



TEAM UP OF **CLEAN UP**

Volunteer Handbook



What is the Team Up to Clean Up Program?

Team Up to Clean Up is a year-round city-wide community cleanup program. This program provides all the tools you need to run a community cleanup including gloves, recycling bags and specially marked garbage bags. Thousands of volunteers participate in Team Up to Clean Up each year and invest tens of thousands of volunteer hours to help keep our community clean.

This program helps keep public places in your neighbourhood clean and safe for everyone. You can host a cleanup event on City property including parks, trails, alleyways, streets and parking lots.

How it Works

There are two streams in the Team Up to Clean Up program.

1. One-Time Event Stream

This stream is for those organizing a community cleanup event. **Even if you host multiple events each year, you would register each event individually.**

- 🌿 You will be provided with cleanup supplies for the size of your event
- 🌿 You have access to three options for the disposal of the litter collected at your event including:
 1. Requesting the City to collect the bags from City property;
 2. Being issued a waiver that will allow you to take the litter you collected (permitting the litter collected at your event is in our specially marked garbage bags) to a transfer station of your choice and have dumping fees waived;
 3. Taking the litter home with you and placing with your weekly trash on your normally scheduled collection day without impacting your one-bag limit (permitting the litter collected at your event is in our specially marked bags)

2. Ongoing (multiple cleanups a year) Stream

This stream is for those looking to have **supplies on hand at home for sporadic or regular litter collecting activities**. This stream requires you to take the bags collected home with you and place with your regular weekly trash on your normally scheduled collection day (permitting the litter collected at your event is in our specially marked bags)

After you determine your program stream, **register online, 2 weeks in advance of your event date** to ensure your clean up supplies will be ready for pick up at your local Municipal Service Centre.

Planning your Event (One-Time Event Registrations only)

Step One: Review the Team Up to Clean Up Toolkit

Review all of the documents listed below that can be found in the Team Up to Clean Up Tool Kit:

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

Be sure to print off the Event Leader and Volunteer Participation Waiver form. As the event organizer, you must have all of your volunteers review and sign the waiver when they show up to your event. Please keep this for your records.

Step Two: Organize your Volunteers

Find volunteers by encouraging your friends, family and neighbours to join your cleanup event.

Step Three: Choose a Location

Select an area where you've noticed a lot of litter. Here are some location ideas for your cleanup event:

- 🍃 Sporting events
- 🍃 Neighbourhood streets*
- 🍃 Vacant lots or parking lots (ensure you have property owner permission)
- 🍃 Parks, trails, or play areas*

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We discourage cleanups near busy streets or encampment areas

Step Four: Set the Date

Arrange a date and time that will ensure a good turnout of volunteers. Set a rain date in case of bad weather. If you need to change your date and you have already requested collection, please email cleanandgreen@hamilton.ca to advise of the change details as soon as possible.

Step Five: Register your Event

Register online on the [Team Up to Clean Up Website](#). You will need the following information:

- 🌿 Number of volunteers you expect to attend your event
- 🌿 Location details including where you plan to leave the trash if requesting collection (cleanups in Parks must leave their bags in / beside park garbage cans and indicate the park they are leaving the trash in)
- 🌿 Date of your event
- 🌿 Waste disposal method
- 🌿 The Municipal Service Centre you would like to collect your cleanup kit from

In your confirmation email, a guaranteed cleanup kit availability date will be provided. Your cleanup kit will be available for collection for 30 days.

Volunteer Responsibilities & Terms

- 🌿 If you're planning an event, more than 15 people (more than just a cleanup) in a City park or on City property, be sure to contact Recreation Facilities: [Hamilton Recreation | Facility Rentals](#)
- 🌿 Watch the safety video included in the Team Up to Clean Up Toolkit
- 🌿 Be familiar with "Safety Guidelines for Volunteers" before participating in a clean-up. It is the responsibility of the group representative to assure all volunteers have been made aware of the safety guidelines
- 🌿 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 or shuttle bus-type transportation
- 🌿 Provide supervision, safety equipment and have plans for emergencies that include first aid
- 🌿 Wear a safety vest when near a roadway

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- 🍃 Wear appropriate safety apparel during the clean-up; such as safety glasses and protective gloves (if required)
- 🍃 Do not pick up litter on roads, paved or gravel shoulders, medians, bridges, tunnels, overpasses, or around other structures or locations that could pose a danger
- 🍃 Wear clothing that will not impair vision or movement, bright colors and reflective clothing are recommended
- 🍃 Ensure that no individual under the age of thirteen (13) is present without a parent or guardian's permission
- 🍃 Provide supervision by one adult (18 years of age or older) for every ten (10) or less volunteers under 13 years of age
- 🍃 Ensure no volunteer possesses or consumes illegal drugs, alcohol or cannabis products immediately before or during a Team Up to Clean Up event
- 🍃 Suspend cleanup activities when weather conditions become inclement (i.e. fog, rain, drizzle, high wind, electrical storms, etc.)
- 🍃 Ensure that pets are on a leash and that no potentially dangerous animals are present that could inflict injury or disease
- 🍃 Work only during daylight hours (1 hour after sunrise and 1 hour before sunset)
- 🍃 Flag closed containers, heavy objects, or suspicious hazardous materials for pick-up and disposal by City staff
- 🍃 Put garbage bags at the designated pick-up site(s) as pre-arranged by the City and the group representative

Before Your Team Up to Clean Up Event

1. Ensure that all participants complete the volunteer participant list. Participants under 18 years of age must have the signature of their parent or guardian.
2. Ensure that you have discussed the safety tips and regulations. Identify, evaluate and eliminate Health & Safety risks to ensure that hazards are managed.
3. Make sure you have all tools and materials required to complete your clean up safely and efficiently. Check that your equipment is in good working condition.
4. If you're planning an event in addition to your clean up or a stand alone event, planning a B.B.Q, a fundraiser or serving food, be sure to notify

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Recreation Facilities at Recreation Facility Rentals | City of Hamilton, Ontario, Canada, they will determine if you require a Community S.E.A.T application. If serving food, please ensure that you're following Public Health Guidelines and that one of your representatives has a validated Food Handlers Certificate.

After your clean up:

1. Ensure that you group leader keeps the participant lists.
2. Share any photos and/or highlights by submitting them to cleanandgreen@hamilton.ca. All photos submitted require a signed photo consent form that you can find in the Team Up to Clean Up Toolkit.

Safety First!

It is important that all Team Up to Clean Up volunteers have read the safety information and understand what to do if they come across any hazardous items.

Safety tips

- ▲ Visit the cleanup location before your cleanup date to look for possible hazards.
- ▲ Arrange for adult supervision if you have youth volunteers.
- ▲ Have young volunteers ask an adult first if they are unsure about picking up a piece of litter.
- ▲ Make sure volunteers are safe during the event.
- ▲ Wear a safety vest or bright clothing so volunteers can find you easily in an emergency.
- ▲ Have all volunteers work in pairs or small groups.
- ▲ Ensure all volunteers wear work gloves and closed toe shoes.
- ▲ Use tools and equipment safely and as intended to avoid injury.
- ▲ Remind volunteers to wash hands before eating and at the end of the day.

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- ▲ Keep sunscreen and insect repellent on hand.
- ▲ Make sure all volunteers drink water and keep hydrated.
- ▲ Ensure volunteers take breaks and do not over-exert themselves during the community clean-up.
- ▲ If you experience any injuries or illnesses during the clean-up, seek medical attention immediately.
- ▲ Suspend the cleanup during bad weather (fog, thunder and lightening)

Hazardous Items

Do not allow volunteers to 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

If you come across any hazardous items, flag them and call 905-546-2489.

Emergency Response

- ▲ Bring a phone to call for help (9-1-1) in case of an emergency
- ▲ After calling emergency services, please call (905) 546-2424 x1482 to report the incident to the City

First Aid Kits

You are required to supply your own first aid kit. The kit should be readily available and include, at a minimum, bandages, a compression bandage, antiseptic swabs and tweezers. A member of your group must be trained in basic first aid and emergency procedures to properly administer first aid.

Important Contact Information

Team Up to Clean Up Supplies

Register on our Team Up to Clean Up website at:

www.hamilton.ca/teamuptocleanup

Email: cleanandgreen@hamilton.ca

Events of 15 or more people and beyond a clean up

Contact Recreation Facilities, they will determine if a Community S.E.A.T is required

[Recreation Facility Rentals | City of Hamilton, Ontario, Canada](#)

Graffiti reporting:

Call 911 to report graffiti in progress.

Call (905) 546-CITY (2489) to report existing graffiti.

Vandalism:

Vandalism should be reported immediately to the City of Hamilton by calling (905) 546-CITY (2489). Do not intervene.

Needles:

Found a needle, now what?

If you find a needle on Public property including sidewalks, streets, boulevards, parks, trails or facilities, contact the City of Hamilton, Customer Contact Centre, (905) 546-CITY (2489) and report it.

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- **Needle Syringe Supplies and Disposal**
- **Public Health - Be Smart with Sharps poster**(PDF, 123.95 KB)
- **Public Health - Found a needle, now what? poster**(PDF, 134.21 KB)

Reporting illegal dumping:

Be aware of activities in your neighbourhood. If you see someone illegally dumping or if there are areas where illegal dumping has occurred.

Call (905) 546-CITY (2489)

Provide as much information as you can, including:

- make/model or license plate number of vehicle
- description of people
- any other information you think would help in an investigation

Do not approach anyone you believe is responsible for the dumping. City staff are trained to deal with these situations and are responsible for the investigation.

Public Health, Food Safety Program:

110 King Street West

Hamilton, Ontario L8P 4S6

Phone: 905-546-2489

Fax: 905- 546-2787

Email: foodsafety@hamilton.ca