

## Wisconsin Department of Transportation Adopt-A-Highway Contact Information

For additional Adopt-A-Highway program information, please contact the Adopt-A-Highway region listed for the same county in which your highway segment is located.

### North Central Region

**Counties:** Adams, Florence, Forest, Green Lake, Iron, Langlade, Lincoln, Marathon, Marquette, Menominee, Oneida, Portage, Price, Shawano, Vilas, Waupaca, Waushara and Wood

WisDOT North Central Region, Rhinelander Office  
510 North Hanson Lake Road  
Rhinelander, WI 54501

Email: [ncr.dtsd@dot.wi.gov](mailto:ncr.dtsd@dot.wi.gov)  
Phone: (715) 365-3490  
Fax: (715) 365-5780

### Northeast Region

**Counties:** Brown, Calumet, Door, Fond du Lac, Kewaunee, Manitowoc, Marinette, Oconto, Outagamie, Sheboygan and Winnebago

WisDOT Northeast Region, Green Bay Office  
944 Vanderperren Way  
Green Bay, WI 54304-0080

Email: [ner.dtsd@dot.wi.gov](mailto:ner.dtsd@dot.wi.gov)  
Phone: (920) 492-5643  
Fax: (920) 492-5640

### Northwest Region

**Counties:** Buffalo, Chippewa, Clark, Dunn, Eau Claire, Jackson, Pepin, Pierce, St. Croix and Trempealeau

WisDOT Northwest Region, Eau Claire Office  
718 West Clairemont Avenue  
Eau Claire, WI 54701

Email: [nwr.dtsd@dot.wi.gov](mailto:nwr.dtsd@dot.wi.gov)  
Phone: (715) 836-2891, toll-free (800) 991-5285  
Fax: (715) 836-2807



**Counties:** Ashland, Barron, Bayfield, Burnett, Douglas, Polk, Rusk, Sawyer and Washburn

WisDOT Northwest Region, Superior Office  
1701 North 4th Street  
Superior, WI 54880

Email: [nwr.dtsd@dot.wi.gov](mailto:nwr.dtsd@dot.wi.gov)  
Phone: (715) 392-7930  
Fax: (715) 392-0879

### Southeast Region

**Counties:** Kenosha, Milwaukee, Ozaukee, Racine, Walworth, Washington and Waukesha

WisDOT Southeast Region, Waukesha Office  
141 N. W. Barstow Street  
Waukesha, WI 53187-0798

Email: [ser.dtsd@dot.wi.gov](mailto:ser.dtsd@dot.wi.gov)  
Phone: (262) 548-5902  
Fax: (262) 548-5662

### Southwest Region

**Counties:** Columbia, Crawford, Dane, Dodge, Grant, Green, Iowa, Jefferson, Juneau, Lafayette, La Crosse, Monroe, Richland, Rock, Sauk and Vernon

WisDOT Southwest Region, Madison Office  
2101 Wright Street  
Madison, WI 53704

Email: [swr.dtsd@dot.wi.gov](mailto:swr.dtsd@dot.wi.gov)  
Phone: (608) 246-3800  
Fax: (608) 246-5383

### Statewide Bureau

**Christa Wollenzien**, PLA, ASLA, LEED AP BD+C

Wisconsin Department of Transportation  
4802 Sheboygan Avenue, Room 501  
Madison, WI 53707-7986

Email: [christa.wollenzien@dot.wi.gov](mailto:christa.wollenzien@dot.wi.gov)  
Phone: (608) 266-3943  
Fax: (608) 267-7856

Wisconsin Department of Transportation  
State Highway Maintenance / Adopt-A-Highway Program  
P.O. Box 7916 Madison, WI 53707-7916

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## Wisconsin's Adopt-A-Highway Litter Control Program

# Your Safety Comes First



## Your Safety Comes First

Welcome to Wisconsin's Adopt-A-Highway program. To protect you while you're on the work site, the Wisconsin Department of Transportation (WisDOT) has designed safety guidelines that must be reviewed by all group members before each cleanup session. Those guidelines are presented below.

New groups or new members of existing groups are required to view a safety video prior to going out into the field. Viewing the safety video at least once a year is encouraged for existing groups just prior to the beginning of each year's work. All information and materials you need are available online at: <http://www.dot.wisconsin.gov/travel/scenic> If you need further assistance please contact the Adopt-A-Highway regional office, for the county you are in, listed on the back of this brochure.

### Think Safety

- ✓ Be very careful out there.
- ✓ Be mentally alert.
- ✓ Be in good physical shape.
- ✓ Don't horse around on the worksite.
- ✓ Be a member of your team.
- ✓ Always work in daylight.
- ✓ Don't work in bad weather.



### Get Organized

- ✓ Make sure all workers have reviewed the safety video.
- ✓ Organize your workers into crews before you load the carpool.
- ✓ There should always be an adult supervisor (crew chief) for each 5 or 6 workers.
- ✓ Review the safety rules with all workers before proceeding to the highway segment.
- ✓ The crew chief is the safety "watchdog."
- ✓ Be prepared with a first aid kit.

- ✓ Know where the nearest hospital or emergency room is located and the best route to get there before you begin work.
- ✓ Carry a cell phone or know where the nearest telephone is located.
- ✓ Know the physical condition and special needs of your crew.
- ✓ Keep an adequate supply of vests, flags and trash bags.



### What to Wear

- ✓ Always wear your safety vest.
- ✓ Wear hiking boots or shoes with thick soles to prevent foot damage from sharp objects.
- ✓ Wear work gloves.
- ✓ Tall grass is the home for ticks. Make the tick's access to your body difficult. Tuck your pant cuffs into your socks/boots. Check your body for ticks as soon as possible when you get home.
- ✓ If you are sensitive to the sun, bring along a baseball cap or wide-brimmed hat, a long sleeve shirt and sunscreen lotion.
- ✓ Leave your headset stereo/radios at home.

### Transportation

- ✓ Carpool to your highway segment to use as few vehicles as possible.
- ✓ Park parallel to the road and at least 3 feet away from the pavement surface before unloading your crew.
- ✓ Stop and display the "highway worker" signs at both ends of your highway segment before unloading your crew.
- ✓ Park on the same side of the road that you plan to work.
- ✓ Drive your crew to the opposite side when your crew switches sides.

- ✓ Always work facing the traffic.
- ✓ Do not allow your crew to walk across the pavement.

### When You're On the Site

- ✓ Never walk or pick up litter on the pavement, shoulder or in the median.
- ✓ Never work on bridges, tunnels, overpasses or steep ground.
- ✓ Stay away from mowing or construction operations.
- ✓ Stay off parked equipment.
- ✓ Stay alert for snakes, poison ivy and stinging insects.
- ✓ Avoid overexertion.
- ✓ Bring lots of water to drink while you work, especially on hot, humid days.
- ✓ Alcoholic beverages are not permitted on the site.



### Handling Litter

- ✓ Do not touch or pick up anything you cannot identify. It may be a hazardous item. Instead, mark the item with a flag. Hazardous materials are commonly found in closed metal containers.
- ✓ Any item the group does not want to pick up should be flagged.
- ✓ Do not jump or step on your trash bag to pack more in. You have lots of trash bags.
- ✓ Place filled trash bags at the designated pickup site.
- ✓ The group may keep any recyclable materials. A trash bag may be used to remove these materials from the site.
- ✓ When you are finished, close your "highway worker" sign.