



OCCUPATIONAL HEALTH AND SAFETY VOLUNTEER INDUCTION INFORMATION

Please read through the included information before submitting your induction confirmation at the bottom of the Volunteer Hub page

GENERAL INFORMATION

Advisory/Warning Signs

You will see a range of “safety signs” around the site. Generally there are two types of safety signs, ‘compulsory’ and ‘advisory’.

There are compulsory signs such as “NO PARKING” or “NO SMOKING” and you must carry out the instruction shown. Other signs may be advisory signs, such as the dangerous goods “HAZCHEM” sign or the “EXIT”, which provide information to personnel. Contractors & their employees are required to obey all signs posted on or around the site.

Communication and Supervision

It is essential that all volunteers remain within communications reach. This means that all volunteers should have their own personal communication equipment such as a fully charged mobile phone with them at all times. All volunteers are required at all times to have with them the contact details of relevant Supervisors and emergency services.

Danger Tags / Safety Guarding

You are not allowed to start any machinery where there is a “DANGER TAG”. If you find one on any machine that you are required to use, you must see your supervisor immediately for instructions. All safety guards are to be in place before you operate any machine. You are not allowed to remove any guard for any reason unless you have been specifically trained and authorised to do so.

Drugs and Alcohol

No person is allowed to perform any work under the adverse influence of any medication, drug or alcohol. If taking medication, check with your doctor or supervisor to see if it is safe to operate machinery. Event management reserves the right to intervene where the use of drugs or medication interferes with the volunteers safety or job performance, adversely affects the safety or job performance of other personnel or employees, or is considered to be so serious as to be detrimental to the event or it’s business. Event management does not allow consumption or storage of drugs, medication or alcohol on its event site except for:

1. Alcohol that is provided for consumption at the event to guests or patrons.
2. Medications, which are taken on prescription or other medical advice or are available legally without prescription.

Environmental Protection

All rubbish and litter including water bottles, sachets, kit bags, etc, need to be removed from the course during the race, it is especially important that no objects are left in the path of runners during the event. Volunteers are reminded to use protective gloves when handling rubbish. Volunteers must give protection of the environment the highest priority in all activities on site. Any waste, packaging, pallets etc. must be removed, accidental spill or release of substances, which

may contaminate the environment (particularly surrounding watercourses) must be contained and then reported to event management.

Incident/Hazard Reporting

An Incident Report Form must be completed after an incident/hazard has been identified & rectified/passed on to the relevant authority/area. Please contact Event Management via your Supervisor to complete an Incident Report Form.

Manual Handling/Ergonomics

If you are required to lift/carry goods please follow these guidelines: If delivered by a courier, direct delivery to the correct area in the first instance; find someone to help with the lift; break the load into smaller lots if possible; avoid prolonged carrying of heavy loads; use a trolley. It is important that you move equipment in a manner, which is safe & reduces the risk of injury.

Personal Conduct

Skylarking, throwing of objects, abusive language, fighting on the site are prohibited.

Restricted Areas

As on most sites, there are areas on the site where you may not be allowed to enter. There may be several reasons for this refusal of entry, including security, sensitive electronic equipment and fuel/gas storage. If you need to gain entry to an area, your supervisor will ensure that the necessary clearances are obtained that you are notified of all hazards and that you are equipped with appropriate safety equipment.

Safe Operating Procedures

Occupational Health and Safety legislation requires that you perform your work in a manner, which is safe for yourself and for others. For your own safety and for the protection of equipment, it is important to follow all Safe Operating Procedures. Your Supervisor will ensure that you are properly trained to use any equipment involved in your work. If in doubt, DON'T DO IT. Do not make any adjustments or changes to equipment unless you are trained and authorised to do so. Do not take shortcuts, they often end up in injuries or damage to equipment.

Security

All volunteers are reminded that IMG does not accept responsibility for the protection of personal belongings. You should be aware that your property remains your responsibility while it is on the site. When instances of theft occur they must be reported to Event Management who will arrange for police to attend if required. Anyone detected taking material, goods or any other property belonging to event, employees, volunteers or other will be prosecuted. While all reasonable precautions are taken, Event Management recommends that you do not bring or leave unattended valuable items onto the site. All volunteers on the site must wear the event uniform provided. Volunteers are reminded to consider their own personal safety, particularly if working in remote areas. If you notice anything suspicious or out of procedure contact the appropriate supervisor or team leader.

Slips, Trips and Falls

Slips, trips and falls are one of the most frequent causes of injury at events. To prevent injury from occurring it is important that you: keep all areas tidy and free from rubbish or loose items, watch out for greasy, uneven or wet surfaces, ensure electrical cords are taped down clean up any spills immediately, and use non-slip footwear. Do not leave service pits, excavations or drains open, erect barriers or signage at slip, trip or fall hazards. Report any identified maintenance items so that these can be rectified.

Smoking

Smoking is prohibited in the following locations: in any indoor area, within work vehicles or plant any public seating area regardless of whether it is indoors or outdoors, where any specific hazards exist, anywhere smoke may drift indoors. Please use ashtrays provided or dispose of cigarette butts in bins.

Traffic Hazards - Awareness and Caution

All volunteers need to remain aware of traffic hazards and for traffic congestion. It is recommended that all volunteers wear the event uniform provided; Volunteers need to remain aware of delivery trucks & other vehicles in case the immediate area of use is required for drop off of items.

Workplace violence, aggression and/or bullying

Workplace violence, aggression and/or bullying are unacceptable behaviours and against the law and includes verbal and emotional abuse, threats or a physical attack on, or to an individual or property. The event organiser has a zero tolerance policy to workplace violence.

Medical Support

Contractors & Volunteers are reminded that St John Ambulance and Ambulance Victoria are available on course during the event race day from 6am onwards. Prior to this, Event Management will provide trained first aid staff. During the event St John Ambulance are located at most drink stations and are also roving in cars and bikes along the course. Ambulances will be located on the MCG Concourse near Gate 2 & Albert Park. SAG Wagons are on course to transport tired competitors back to the MCG from the drink stations and can be reached via two-way radio on the 'SAG Wagon' channel.

In the event of someone needing medical assistance for a non-emergency

Seek the assistance of your nearest First Aid station or call the Medical Operations Centre on 03 9864 1188. Remain with the person injured at the site of the incident & assist where required; Notify your Supervisor & assist with completing all the relevant sections of the Incident Report Form.

IN THE EVENT OF A SERIOUS LIFE THREATENING EMERGENCY SITUATION

Assess the severity of the situation; **For serious or life threatening conditions (heart attack etc.) call '000' immediately** & mention to the operator that you are part of the Melbourne Marathon; If there is any doubt as to the severity of the situation call '000'. Contact the event Medical Operations Centre on 03 9864 1188 after calling '000' & provide details of the situation.

Should a threatening situation occur;

Call the Medical Operations Centre on 03 9864 1188 & advise them of the situation

Advise your Supervisor

Ask for support or contact the Police

Do not put yourself or others at risk or make the situation worse

Document what occurred so that an investigation can be completed

In no circumstances should you give chase for the purposes of restraining or detaining an offender.

Emergency Support

Electrical Storm

In the event of severe electrical storm, you will be informed that the event has been postponed. Move directly into the nearest building or car if necessary. Do not shelter underneath trees and stay away from tall metallic objects. If you are stranded in an open area do not lie on the ground.

Fire

In the event that you identify **Fire** then please use the RACE process:

Rescue any persons in immediate danger

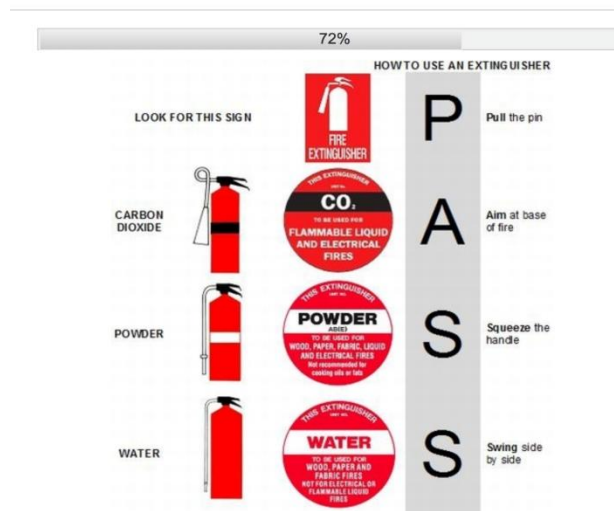
Raise the **ALARM** by calling the Medical Operations Centre on 03 9864 1188 and/or security or "000" if it's a life threatening situation.

CONTAIN the fire by closing doors where possible

EXTINGUISH the fire if it is safe to do so

In the event of someone needing assistance for a non-emergency fire: Seek the assistance of your nearest Supervisor or call the Medical Operations Centre on 03 9864 1188; Notify your Supervisor if they have not already been notified & assist with completing all the relevant sections of the Incident Report Form.

IN THE EVENT OF A SERIOUS LIFE THREATENING EMERGENCY FIRE SITUATION: Assess the severity of the situation; **For serious or life threatening situations call '000' immediately** & mention to the operator that you are part of the Melbourne Marathon; If there is any doubt as to the severity of the situation call '000'. Contact the event Medical Operations Centre on 03 9864 1188 after calling '000' & provide details of the situation.



Event Day Checklist

It is strongly recommended that you complete this checklist on Saturday 11th October to ensure you are prepared for the early morning start.

Checklist – Event Day:

- Volunteer T-shirt
- Volunteer Hat (if outdoors)
- High-Vis safety vest (Road Marshal volunteers only)
- Comfortable close toed shoes
- Comfortable shorts and/or trousers
- Rain Coat (if weather permits)
- Mobile Phone
- A filled water bottle
- Sunscreen
- Sunglasses
- Relevant contact numbers and names
- Transport arrangements to your allocated location