



Volunteer Safety Guidelines

Department of Parks and Recreation
City and County of Honolulu

The Department of Parks and Recreation welcomes you and appreciates your commitment to help provide stewardship to City and County of Honolulu parks and unimproved lands. In order to make your project successful we request that you read these volunteer safety guidelines carefully and ensure that you as a volunteer are aware of the proper procedures for performing work on this project. Remember: **SAFETY FIRST!**

Here are some safety procedures to follow:

- Volunteers must be supervised by the Adopter or Project Leader and review the Potential Dangers listing below. Department of Parks and Recreation (DPR) staff is available to give safety presentations to your group prior to your project. Call 768-3034 to schedule a safety class.
- Ensure the volunteer is capable of safely performing the assigned work.
- Be alert! Stop work during bad weather or when unsafe conditions arise.
- Volunteers should wear appropriate clothing such as covered shoes, protective clothing, gloves, eye protection, wear head protection (hat) and apply (and reapply!) sun screen.
- Gloves should be worn when painting over graffiti. Safety Data Sheets (SDS) are available upon request.
- Drink plenty of water during the volunteer event and take breaks as needed.
- Use caution when working close to roadways.

Potential dangers during volunteer events – Not Inclusive:

- Volunteers may find potentially dangerous items while performing cleanups. Notify project leader of dangerous items.
- The Adopter or Project Leader shall ensure that all participants be advised that they may be exposed to risks owing to unforeseen hazards due to the nature of the area. Some hazards that may be encountered include, but are not limited to, the following:
 - Broken glass, nails, splinters, and other sharp objects
 - Medical waste, human waste (hypodermic needles, pill containers, etc.)
 - Abandoned automobiles
 - Automotive parts (batteries, tires, etc.)
 - Liquid contaminants (barrels, miscellaneous containers)
 - Construction materials
 - Discarded Household items (furniture, refrigerators, appliances)
 - Dead animals



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- People who are unlawfully using the designated area and their personal property, including but is not limited to bedding, household items, and waste
 - Unmaintained land, unstable, steep, or slippery terrain or surfaces
 - Hidden roots, dense, tangled vegetation and thorny plants
 - Holes in the ground, broken sprinklers or irrigation lines, broken pipes
- Contact the Volunteer Coordinator or other DPR staff to properly dispose of sharp objects. Do not place sharps, needles or other hazardous waste in trash bags.
 - Never open or pour out closed containers of liquids. These containers may contain dangerous liquids. Dispose of containers carefully in trash bags and alert the Volunteer Coordinator or other DPR staff.
 - Do not over-fill or squeeze trash bags.
 - Avoid lifting heavy objects to keep from hurting your back and use proper lifting techniques. Do not be afraid to ask for assistance.
 - Avoid things that bite or sting such as bees, spiders, centipedes or animals.
 - Do not handle dead animals. Contact the Volunteer Coordinator or other DPR staff 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 the Volunteer Coordinator or other DPR staff.

Finally, please remember that your project should be safe and enjoyable. If you have any questions or need further assistance, please call 768-3034 during business hours. Your project leader will have the available DPR staff contact information during non-business hours.

Mahalo for your service and have a **safe** and productive volunteer event!