



Youth Crew Member's Handbook

2021

WELCOME!

Welcome to the Douglas County Summer Youth Litter Program. You have the special opportunity to work in a summer work program for litter control and recycling to improve the surroundings and quality of life in Douglas County.

The Douglas County Summer Youth Litter Program was modeled after the Department of Ecology Youth Crew, and is a way to provide jobs for the youth of Douglas County to remove litter from roadways and public areas, learn about the importance of waste reduction and recycling, and increase public awareness of the environment. This program is funded by the Washington State Department of Ecology, by a tax placed on industries that manufacture or sell items that contribute to the litter problem in our state.

As a Douglas County Summer Youth Litter Program Crew Member, you have a unique opportunity to learn about your environment, as well as gain work experience and earn money in a surprisingly satisfying way. You are a part of a statewide effort to promote litter control, recycling and waste reduction. Welcome to the program. We are happy to have you working with us in cleaning up Douglas County!

THE JOB

Douglas County Summer Youth Litter Program crews consist of up to four Litter Crew Members, ages 14-18, and a trained adult Litter Crew Supervisor. Litter Crew Members clean up mostly rural county roads, as well as roadways, parks and public places in and around the cities and towns of Douglas County.

As a Douglas County Summer Youth Litter Crew Member, you can be proud of the work that you do. Your job is not a glamorous one, but it is necessary and important. With a little effort, you will learn more than you think and experience a strong feeling of accomplishment. More importantly, you will see and learn the importance of taking pride in your surroundings, and the damage to our scenery that just a little trash can do. Hopefully, it will make you think twice about your waste reduction or recycling habits in the future.

WORK HOURS AND PAY

Litter Crew Members work up to 32 hours per week, Monday through Thursday. Your standard work day is no more than 7 hours per day. You will have a 30-minute lunch period each day. Your Crew Supervisor will discuss the starting and finishing times with you.

Your paycheck will be available for pick-up on the 5th day of each payroll month. Medical aid and Medicare OASI tax will be withheld in order to cover your contribution for State Labor and Industrial Insurance. Additionally, social security tax will be withheld in order to cover your contribution to the Social Security system.

APPEARANCE AND HYGIENE

Personal hygiene is the responsibility of each individual. As a Douglas County employee, you are required to present a reasonable appearance of individual neatness, and be inoffensive to co-workers and the public. Proper dress, grooming and hygiene will promote health, safety, well-being and a favorable image of your role as a Douglas County Summer Youth Litter Crew Member.

ATTIRE

Litter Crew Members are provided with a hard hat, leather gloves, safety glasses and DOT approved safety shirts. All personal protective equipment will be worn at all times, unless you are seated inside the program vehicle. **To protect yourself against the elements, you will need to wear long pants without holes or tears (no cuffs, baggy or Capri pants).** It may be hot, but sleeves and long pants can protect you against sunburn, rain, wind, brush, sticks, thorns, nettles, poison ivy, insects and other job hazards. **You will also need sturdy, hard-soled boots, with uppers constructed of leather or leather-like material.** Boots with nylon uppers or mesh inserts are inadequate and will not be allowed.

TRANSPORTATION AND MEALS

Litter Crew Members will meet at a centrally located pickup point designated by the Douglas County Solid Waste Office. It is the responsibility of each Litter Crew Member to provide transportation to and from home and the pickup point. The Douglas County Summer Youth Litter Program provides travel to and from the worksite, which is counted as work time.

When seated inside the work vehicle, the following rules must be observed:

- **Seat belt fastened when the vehicle is in motion.**
- **No horseplay.**
- **No personal stereos, pagers or cell phones.**
- **Hands and arms inside the vehicle windows.**

All Litter Crew Members must bring their own lunch and something to drink and snack on each day. The Douglas County Summer Youth Litter Program will provide a cooler to store lunches and drinks, and a jug containing ice water for your use each day.

YOUR RESPONSIBILITIES

As a Litter Crew Member you are now a public employee and must conduct yourself in a responsible manner. Your behavior, performances and attitude should promote a team player concept and make a favorable public expression. You are expected to:

- Report for work on time every day. In case of sickness or an emergency, you must contact the Solid Waste Program Office at **(509) 888-6613** and your Litter Crew Supervisor before the beginning of the work day.
- Follow directions carefully and seek to maintain the highest standards of personal and group safety.
- Work with the other members of your group and do your share of the work. Have a team player attitude!
- Work steadily and efficiently, and check your work area frequently to ensure you have not missed any litter.
- Always wear your personal protective equipment when outside the program vehicle! Always have your gloves and safety glasses on before exiting the program vehicle.
- Always be aware of your surroundings and the traffic near where you are working. Your safety, and the safety of your co-workers, is our main concern.
- Take good care of the personal protective equipment issued to you and your team.
- If you experience any difficulties or are aware of any problems, discuss them with your Crew Supervisor.

SAFETY IS OUR PRIORITY

Personal commitment to safety practices is a cornerstone of the Douglas County Summer Youth Litter Program! Because you will be working in a hazardous environment, and in order to ensure individual and group safety, you must follow all safety rules and your Crew Supervisor's instructions at all times. Safety meetings discussing these rules will be held on a regular basis. **Failure to follow safety practices could put you, or your co-workers, in danger, and will not be tolerated.**

Traffic volumes in your work areas will vary from light to heavy. All types of vehicles may be passing you at speeds in excess of 60 MPH. There may be high levels of noise, and passing vehicles can kick up debris such as rocks and wood pieces, which have dropped in the traffic lanes. Adverse weather conditions such as rain, wind, ice, fog and extreme heat increase the potential of an accident. Although the safety precautions you will be taking are designed to provide the highest level of visibility to oncoming motorists, you must always be alert to your surroundings. Work facing traffic as much as possible and look up frequently. **Never go into the roadway, work outside the marked safety area, or cross in front of traffic for any reason!**

While picking up litter, there is a possibility that you will run across poisonous snakes or spiders. Please be aware that these hazards exist, and take every precaution to avoid unnecessary contact. Again, be aware of your surroundings, and pay attention while you work. For help in

identifying hazardous snakes and spiders, please refer to handouts available through your Crew Supervisor.

Avoid approaching injured animals. Do not touch any needles, sharps or suspicious containers or objects you locate. Do not pick up unmarked jars or containers of liquid, and avoid any containers that have a suspicious odor. Mark and report these to your Crew Supervisor.

Although you are covered by State Labor & Industries Insurance for work-related injuries, jeopardizing your own safety, or the safety of your co-workers, will not be tolerated at any time. There is absolutely no piece of litter or equipment to be picked up worth sustaining personal injury.

Long hair must be worn in a manner to prevent it from obscuring your vision. Headsets divert your attention and interfere with your hearing, and are not allowed at work. **Unless in the case of an emergency, cell phones will not be used during work hours.** Your personal protective equipment must be worn at all times while at the worksite.

Violations of established safety practices will result in immediate termination of employment.

DISCIPLINARY ACTIONS

Disciplinary actions, including termination, are difficult for both the Litter Crew Member and the Crew Supervisor. While we sincerely hope your job experience will be exciting and fulfilling, the disciplinary process needs to be discussed and understood.

Your Crew Supervisor has the authority to issue a verbal or written reprimand and/or suspend you at his/her discretion. Most disciplinary actions can be handled this way. The decision to terminate a Litter Crew Member is a mutual decision by your Crew Supervisor and the Douglas County Solid Waste Program Office. The decision is based on the nature of the offense, the number of violations and the opinion and recommendation of the Crew Supervisor. In some cases, a single safety violation will be considered justification for termination.

Your best option is to conduct yourself in a mature and responsible manner at all times.

The following is a list of behaviors where disciplinary action (including termination) is deemed necessary. There may also be others:

1. **Poor Attendance:** Competition for Douglas County Summer Youth Litter Program positions is tough. Attendance and punctuality are necessary for the success of the program. In accepting this job, you also accept the responsibility to be at work on time every day. In the event you are unable to work, you must notify your Crew Supervisor or the Douglas County Solid Waste Program Office before the start of work each day. **Litter Crew Members who are repeatedly tardy or who do not call in prior to work will be terminated.** Because of the hazards involved, it is **NOT** permissible to arrive at the worksite after the workday has begun. Also, leaving the worksite without permission is not allowed.

2. Safety Violations: Infractions will be dealt with severely because **safety is of the utmost importance to the Douglas County Summer Youth Litter Program**. Follow your Crew Supervisor's directions and use common sense. **Any violations may result in termination; it depends on the circumstances.**
3. Dangerous Litter: You will not touch potentially dangerous items or materials. If such items are found, you will mark the location, warn other litter crew members to keep away, and inform your Crew Supervisor immediately. Examples of dangerous litter include broken glass, sharps (needles, razors, etc.), weapons, explosives (blasting caps, flares, etc.), chemicals, and/or containers of unknown substances. Wounded or dead animals are not litter, but are to be treated as dangerous.
4. Poor Attitude, Poor Work Performance: A team player approach to your job will promote a good attitude and a good performance. If there is a problem, you should discuss it with your Crew Supervisor. It is your responsibility to pull your own weight as a member of the team. Sloppiness and laziness will lower the teams' morale, and neither will be tolerated. In most cases, your Crew Supervisor will inform you if you are falling short of reasonable expectations in these areas.
5. Insubordination: The refusal to follow the instructions of your Crew Supervisor constitutes insubordination. Listen carefully to your Crew Supervisor's instructions and ask questions if you don't understand. **If you are insubordinate, first offenses will result in a verbal or written reprimand and additional offenses will result in termination.**
6. Aggressive Behavior: Hitting, shoving, threatening, or any other aggressive verbal or physical behavior towards others co-workers will not be tolerated. **Any offense will result in immediate suspension followed by termination.**
7. Theft of County or Personal Property: **Acts of theft will result in immediate suspension followed by termination.**
8. Alcohol or Drug Use: If you are taking any prescription drugs or over-the-counter medicines, please inform your Crew Supervisor. No smoking or chewing tobacco is allowed at any time during the work day. **Use of alcohol or drugs at the worksite will result in immediate suspension followed by termination.**
9. Sexual Harassment, Ethnic Jokes, Teasing, Taunting and Foul Language: Your Crew Supervisor has been trained to recognize and deal with sexual harassment and other personal misconduct, and will explain these issues and policies to you. This type of behavior has no place in any work environment. The Douglas County Solid Waste Program Office has – and will enforce – policies which prohibit sexual harassment in the workplace. **Initial violation will result in a verbal reprimand and an apology. Any repeat infractions will result in immediate suspension followed by termination.**
10. Unauthorized Goods: Possession of dangerous items or weapons, stolen property, alcoholic beverages, illegal drugs or any other illegal or unsafe items will not be tolerated. **Any offense will result in immediate suspension followed by termination.**
11. Littering: **If you are observed littering on the worksite, your employment will be suspended followed by termination.**

12. Snakes & Spiders:

13. Heat Exhaustion & Heat Stroke:

14. Sharps/Drugs: **Never handle sharps/needles without proper PPE.** Program assistant will collect observable sharps/needles using methods such as Pickers and Grabbers if possible. They place sharps/needles into an approved sharps container. **Always notify the supervisor on shift, they should notify the office immediately. Always make sure to take pictures and log information.**



LITTER CREW MEMBER AFFIDAVIT

Note: If you have any questions after reading this handbook, you should discuss them with your Crew Supervisor. Please sign below and keep this booklet to refer to.

In addition, I hereby certify that I have read and understand the contents of my Douglas County Solid Waste Program Youth Crew Handbook.

NAME: _____
Please print

SIGNATURE: _____

DATE: _____