



TEAM UP to
CLEAN UP

VOLUNTEER TRAINING





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AGENDA

- 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





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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 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





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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.)



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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)



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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



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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**



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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





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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



Planning a Cleanup Event



Team Up to Clean Up

Environmental Services, Public Works



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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.**



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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



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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



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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



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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





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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





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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

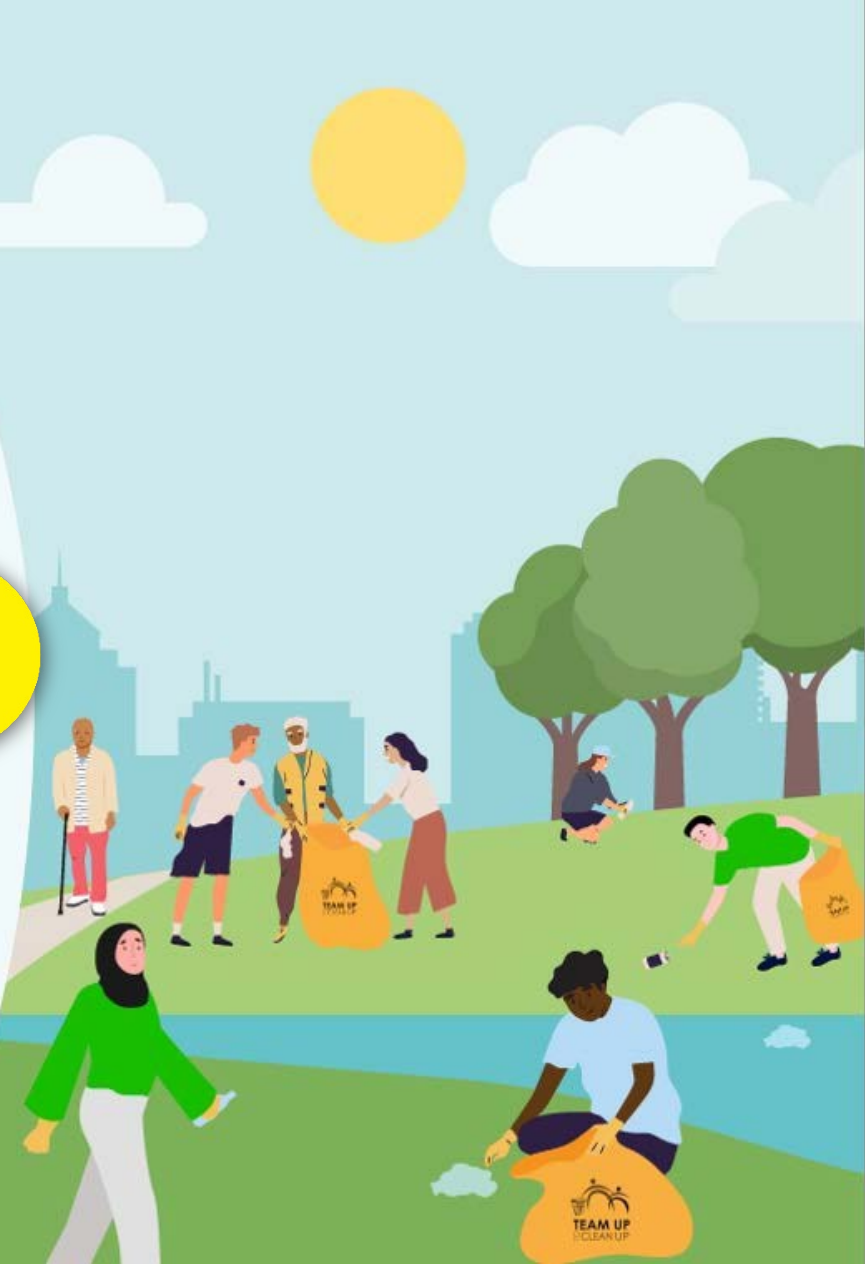
Flag and report any and all hazardous items to the City by calling **905-546-2489**



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Other Environmental Programs

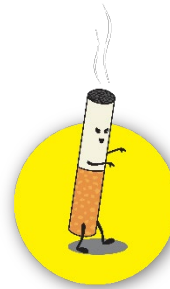




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Other Environmental Programs



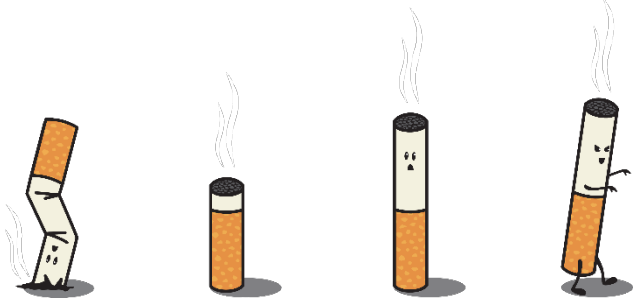
- [Adopt-a-Park](#)
- [Cigarette Litter Education](#)
- [Pollinators](#)
- [Trillium Awards](#)
- [City Enrichment Fund](#)
- [Traffic Island Beautification](#)
- [Environmental Initiatives](#)



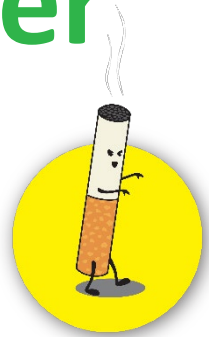
Adopt-a-Park

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)

