



TEAM UP
TO CLEAN UP

VOLUNTEER TRAINING





TEAM UP
to CLEAN UP

- What is the Team Up to Clean Up Program?
- Team Up to Clean Up Responsibilities & Agreement Terms
- Event Guidelines & Organizer Responsibilities
- Planning an Event Cleanup
- Volunteer Activity Ideas
- Safety Tips

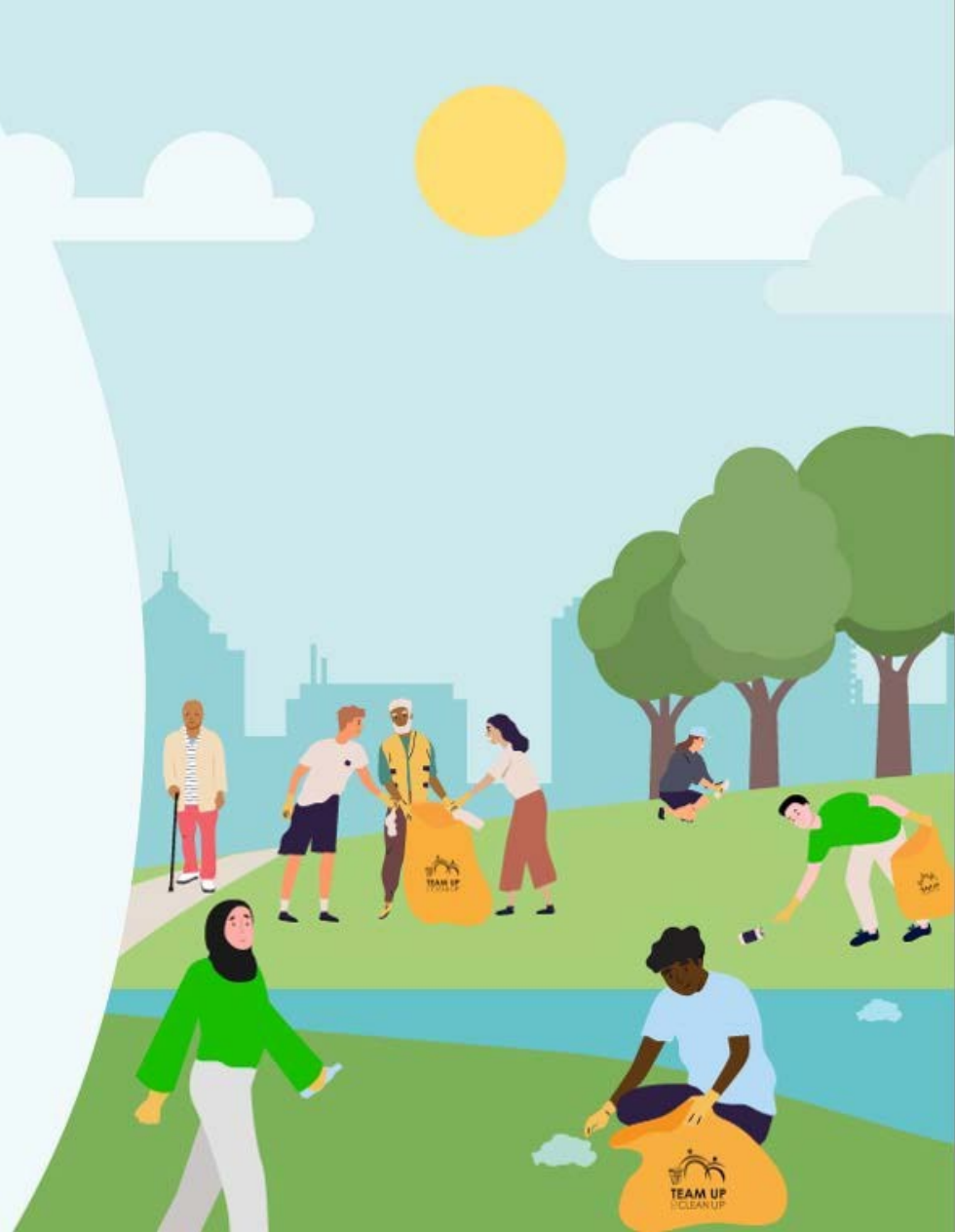
AGENDA





TEAM UP
TO CLEAN UP

What is the Team Up To Clean Up Program?





What is the Team Up to Clean Up Program?

- Year-round city-wide community cleanup program
- Helps keep places in your neighbourhood clean and safe
- This program provides the tools you need to run a successful community cleanup
- The program provides gloves, and specially marked garbage and recycling bags
- You can host a clean up event on City property including; Parks, trails, alleyways, streets and parking lots



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Team Up to Clean Up Responsibilities & Agreement Terms





Team Up to Clean Up Responsibilities & Agreement Terms

Your Clean and Green Coordinator...

- Is responsible for a large group of volunteers
- Acts as a liaison between you and the City of Hamilton, Public Works Department
- Supports access to clean up supplies and program resources



Team Up to Clean Up Responsibilities & Agreement Terms

Team Up to Clean Up Volunteers...

- Review all tools in the Digital [Team Up to Clean Up](#) Toolkit
- Follow all handbook and safety information
- Review the Volunteer Training
- Team leader to ensure the Event Leader and Volunteer Participation Waiver is signed by all, team leader must keep this for their records in case of an incident



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Event Guidelines & Organizer Responsibilities





Event Guidelines & Organizer Responsibilities

- Be familiar with “Safety Guidelines for Volunteers” before your cleanup
- The group organizer is responsible to make your group aware of the safety guidelines
- Provide supervision, safety equipment, and have plans for emergencies including first aid
- Suspend cleanup activities when weather conditions become inclement (fogs, rain, drizzle, high winds, electrical storms, etc.)



Event Guidelines & Organizer Responsibilities

- Ensure that no individual under the age of eighteen (18) is present at the work site without a parent or guardian present
- Ensure no volunteer possesses or consumes illegal drugs, alcohol or cannabis products immediately before or during your event
- If anyone experiences injury or illness, seek medical attention and report the incident to the City:
905-546-CITY (2489)



Event Guidelines & Organizer Responsibilities

- Make sure you have all of the tools and materials required to complete your cleanup safely
- Visit the cleanup location before your cleanup to identify, evaluate, and eliminate health & safety risks to ensure hazards are managed
- Flag closed containers, heavy objects, or suspicious hazardous materials for pick-up and disposal by City staff
- Clean up only during daylight hours



Event Guidelines & Organizer Responsibilities

- Ensure all garbage bags are placed at the designated pick-up sites as pre-arranged during the registration process
- Do not pick up litter on roads, paved or gravel shoulders, medians, bridges, tunnels, overpasses, or around other structure or locations that could pose a danger
- Print off and have each volunteer sign the participant waiver and **keep for your records**



Event Guidelines & Organizer Responsibilities

- Ensure that pets are on a leash and that no potentially dangerous animals are present that could inflict injury or disease
- Follow all laws and regulations relating to safety and such terms and conditions as may be required by the City
- Do not plan cleanups in encampment areas





Event Guidelines & Organizer Responsibilities

Please contact [Hamilton Recreation | Facility Rentals](#):

- If you are planning activities in addition to your cleanup event such as a B.B.Q, a fundraiser, or serving food
- If your event will host more than 15 people and is (more than just a cleanup)
- If you are serving food, you must follow [Public Health Guidelines](#) and that one of your volunteers has a valid Food Handler's Certificate and is onsite



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Planning a Cleanup Event





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to CLEAN UP

Planning a Cleanup Event

Step One: Review the Team Up to Clean Up Digital Toolkit

- The Volunteer Handbook
- The Health and Safety Tip Sheet
- Event Leader and Volunteer Participant Waiver
- Group Photograph / Video Consent, Release and Waiver

* This must be printed off and all volunteers, or their guardians if under the age of 18 that participate in your event must review, agree, and sign. **The organizer is responsible to keep this for their records.**



Planning a Cleanup Event

Step Two: Organize your Cleanup Volunteers

- Create an online Facebook group or a poster to share at your local coffee shop
- Find volunteers by encouraging your friends, family, and neighbours to join your event
- Seek feedback from your volunteers around location and date preferences to gather ideas for dates, times, and locations



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Planning a Cleanup

Step Three: Set the Date

- Using the feedback from your volunteers select a date and time that will ensure a good turnout
 - Look at the weather forecast leading up to your event, set a rain date in case of bad weather
- * If you need to change the date and you have already arranged collection during your registration, please email cleanandgreen@hamilton.ca to advise of the changes as soon as possible



Planning a Cleanup

Step Four: Register Your Event

- Register your event online on the [Team Up to Clean Up](#) website at minimal two weeks before your event date.

You will need following information:

- Number of volunteers you expect to attend your event
- Your park name and location
- Date of your event
- The Municipal Service Centre that you would like to pick up your supplies from



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Planning a Cleanup

Step Four: Register Your Event

You will be able to select the best option for trash disposal following your event:

- 🗑️ Take the bags home with you and place with your weekly trash (our bags are specially marked to ensure they do not impact your weekly limit)
- 🗑️ Request the City to collect our specially marked bags (garbage must be placed beside the garbage cans in your adopted park)
- 🗑️ Waiver to take our specially marked bags to the transfer station yourself at no cost



Planning a Cleanup

Step Five: Host your event and share successes

- Complete the Sharing Success Survey
- Submit highlights and/or photos, by emailing cleanandgreen@Hamilton.ca
- All photos must be accompanied with the Group Photograph Consent, Release and Waiver form found on our website in the Team Up to Clean Up Digital Toolkit



Safety Tips



Safety Tips!

- ⚠️ Wear clothing that will not impair vision or movement
- ⚠️ Wear bright colors to enhance visibility while participating
- ⚠️ Wear a safety vest when near a roadway
- ⚠️ Wear appropriate personal protection equipment
- ⚠️ Wear closed toe shoes
- ⚠️ Use any tools and equipment safely and as intended
- ⚠️ Have younger volunteers ask an adult first if they are unsure about picking up a piece of litter
- ⚠️ Charge and bring your cell phone



Safety Tips!

- ⚠️ Wear sunscreen and bug spray and re-apply as required
- ⚠️ Wear a hat and sunglasses
- ⚠️ Drink water and keep hydrated
- ⚠️ Take breaks and do not over-exert yourself
- ⚠️ Wash your hands after cleaning and before eating
- ⚠️ If you experience any injuries or illnesses during the cleanup, seek medical attention immediately and notify your group leader
- ⚠️ Stay away from current or recent encampment areas



Hazardous Items

Do not pick up or let other volunteers pick up anything that could be hazardous to their health. This includes:

- ⊘ Hypodermic needles
- ⊘ Syringes
- ⊘ Jagged glass or other sharp objects
- ⊘ Animal carcasses
- ⊘ Urine Bottles
- ⊘ Heavy objects
- ⊘ Air brakes



Acute toxicity



Flammable



Pressurised gas



Corrosive



Irritant



Explosive



Aquatic toxicity



Health hazard

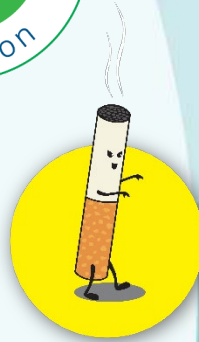


Oxidizer

Flag and report any and all hazardous items to the City by calling **905-546-2489**



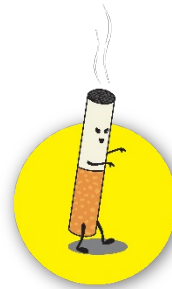
Other Environmental Programs





Other Environmental Programs

- [Adopt-a-Park](#)
- [Cigarette Litter Education](#)
- [Pollinators](#)
- [Trillium Awards](#)
- [City Enrichment Fund](#)
- [Traffic Island Beautification](#)

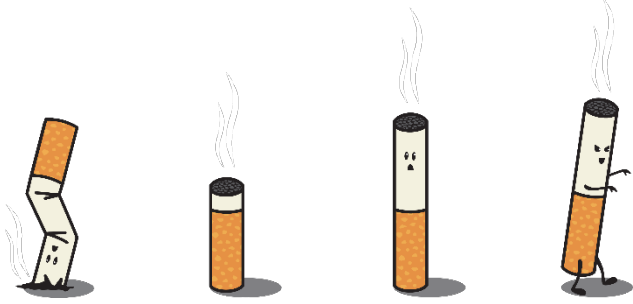




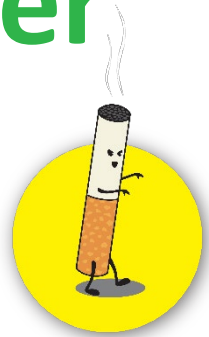
Adopt-a-Park

Adopt-a-Park

- Year-round program
- Volunteers contribute to the Biodiversity Action Plan and the Litter, Waste and Urban Forest Strategies
- Volunteers help maintain and care for green spaces, trees, flower and shrub beds in their local park
- Designed to help keep Hamilton Parks litter free, attractive and safe
- Engages volunteers, park users, and community groups to be Clean and Green Champions



Cigarette Litter Education



Cigarette Litter Education

- An estimated 65% of all cigarettes are tossed on the ground instead of placed in an ashtray or waste receptacle
- In Canada, over 8,000 tonnes of cigarette butts are littered each year
- The City of Hamilton provides free Pocket Ashtrays, and can be picked up through one of our Municipal Service Centres, or Hamilton Public Libraries
- Sidewalk ashtrays are also available within the Barton Village BIA area



Pollinators

Pollinators

- Hamilton is the 39th city in Canada to be designated as a Bee City
- We commit to continue to create new pollinator habitats, provide education and community outreach opportunities, and look for innovative ways to celebrate pollinators in our city
- **What is a Bee City?**

A Bee City is part of a North American movement to support pollinator protection.

Bee City communities support collaboration and establish and maintain healthy pollinator habitats within the municipality or First Nation's boundaries

Trillium Awards



Trillium Awards

- The Trillium Awards Program, formally called The Hamilton Beautification Awards Program, was established in 1956
- The program promotes and encourages community pride through the recognition of excellence in landscape design, maintenance and effort to beautify properties making a positive contribution to the City of Hamilton



City Enrichment Fund

City Enrichment Fund

- The City of Hamilton recognizes the value and commitment from the not-for-profit sector by investing through the City Enrichment Fund across seven sectors: Agriculture, Arts, Communities, Culture & Heritage, Community Services, Digital, **Environment**, Sport & Active Lifestyles.



Hamilton in Bloom

Traffic Island Beautification

- The Hamilton in Bloom sponsorship program turns traffic islands into beautiful flower beds
- The program offers a great opportunity to reach your target market in an innovative way
- Your sponsorship will be recognized in several ways, including the installation of a sign visible to motorists and pedestrians who travel by the flower beds every day



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Questions?

Email:

cleanandgreen@hamilton.ca

905-546-CITY (2489)

