

# Environmental Stewardship Program

## Oakland Public Works Volunteer Guidelines



**Thank you for your dedication to Oakland! Your well-being and satisfaction are important to us. All volunteers are expected to conduct themselves in a safe, courteous, and legal manner while participating in activities on City property or right-of-way. Please follow these guidelines:**

### General Conduct:

- Always be courteous.
- Never use vulgar language or engage in threatening or disruptive actions.
- Never make unauthorized changes to City property or right-of-way, including landscaping.
- Keep foreign mulch and soils off City property and right-of-way unless pre-authorized by public works.

### General Safety:

- Wear appropriate footwear, clothing, sunscreen, and eye protection.
- Stay hydrated
- For Emergencies, call 911, or from a cell phone call 510-777-3333 (Oakland).
- If injured while volunteering, notify City of Oakland staff immediately at [adoptaspot@oaklandca.gov](mailto:adoptaspot@oaklandca.gov), 510-238-7630.

### Tool Safety:

- Do not use power tools.
- Carry tools carefully to avoid hitting others. Carry tools vertically with the tool pointed down.
- Always use the right tools for the job. Ask a team leader or City staff if you are unsure.
- Never allow children to play with tools or to use sharp tools.
- Keep your tools close to you at all times.
- When not in use, place tools neatly to avoid trip hazards. Never lay tools in a walkway, always make sure they are visible.
- Count and clean your tools after an activity/cleanup.
- Return borrowed tools and supplies, as agreed.

The Tool Request Form is available at [www.oaklandadoptaspot.org](http://www.oaklandadoptaspot.org)

### Traffic Safety:

- Stay out of the street.
- Cross streets at signals or crosswalks, not mid-block.
- When working in or around a gutter, work from the sidewalk.
- Stay visible, wear a bright reflective work vest or bright-colored clothing.
- Contact Environmental Services to assess or assist with traffic calming or coning.

### Working Near Waterways:

- Always work with a partner near water.
- Avoid touching [poison oak](#). Bathe and wash clothes after suspected exposure.
- Watch your footing on slopes and shorelines.
- Never allow children to work on steep slopes or near shorelines without adult supervision

### Debris Removal

- Always sweep, rake, or shovel glass. Never pick up sharp objects with your hands.
- Never touch medical or hazardous waste (including hypodermic needles, automotive fluids, unknown fluids and materials). Report hypodermic needles to OAK311 and hazardous waste in the public right-of-way to the Oakland Fire Department at 510-444-3322
- Separate collected materials into recycling, green waste, and garbage.
- Dispose of 15 gallons or less in your residential blue recycling cart.
- Larger amounts of trash placed in clear plastic City-issued bags can be picked up by Public Works. (Bags are available by request.)
- Dispose of 15 gallons or less of green waste, such as leaves and trimmings, in your residential green cart.
- Debris boxes can be requested with one month's notice for large cleanups.
- Submit request for debris removal to **Oak 311** [Volunteer Community Bag Pick Up](#)

### Working Near Homeless Encampments

- Public Works does not authorize volunteers to work within homeless encampments.
- When staging debris for Public Works pickup, please leave volunteer debris bags at least 50 feet from a homeless encampment. This is to ensure that volunteer debris bags are not confused or mixed up with personal belongings of residents of the encampment. Bags placed too close to the encampment will not be picked up by public works.

## Report Volunteer Event Results

Your reports on activities and accomplishments help us tell the volunteer story and improve event coordination. Whether you participated in a clean-up event, tree planting, educational outreach, or any other stewardship project, your contributions matter and help us assess our collective achievements.

We kindly ask that, if you were a site coordinator or site lead, you submit your volunteer activities by scanning the QR code below to open the survey on your device.

