# Community Clean-Up Trailer Volunteer Package

## Program Overview

The Community Clean-Up Trailer is a transportable unit filled with supplies needed to clean and maintain a public space. This can include parks, alleyways, parking lots, neighbourhoods, trails, sidewalks, and boulevards. Volunteer groups can email cleanuptrailer@thunderbay.ca to book the trailer for a clean-up event, and the trailer will be delivered to their chosen site. All waste collected from the clean-up will be brought to the Solid Waste & Recycling Facility in the trailer and disposed of free of charge.

The goal of The Community Clean-Up Trailer is to provide Thunder Bay with an accessible and transportable resource to help keep our City Clean, Green, and Beautiful. The Community Clean-Up Trailer can be utilized to improve the cleanliness of our city, provide meaningful volunteer opportunities to the public, and increase civic pride.

The Community Clean-Up Trailer is operational each year from May to September. Visit our website at thunderbay.ca/cleanup

## Program Agreement

* Exhibit a sense of responsibility in order to achieve the program goals
* Abide by all laws and regulations
* Acknowledge that this volunteer package training is required for the group supervisor to review and share with others
* Sign and return the ‘agreement’ form prior to any cleanup project
* Stay mentally alert
* No drugs or alcohol
* No pets
* No advertising signage
* No trespassing property

## What the City Provides

* Clean-Up Tools: litter pickers, shovels, rakes, graffiti removal spray, rags, brooms, dustpan
* Protective Equipment: Safety vests, gloves, sunscreen, bug spray, first aid kit, hand sanitizer
* Litter Storage: garbage bags, recycling bags, yard waste bags, pet waste bags, garbage bins

## Supervisor Responsibilities

Each volunteer group or organization is required to provide a contact who will act as the supervisor. The volunteer group and supervisor should pick a date, time, and location for their clean-up. This must be requested in advance by email.

### The supervisor must:

* Notify the coordinator when the clean-up will start and finish
* Review this volunteer package
* Review safety tips and volunteer responsibilities with group members prior to start of the clean-up
* Ensure that the safety equipment is distributed and is used properly
* Ensure all safety tips are being adhered to at all times
* Organize the volunteers on-site and keep them together
* Have a cell phone on site and be prepared for emergencies
* Assign 1 supervisor for every 5 youth volunteers
* Read and sign the ‘Community Clean-Up Trailer” Program Agreement

## Safety Tips

* Visit the cleanup location before the cleanup to identify any hazards
* Arrange adult supervision for youth volunteers
* Have youth volunteers ask an adult first if they are unsure about picking up a piece of litter
* Cleanup in groups or pairs
* Wear clothing that will not impair your vision or movement
* Wear all protective equipment provided in the trailer, including safety vests and gloves
* Wear closed-toed shoes
* Use the sunscreen and bug spray provided in the trailer, or your own, as necessary
* Use the hand sanitizer provided if your hands come into contact with litter
* Take frequent breaks in the shade and drink plenty of water
* Suspend activities during bad weather
* Do not clean up near deep or fast moving water or hydro dams
* Do not clean up on roads, paved or gravel shoulders, medians, bridges, tunnels, overpasses, or around other structures or locations that could pose a danger
* Do not pick up hazardous items including hypodermic needles, syringes, jagged glass, animal carcasses, urine bottles, heavy objects, or air brakes.
* Ensure a fully charged cell phone is on hand and call 911 in case of illness, injury, and/or emergency
* To report a problem, contact City Dispatch at 807-625-2195.

## Volunteer Responsibilities

* Volunteers must be familiar with and follow Safety Tips.
* It is the responsibility of the event leader to ensure volunteers have read the Safety Tips and Volunteer Responsibilities
* Oblige by all laws and regulations relating to safety and such terms and conditions as may be required by the City
* Plan for off-road parking
* Provide supervision, safety equipment and have plans for emergencies that include first aid
* Ensure that no individual under the age of thirteen (13) is present without a parent or guardian’s permission
* Provide supervision by one adult for every 5 youth
* Ensure no volunteer possesses or consumes illegal drugs, alcohol or cannabis products immediately before or during a clean up event
* Report any damaged trailer contents to City Staff upon trailer pickup
* Put all supplies back where you originally found them in the trailer at the end of the clean up
* Store garbage, recycling, and yard waste bags in the trailer and wait for City Staff to pick it up
* Alert the coordinator if your clean up event ends early. Do not leave the trailer unattended

## Before Clean-Up Checklist

* Ensure that your booking location, time, and date request has been approved and that the group has been notified of meeting place and time
* Ensure supervisor takes a head count, checks for appropriate clothing, and hands out safety equipment.
* Ensure that you have discussed the safety tips and regulations.
* Ensure all necessary safety equipment is on hand and used by all volunteers. Remember to bring water and cell phones.

## After Clean-Up Checklist

* Ensure that the supervisor keeps the participant list.
* Ensure supplies are put back in the trailer where they were found.
* Ensure all garbage, recycling, and yard waste bags are placed neatly inside the trailer.
* Ensure the trailer is not left unattended. It is the event leader’s responsibility to contact the coordinator for earlier pickup if required.

## Contact Information

**Community Clean-Up Trailer**

email: cleanuptrailer@thunderbay.ca

coordinator phone: 807-625-2315

**Crime reporting**

If it is an emergency, call 911 Visit www.thunderbaypolice.ca/services/online-reporting for online police service reporting

**Graffiti or Stray Animal reporting**

Contact Municipal Enforcement Services at 807-577-6536

**Needle Reporting**

Contact Superior Points at 807-621-7861 or 807-621-7862. Visit www.tbdhu.com/safeneedledisposal for more information

**Other Area Concerns**

To report a problem to the City, call Infrastructure, Development & Operations Dispatch at 807-625-2195.