb trees. Public Works has professionally trained staff for this.
10. Do not walk on the coastal bluffs. Public Works or other professionals will do any tasks that involve the coastal bluff areas.

**ACCEPTANCE:**

I have read the above Safety Guidelines and agree to follow them whenever participating in a project for Carmel Cares.

Volunteer Name Printed: \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_