

<b>To:</b>	Warden Hicks and Members of Grey County Council
<b>Committee Date:</b>	March 28, 2019
<b>Subject / Report No:</b>	TR-CW-08-19
<b>Title:</b>	Adopt A Road Program
<b>Prepared by:</b>	Graham Wilson, Maintenance Manager
<b>Reviewed by:</b>	Pat Hoy, Director of Transportation Services
<b>Lower Tier(s) Affected:</b>	Member Municipalities
<b>Status:</b>	Recommendation adopted by the Committee as presented as per Resolution CW79-19; Endorsed by County Council on April 11, 2019 as per Resolution CC30-19.

## Recommendation

1. That Report TR-CW-08-19 be received and that the updated Adopt A Road Procedure MS-TS-002 and the updated Adopt A Road Program Permit for Organizations and Groups be approved; and
2. That the Director of Transportation Services be delegated signing authority and that this revision be included in the next Delegation of Duties Policy update.

## Executive Summary

Transportation Services and Clerks Departments have updated the Adopt a Road Program to make participation easier and safer, while still protecting the County from potential liability.

## Background and Discussion

Grey County's Adopt A Road (formerly Adopt a Highway) Program has been active for many years. It has been well received and provides residents with an opportunity to improve the appearance of their areas and protect the environment from litter. This program, along with the School Spring Litter Pickup Program, is the primary means of cleaning up roadside garbage.

There are some risks in having members of the public actively working on Grey County roads, but increased community involvement and the resulting road appearance provide a significant benefit to the community. Grey is making every effort to limit liability in the program through education.

Feedback from the 2015 Program update was negative. The Transportation Services and Clerks Departments began work on updates to the program in 2016. The following are some highlights of the updates to the procedure and permit.

- The application changed from an agreement to a permit and as a result the permit is easier to complete as it isn't required to be signed by the Warden and Clerk.
- The procedure includes clear pictures and photos that emphasize health and safety.
- The procedure removes the minimum participant age of 16, as long as the younger participants are supervised.
- The 2015 Program's insurance requirements were a struggle for small community groups. Now participants can be additional insured under the County's liability insurance policy (for volunteers).
- A map is being developed for applicants and will be available on grey.ca to provide details on what Grey Roads are available.

The policy and procedure have been combined into one document for ease of reference.

## Legal and Legislated Requirements

The County's Insurer was consulted and was provided with the information regarding volunteer coverage, which they approved.

Additionally, the County's Insurer recommended that on each cleanup date, all participants print and sign their name on a dated attendance sheet and confirm that they have reviewed and understand Schedules C Rules for Safe Roadside Cleanup and D What You Need to Know About Critical Injuries As A Participant. This has been addressed in Schedule A Participant Form.

## Financial and Resource Implications

Every responsible group gets recognition on a road sign. The cost of installing and removing signs is \$430.00 per application.

An insurance claim in connection with this permit could impact the premiums. To date, no claims have arisen from this Program.

The Information Technology Department will assist with the creation of the GIS map.

## Relevant Consultation

- Internal
  - Clerks Department
  - Information Technology Department
  - Legal Services Department

- External
  - Frank Cowan Insurance

## Appendices and Attachments

[TR-TAPS-23-15 Adopt A Highway Procedure](#)

Adopt A Road Program Procedure

Adopt A Road Program Permit

## Adopt A Road Program

**Approved by:**

**Last Modified Date:** 2019

**Date Approved:**

**Scheduled for Review by:** 2024

**Replaces:** MS-TS-002-001

**Procedure Number:** MS-TS-002

**Author:** Transportation Services

### References and Related Documents

[Adopt A Road Program Permit](#)

### Forms

[Critical Injury Report Form](#)

[Employee Incident Report](#)

## Purpose

The Grey County Adopt A Road Program (“Program”) has been established as a public service program for volunteers to pick up litter along Grey County roadsides. It is a way for environmentally conscious citizens, community and civic organizations, private businesses and industry to contribute to a cleaner and more beautiful Grey County. Grey County installs a roadside sign acknowledging Program participation. Road and volunteer safety is of primary importance in all County decisions related to the Program.

## Scope

Interested groups can apply to the Program by contacting the Transportation Services Department at 519-376-7337, extension 1217 or by email at [roads@grey.ca](mailto:roads@grey.ca).

## 1.0 Definitions

- 1.1 “Organization” is a legal entity currently registered with an Ontario Corporations number or a church.
- 1.2 “Group” is a family, individual, or informal group that is not a legal entity.

## 2.0 Process

### 2.1 Program Information

- 2.1.1 Those wishing to participate in the Adopt A Road Program work with Transportation Services to complete the County’s Adopt A Road Permit.

- a) There is one permit on the Grey County website which provides details for organizations (with an Ontario Corporations number or churches) and groups (families, individuals and informal groups).
  - b) The permit term is five (5) years. Transportation Services make sure that the participants organize and conduct two cleanups each year for the term of the permit.
- 2.1.2 The Program operates May 1<sup>st</sup> to October 10<sup>th</sup> annually. The Organization/Group will do a spring and fall cleanup each year of the Program.
- 2.1.3 Transportation Services and the Organization/Group determine roads/sections for adoption and the preferred dates of cleanup and rain dates throughout the Term of the permit. The Director of Transportation Services provides final approval.
- 2.1.4 The Organization/Group chooses a Designated Contact who has authority to sign on behalf of the Organization/Group.
- 2.1.5 Transportation Services provide an annual update report to Grey County Council including the number of kilometres of adopted road, any safety or other issues arising, increase or decrease in participation and any requests for change, etc.
- 2.2 For Organizations
- 2.2.1 Transportation Services prepares the permit using the Adopt A Road Program Permit.
- Transportation Services verifies that the Organization is an existing legal entity and prints proof for the file. Churches aren't required to be an Ontario Corporation.
- 2.2.2 Transportation Services reviews the permit and the responsibilities with the Designated Contact with particular attention to Schedule C Rules for Safe Roadside Cleanup and Schedule D What You Need to Know About Critical Injuries as a Participant.
- 2.2.3 The Organization completes and signs the permit and gives it to Transportation Services with a certificate of insurance. This can happen by email.
- 2.2.4 Transportation Services makes sure the insurance certificate meets the permit requirements.
- 2.2.5 Transportation Services finalizes the permit and gives a signed permit to the Organization.
- 2.2.6 The Organization confirms each cleanup date with Transportation Services at least three days before each cleanup.

- 2.2.7 Transportation Services confirms supply pick up details with the Organization and arrange for the supplies to be available for pick up.
  - 2.2.8 The Organization reviews the permit details with each participant with particular reference to Schedule C Rules for Safe Roadside Clean-up and Schedule D What You Need to Know About Critical Injuries as a Participant before each roadside cleanup and provides copies of Schedules C and D to participants.
  - 2.2.9 The Organization has each participant or legal guardian sign Schedule A Participant Form before the event starts and sends the completed form to Transportation Services.
  - 2.2.10 The Organization contacts Transportation Services to let them know that garbage is ready to be picked up.
  - 2.2.11 The Organization provides details of any injury to Transportation Services.
    - a) Transportation Services completes the injury reporting and requirements using the above injury reporting forms.
  - 2.2.12 The Organization completes Schedule E Roadside Cleanup Record.
  - 2.2.13 Transportation Services arranges for garbage pick-up and disposal.
  - 2.2.14 Transportation Services posts a road adoption sign acknowledging the group's efforts.
  - 2.2.15 When the permit is terminated, Transportation Services removes the Adopt A Road Program Sign.
- 2.3 For Groups
- 2.3.1 Transportation Services prepares the permit using the Adopt A Road Program Permit.
  - 2.3.2 Transportation Services reviews the permit and the responsibilities with the designated contact with particular attention to Schedule C Rules for Safe Roadside Cleanup and Schedule D What You Need to Know About Critical Injuries as a Participant.
  - 2.3.3 The Group completes and signs the permit and gives it to Transportation Services.
  - 2.3.4 Transportation Services finalizes the permit and give one signed permit to the Group.
  - 2.3.5 The Group confirms the cleanup date with Transportation Services.
  - 2.3.6 Transportation Services confirms the supply pick up details with the Group and arrange for the supplies to be available for pick up.

- 2.3.7 The Group reviews the permit details with each participant with particular reference to Schedule C Rules for Safe Roadside Cleanup and Schedule D What You Need to Know About Critical Injuries as a Participant before each roadside cleanup and provides copies of Schedules C and D to participants.
- 2.3.8 The Group has each participant or legal guardian sign Schedule A Participant Form before the event starts and sends the completed form to Transportation Services.
- 2.3.9 The Group contacts Transportation Services to let them know that the garbage is ready to be picked up.
- 2.3.10 The Group provides details of any injury to Transportation Services.
  - a) Transportation Services completes the injury reporting and requirements using the above injury reporting forms.
- 2.3.11 The Group completes Schedule E Roadside Cleanup Record.
- 2.3.12 Transportation Services arranges for garbage pick-up and disposal.
- 2.3.13 Transportation Service posts a road adoption sign acknowledging the group's efforts.
- 2.3.14 When the permit is terminated, Transportation Services removes the Adopt A Road Program sign.

Permit Number (Office Use Only)	
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# Adopt A Road Program Permit

Transportation Services Department  
 595 9<sup>th</sup> Ave East, Owen Sound, ON N4K 3E3  
 Fax: 519-376-0967 / Email: [roads@grey.ca](mailto:roads@grey.ca)

The County's Adopt A Road Program is a public service program for volunteers to pick up litter along Grey County road right-of-ways. It lets Groups/Organizations contribute to a cleaner and more beautiful county road system and helps protect the environment. The Organization/Group is recognized by a sign posted by Grey County acknowledging participation in the program.

### Application For:

Group

A Group is a family, individual, or informal group that is not a legal entity.

Organization

An Organization is a legal entity currently registered with an Ontario Corporations number or a church.

### Applicant Contact Information:

Name of Organization or Group	
Name of Contact Person	
Address (Including Postal Code)	
Telephone Number	
Fax Number	
Email	

The Organization/Group will perform roadside cleanup by picking up litter from the right-of-way of:

Grey Road Number	
From (nearest intersection or civic address number)	
To (nearest intersection or civic address number)	
Patrol	

The County and the Organization/Group agree to the following:

### 3.0 Schedules

This Permit includes the following schedules:

- a) Schedule A Participant Form
- b) Schedule B Date and Material Request Form
- c) Schedule C Rules for Safe Roadside Cleanup
- d) Schedule D What You Need to Know About Critical Injuries as a Participant
- e) Schedule E Roadside Cleanup Record

### 4.0 Term and Termination

- 4.1 This Permit is effective as of the date all parties have signed the Permit and will end no later than October 11<sup>th</sup> of the year of expiry.
- 4.2 The Organization/Group may terminate this Permit by giving written notice to the County of its intention to terminate.
- 4.3 The County may terminate this Permit:
  - a) In the event of a breach by the Organization/Group of any of the terms or conditions of this Permit,
  - b) If the County determines that continuing with this Permit would no longer be in the County's best interest to do so, or would jeopardize public safety; or
  - c) If the County's Adopt A Road Program is discontinued.

### 5.0 Responsibilities of the Organization/Group

- 5.1 The Organization/Group shall satisfy all responsibilities of the Organization/Group described in this Permit and its attached schedules.
- 5.2 The Organization/Group will perform roadside cleanup by picking up litter from the right-of-way of the permitted Grey Road(s).
- 5.3 The Organization/Group will perform roadside cleanup at least once in the spring and once in the fall each year during the term of this Permit. Roadside cleanup may only take place between May 1<sup>st</sup> and October 10<sup>th</sup>, and not on statutory holiday weekends.
- 5.4 The Organization/Group shall identify a person to act as its main point of contact/designate with the County (hereinafter referred to as "Designated Contact") with respect to its obligations under this Permit.
- 5.5 At least five business days before each roadside cleanup, the Organization/Group will request and confirm the date(s) for cleanup with the County's Transportation Services Department using Schedule B Date and Material Request Form.

The Organization/Group will only perform roadside cleanup on the dates approved by the County.
- 5.6 The Organization/Group will pick up the supplies from the County at least one business day before the cleanup. The Organization/Group will return the supplies to the Patrol Depot on the next business day after the cleanup.



- 5.7 Before each roadside cleanup happens, the Organization/Group shall make sure that all of its roadside cleanup participants understand and follow the relevant terms of this Permit with particular attention to Schedule C Rules for Safe Roadside Cleanup.
- 5.8 The Organization/Group will discuss the cleanup route with all of its roadside cleanup participants, highlighting:
  - a) High traffic areas
  - b) Limited vision on hills or curves
  - c) The fact that bright sunshine makes it harder for drivers and participants to see each other
  - d) The fact that vehicles take longer to stop when it is raining
- 5.9 The Organization/Group will have all participants sign Schedule A Participant Form on the day of the roadside cleanup and send it to Grey County Transportation Services Department.
- 5.10 The Organization/Group will supervise minors (at least 1 adult to 5 minors) and will make sure that there is an adult over 18 years old present to supervise the minors (supervisors must be present in the group; not just watching from a car).
- 5.11 If a participant is under 18 years of age, a parent or legal guardian must sign consent on the Schedule A Participant Form, confirming that the participant has the capacity to understand the relevant Permit details and be able to safely participate.
- 5.12 The Organization/Group will make sure that the road work signs provided by the County for use during each roadside cleanup event are placed 2 metres from the edge of the pavement, and at least 100 metres ahead of the section of road being cleaned, approaching from both directions to warn drivers.
- 5.13 Cleanup shall not be carried out on bridges or other structures.
- 5.14 Cleanup shall only be carried out in the areas between the outer edges of the shoulders and the right-of-way boundary (example: the fence line) on either side of the roadway.
- 5.15 The Organization/Group shall provide all transportation, supervision, safety equipment and medical or first aid services required by its roadside cleanup participants while they are performing roadside cleanup activities.
- 5.16 The Organization/Group shall make sure that all roadside cleanup participants obey and abide by all applicable laws and regulations while they are operating within the County road right-of-way and/or performing any activities as a result of this Permit.
- 5.17 The Organization/Group shall advise the County of all injuries at the earliest practical moment by calling 519 376-7337.
- 5.18 The Organization/Group shall be fully responsible for all actions and/or omissions of the roadside cleanup participants while they are performing any and all activities as a result of this Permit.
- 5.19 The Organization/Group shall place the filled garbage bags two metres from the edge of the pavement unless other arrangements for the disposal of the bags

have been approved by the County. It is understood that the County will not pick up garbage bags during weekends.

- 5.20 Immediately upon completion of each roadside cleanup, the Organization/Group shall submit Schedule E Participant Record to the County, noting all hazardous materials observed during the cleanup.

## 6.0 Responsibilities of the County

- 6.1 The County shall satisfy all responsibilities of the County described in this Permit and its attached schedules.
- 6.2 The County shall install signs in recognition of the Organization's/Group's efforts. These signs will be supplied and installed by County Staff at either end of the section of road which is being adopted. The County will remove the signs after the Permit is terminated.
- 6.3 The County will review the details of the Permit with the Organization/Group.
- 6.4 The County will review proposed cleanup dates submitted by the Organization/Group and will provide written approval for those dates or work with the Organization/Group to select alternate dates within five business days of receiving the Organization's/Group's proposed dates on Schedule B of this Permit.
- 6.5 The County will ensure that safety vests, garbage bags, gloves, and road safety signs are available to the Organization/Group before the approved cleanup date(s).
- 6.6 The County will receive injury information from the Organization/Group and complete the appropriate form. The County will advise the Ministry of Labour immediately upon learning of a critical injury. The County will follow up as required.
- 6.7 The County will pick up and dispose of the filled garbage bags from the roadsides unless the Organization/Group and the County have previously made other arrangements.

## 7.0 Insurance Requirements

### 7.1 Organization Requirements

The Organization shall provide the County with an annual certificate of insurance as proof of a valid general liability insurance policy:

- a) In the amount of \$2 million;
- b) Adding Grey County as an additional insured party;
- c) Containing a cross-liability clause in respect of the named insured; and
- d) The Organization will provide to the County 30 days' notice of cancellation or change which reduces coverage of said policy.

### 7.2 Group Requirements

As long as all of the terms and conditions of this Permit are met, liability arising from the Group's actions will be covered under Grey County's General Liability insurance.

## 8.0 Health and Safety, WSIB (Organization Requirements)

8.1 If the Organization is an employer and is paying its employees, contractors or sub-contractors to provide roadside cleanup services under this Permit on its behalf:

- a) The Organization is responsible for all costs associated with its workplace accidents and all premiums or assessments owing to the Workplace Safety and Insurance Board (WSIB), or insurance company if applicable for its own employees. The Organization shall throughout the Term of the Permit, provide the County with evidence of coverage for itself, its employees, subcontractors and subcontractors' employees under the Workplace Safety and Insurance Act or insurance policy.
- b) The Organization shall comply with the Occupational Health and Safety Act (Ontario), the Workplace Safety and Insurance Act (Ontario), the Human Rights Act, (Ontario), and applicable regulations under such legislation and all other legal obligations with respect to worker health, safety and treatment.

## 9.0 Notice

Notices under this Permit must be in writing and delivered to the parties at the addresses provided in this Permit.

## 10.0 Governing Law

This Permit is governed and interpreted by the laws of the Province of Ontario and the laws of Canada. The courts of Ontario have jurisdiction over any matter related to this Permit.

## 11.0 Adherence to Laws

The Organization agrees to follow all applicable federal and provincial laws in carrying out the terms of this Permit.

## 12.0 Severability

Each of the clauses in this Permit is distinct and severable. If any clause is found to be invalid or not enforceable, it will not affect the validity or enforceability of the other clauses in this Permit.

## 13.0 Entire Permit

This Permit and its schedules is the entire Permit between the parties with respect to the Adopt A Road Program for the year and the date of execution of this Permit, and replaces all prior written or verbal Permits, understandings, negotiations and discussions.

## 14.0 Amendment of Permit

This Permit can only be changed by a written document signed by both parties.

## 15.0 Successors and Assigns

15.1 This Permit benefits and binds the parties and their respective successors and permitted assigns.

15.2 Neither party may assign all or any part of this Permit without the written

approval of the other party.

## 16.0 Liability and Indemnification (Organization Requirements)

- 16.1 The County shall not assume any responsibility for injuries, claims, liabilities, expenses, suits or a cross thereof whatsoever arising from the Organization's participation in the County's Adopt A Road Program.
- 16.2 The Organization shall indemnify and save harmless the County, its councillors, employees and agents from any and all liabilities, claims, expenses, demands, actions and causes whatsoever that may arise, directly or indirectly, out of any act or omission of the Organization and its participants in the performance of roadside cleanup services and/or its responsibilities under this Permit.

## 17.0 No Partnership Nor Employee Relationship

Nothing in this Permit means that a partnership, joint venture or employment relationship exists between the County and the Group/Organization or the Organization's/Group's employees, students or volunteers.

I/We hereby acknowledge that I have read and understand the County of Grey Adopt A Road Policy and Procedure, the terms of this Adopt A Road Program Permit Application and further wish to apply for an Adopt A Road Program Permit based on these terms, with particular attention to the safety of minors, by which I/we will abide. I/We have the authority to bind this permit.

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PRINT NAME OF GROUP OR ORGANIZATION

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PRINT NAME

---

SIGNATURE

---

PRINT NAME

---

SIGNATURE

IF A GROUP, PROVIDE WITNESS INFORMATION:

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WITNESS PRINT NAME

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WITNESS SIGNATURE

**OFFICE USE ONLY:**

- APPROVED**  
This Adopt A Road Permit application has been approved. The permit will expire five (5) years from the date of execution as indicated below. Please submit a completed Schedule B Date and Material Request Form to the office at least five (5) business days before each roadside cleanup. The Organization/Group will only perform roadside cleanup on the dates approved by the County.
  
- NOT APPROVED (if not approved, please see comments below)**  
This Adopt A Road Permit application does not conform to County of Grey requirements and therefore will not receive approval. The following outlines the issues preventing approval:

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\_\_\_\_\_  
Director of Transportation Services

\_\_\_\_\_  
Date

5 Year Expiry Date	October 11,
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Upon completion of the cleanup as noted in this Adopt A Road Permit application, the permit holder shall complete and submit the Schedule E Roadside Cleanup Record to the Transportation Services Office.



# Adopt A Road Program

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## Schedule A Participant Form

\_\_\_\_\_ (the Organization/Group) has a current Adopt A Road Program Permit with Grey County.

Cleanup Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

By signing below, I confirm that:

1. I am a participant in the roadside cleanup with the Organization/Group.
2. I have reviewed and understand:
  - a. Schedule C Rules for Safe Roadside Cleanup
  - b. Schedule D What You Need to Know About Critical Injuries as a Participant

Participant Name	Signature/Guardian Signature	Phone Number/ Guardian Name and Phone Number

**\*If participant is under 18 years of age, a parent or legal guardian must sign consent confirming that the participant has the capacity to understand the relevant permit details and be able to safely participate.**

## Schedule B Date and Material Request Form

**Attention:** Transportation Services Department      Tel: 519-376-7337, Ext. 1217  
595 9<sup>th</sup> Ave East      Fax: 519-376-0967  
Owen Sound, ON N4K 3E3      Email: [roads@grey.ca](mailto:roads@grey.ca)

Organization/Group: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

Roads/Sections: \_\_\_\_\_

\_\_\_\_\_

Preferred Date of Cleanup: \_\_\_\_\_ Rain Date: \_\_\_\_\_

Number of Participants: \_\_\_\_\_ Supply Pick-Up Date: \_\_\_\_\_

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### OFFICE USE ONLY

The approved roads for the cleanup are located in Patrol       A       B       C       D

Approved       Not Approved

\_\_\_\_\_  
Area Foreman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Transportation Services

\_\_\_\_\_  
Date

### Tracking of Supplies

Safety Signs       Quantity Supplied \_\_\_\_\_      Quantity Returned \_\_\_\_\_

Safety Vests       Quantity Supplied \_\_\_\_\_      Quantity Returned \_\_\_\_\_




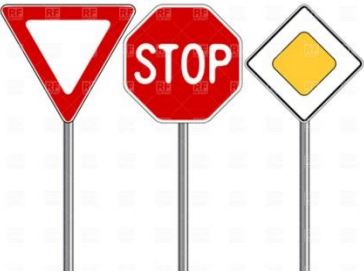

Hazardous Material Flags

Gloves Supplied






Garbage Bags Supplied

## Schedule C Rules for Safe Roadside Cleanup

The Organization/Group is responsible for making sure that everyone participating uses good judgment and is safe during the roadside cleanup. The rules in this guide must be discussed with and understood by all participants before each roadside cleanup.

	<p><b>Always wear the gloves and safety vests provided.</b></p> <p>Dress for the weather</p> <p>Wear clothes that let you move freely</p> <p>Wear suitable footwear; heavy boots or work boots are best to protect from nails, etc.</p>
	<p><b>Do not use headphones.</b></p>
	<p><b>Watch for cars and other vehicles.</b></p> <p>Drivers may not expect to see volunteers working</p>
	<p><b>Obey all traffic laws</b></p> <p>Obey all signs and use intersections when crossing the road if possible</p>
	<p><b>Work in pairs or teams</b></p> <p>Look out for each other</p> <p>Work safely</p> <p>Stay hydrated</p>



	<p><b>Plants and insects</b></p> <p>Watch out for hazardous plants (poison ivy) and stinging insects</p>
	<p><b>Walking on roads</b></p> <p>Work on one side of the road at a time</p> <p>Pick up litter walking against traffic so you see what is coming toward you</p> <p>Don't walk on the road or shoulder except when crossing the road</p>
	<p><b>Don't touch hazardous litter</b></p> <p>If it looks dangerous, don't touch it</p> <p>Flag closed containers, or possible hazardous materials for Grey County staff to pick up</p>
	<p><b>Garbage bags</b></p> <p>Tie up the garbage bags so the litter doesn't blow away</p> <p>Leave garbage bags at the end of each road section</p> <p>Use lots of garbage bags instead of overfilling</p> <p>If the bags are too heavy, leave them where they are</p>
	<p><b>In case of an emergency</b></p> <p>If possible, keep a cell phone handy</p>

## Schedule D What You Need To Know About Critical Injuries As A Participant

This fact sheet has been prepared to ensure that Participants understand what a critical injury is and the steps that must be taken if a critical injury happens during a Grey County Adopt A Road Program pick-up on County roadsides.

<b>What Is A Critical Injury?</b>
<b>An injury to a person of a serious nature, that:</b>
<ol style="list-style-type: none"> <li>1. Places a life in jeopardy.</li> <li>2. Produces unconsciousness.</li> <li>3. Results in a substantial loss of blood.</li> <li>4. Involves the fracture of a leg or arm (not a finger or toe).</li> <li>5. Involves the amputation of a leg, arm, hand or foot (not a finger or toe).</li> <li>6. Consists of burns to a major portion of the body; or</li> <li>7. Causes the loss of sight in an eye.</li> </ol>
<b>If there is a critical injury, immediately contact Grey County with:</b>
<ol style="list-style-type: none"> <li>1. Name of Organization/Group.</li> <li>2. A description of the incident and the injury sustained.</li> <li>3. A description of the equipment and/or vehicles being used, if any.</li> <li>4. The time and place of the occurrence.</li> <li>5. Name and address of the injured person.</li> <li>6. Names and addresses of witnesses, and name and address of treating physician.</li> </ol>
<b>What to Do if a Critical Injury Occurs During a Roadside Cleanup</b>

1. Arrange transportation of injured person to the hospital. Call 911 if needed
2. If the participants in your group are employees of your Organization/Group, follow the protocols established by your Organization/Group for responding to a critical injury.
3. Secure the scene of injury for Ministry of Labour investigation.
4. Notify Grey County immediately. Grey County will contact the Ministry of Labour immediately.

**Transportation Services Contact: 519-376-7337**

Transportation Services has a dispatch service provider that provides 24/7 dispatch services outside of regular business hours.

The Organization/Group shall ensure that all of its participants are made aware of and understand this information. The Organization/Group shall ensure that multiple participants carry this information with them during every roadside cleanup event.



# Adopt A Road Program

## Schedule E Roadside Cleanup Record

Please complete this form and return it to the address below after finishing each cleanup.

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

Attention: Transportation Services Department  
County of Grey  
595 9<sup>th</sup> Avenue East  
Owen Sound, ON N4K 3E3

Tel: 519-376-7337, Ext. 1217  
Fax: 519-376-0967  
Email: [roads@grey.ca](mailto:roads@grey.ca)

Organization/Group Name: \_\_\_\_\_

Roads/Sections: \_\_\_\_\_

Number of Participants: \_\_\_\_\_

Hazardous Material Observed  Yes  No

Location of Hazardous Material: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Injuries:  Yes  No

List Any Incidents: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Observations (includes damage or obstructions):