



Welcome to the 2021 Great Ocean Road Running Festival Occupational Health and Safety Induction

The Great Ocean Road Running Festival is celebrating its seventeenth year in 2021. Runners, walkers and joggers take part in the Science in Sport Ultra Marathon (60km), Kieser Great Ocean Road Marathon (44km), the Science in Sport Half Marathon (23km), the 14km Paradise Run, the SriLankan Airlines 6km Run, the 1.5km Great Ocean Road Real Estate Kids' Gallop and the Lorne Hotel Great Ocean Road Walk events (5k and 10k). New in 2021 is the Suunto 13km and 6.5km Trail runs.

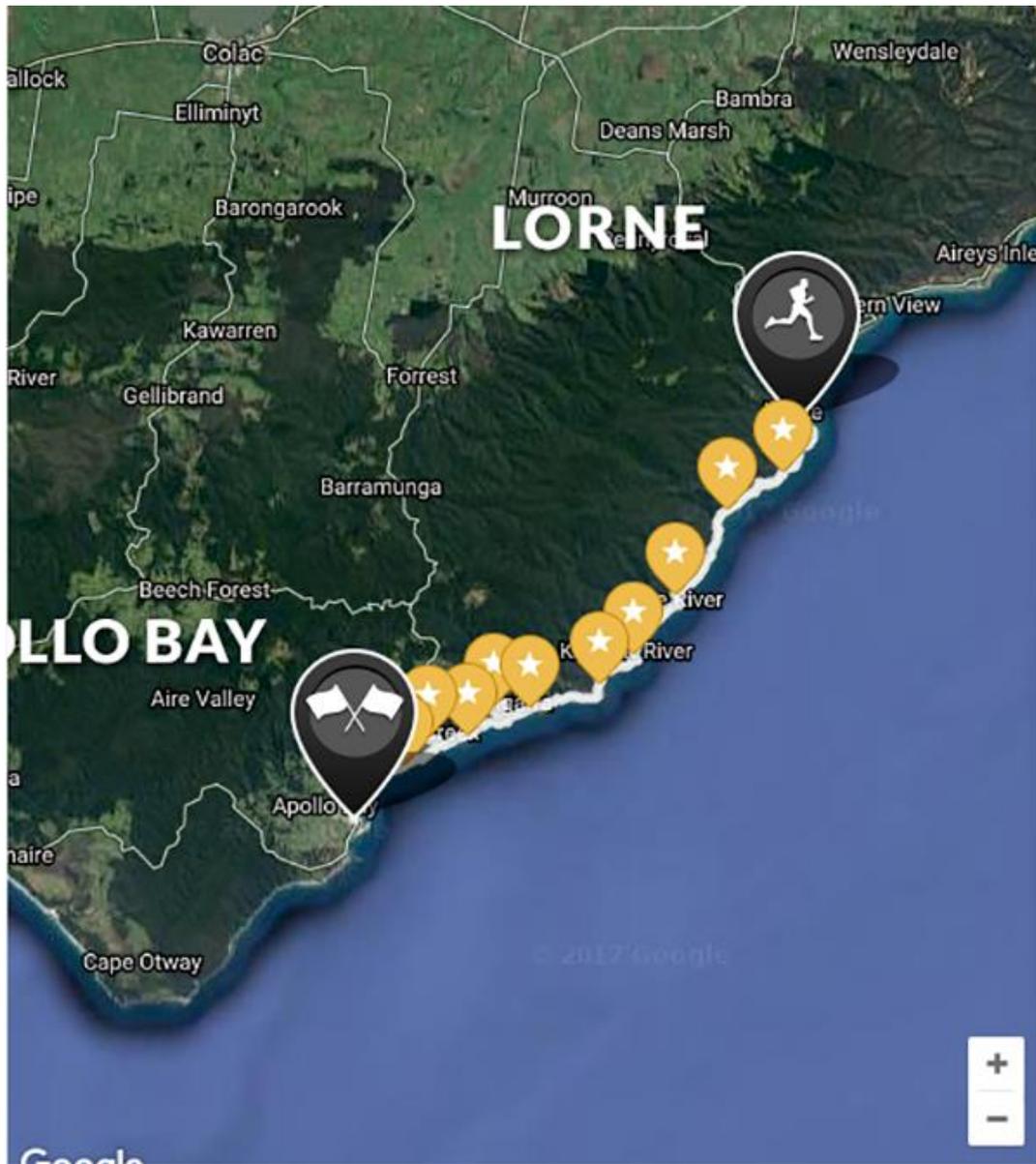
The course winds along Victoria's Great Ocean Road making this event Australia's most stunning run. It is held in a beautiful and unique area of Victoria, Australia, on the Southern Ocean renowned throughout the world for its beauty and panoramic views. Each year that this event has been conducted, it has attracted many athletes from around the world, all eager to participate in this challenging event set amongst the pristine environment.

Getting Started

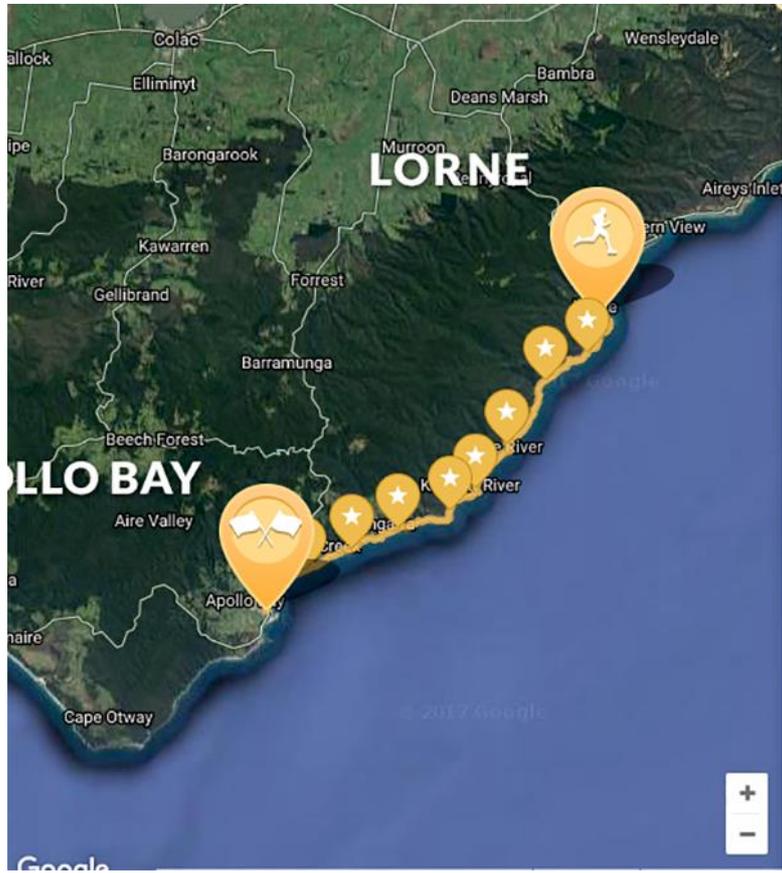
This induction process is a requirement for all event staff & contractors. It will take approximately 15 minutes and will provide you with essential general event information and event health and safety information.

1. Course details

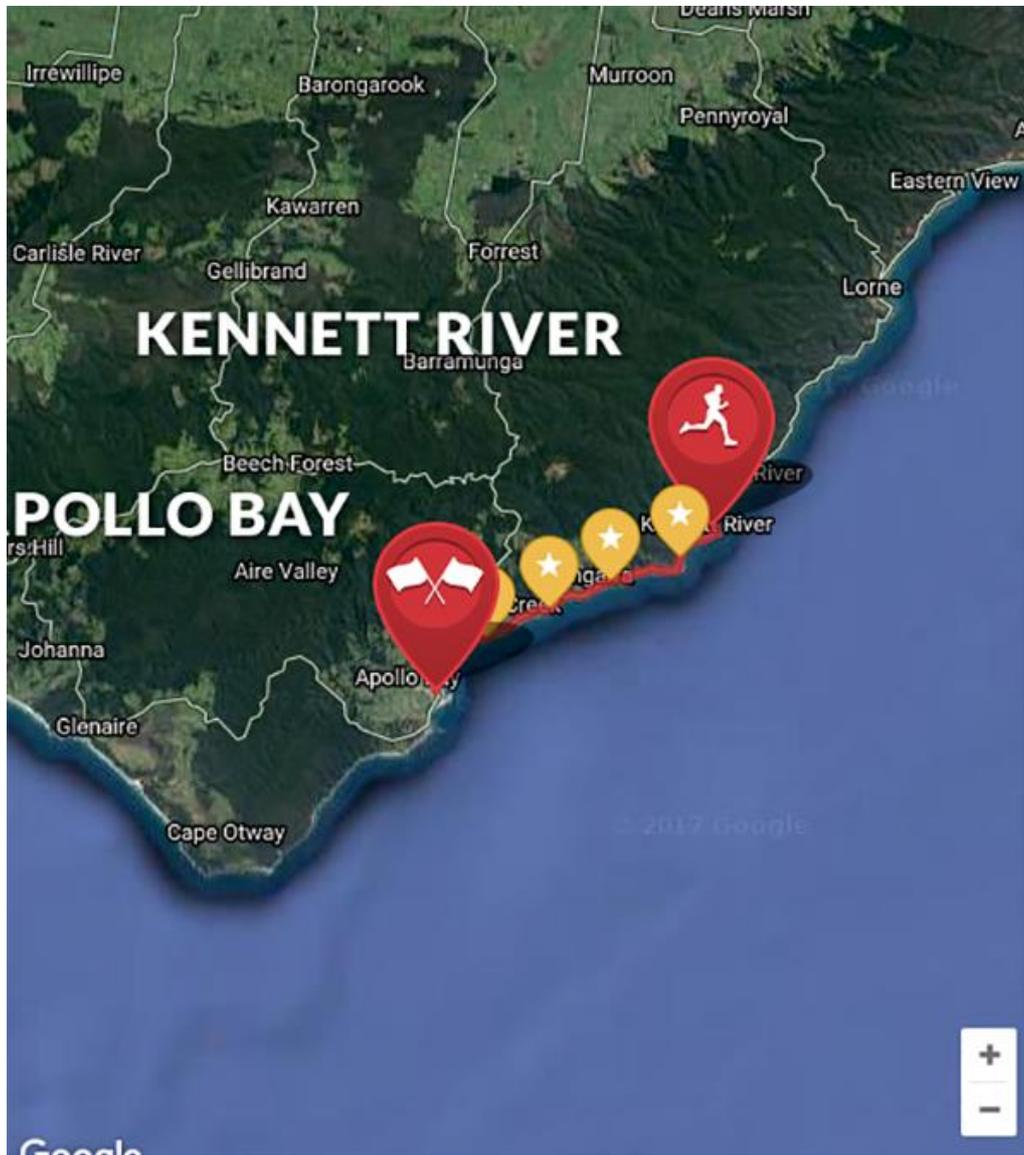
EVENT	Start - Finish Line	Date	Start Time
Ultra Marathon (60km)	Lorne/Apollo Bay	Sunday 16 th May	8:00am



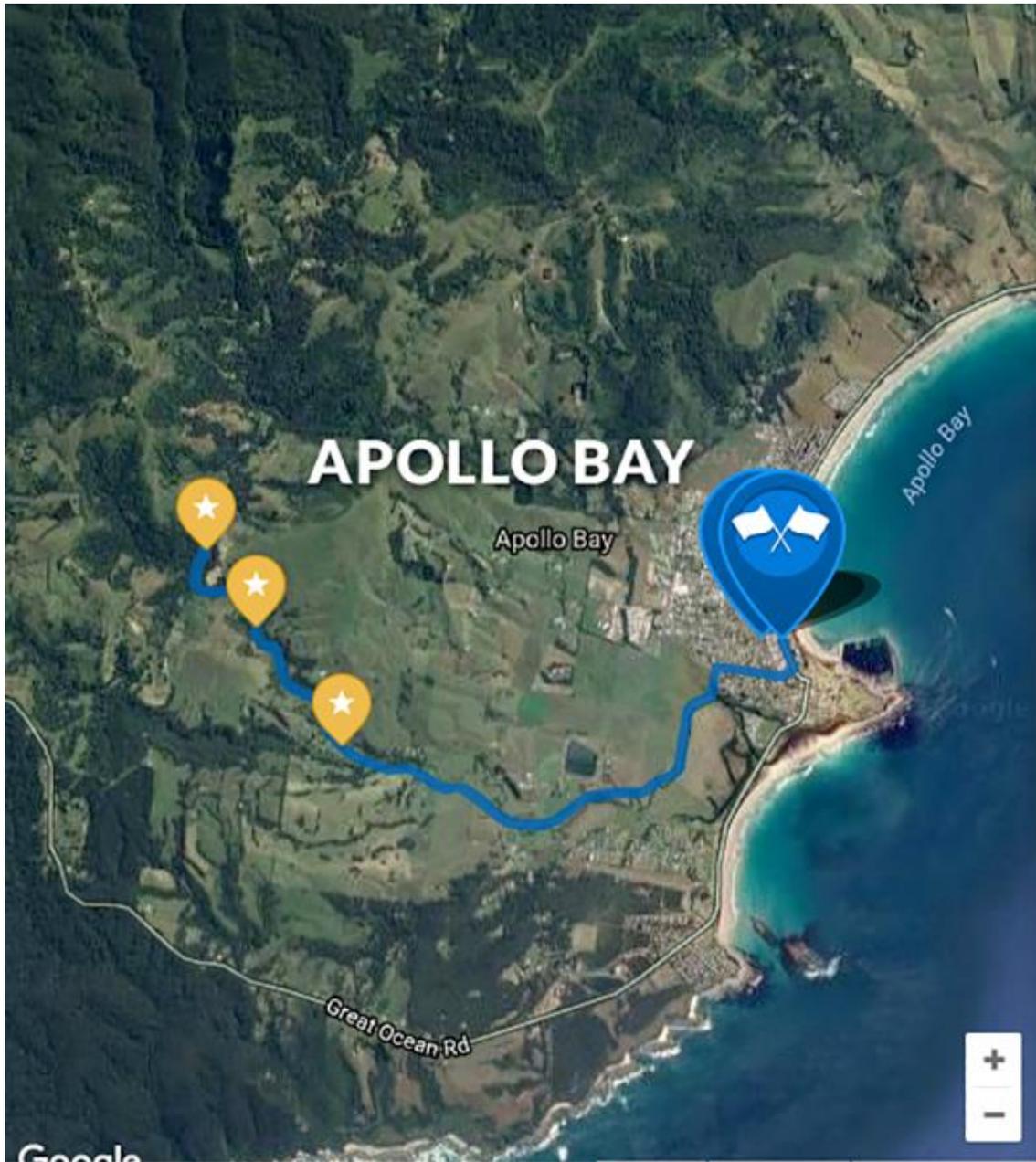
EVENT	Start - Finish Line	Date	Start Time
Great Ocean Road Marathon (44km)	Lorne/Apollo Bay	Sunday 16 th May	8:00am



EVENT	Start - Finish Line	Date	Start Time
Half Marathon (23km)	Kennett River/Apollo Bay	Sunday 16 th May	8:00am



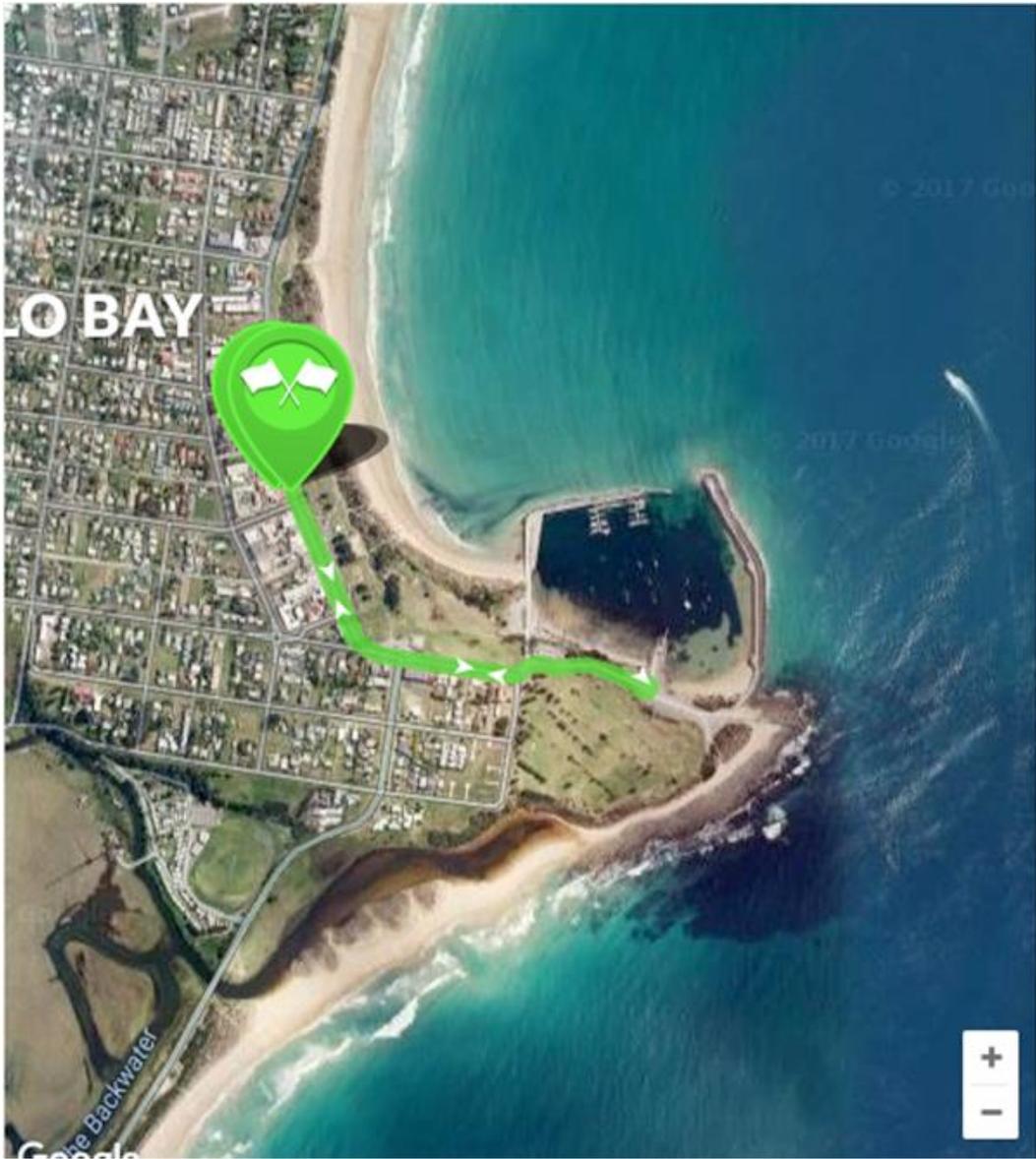
EVENT	Start - Finish Line	Date	Start Time
Paradise Run (14km)	Apollo Bay/Apollo Bay	Saturday 15 th May	1:00pm



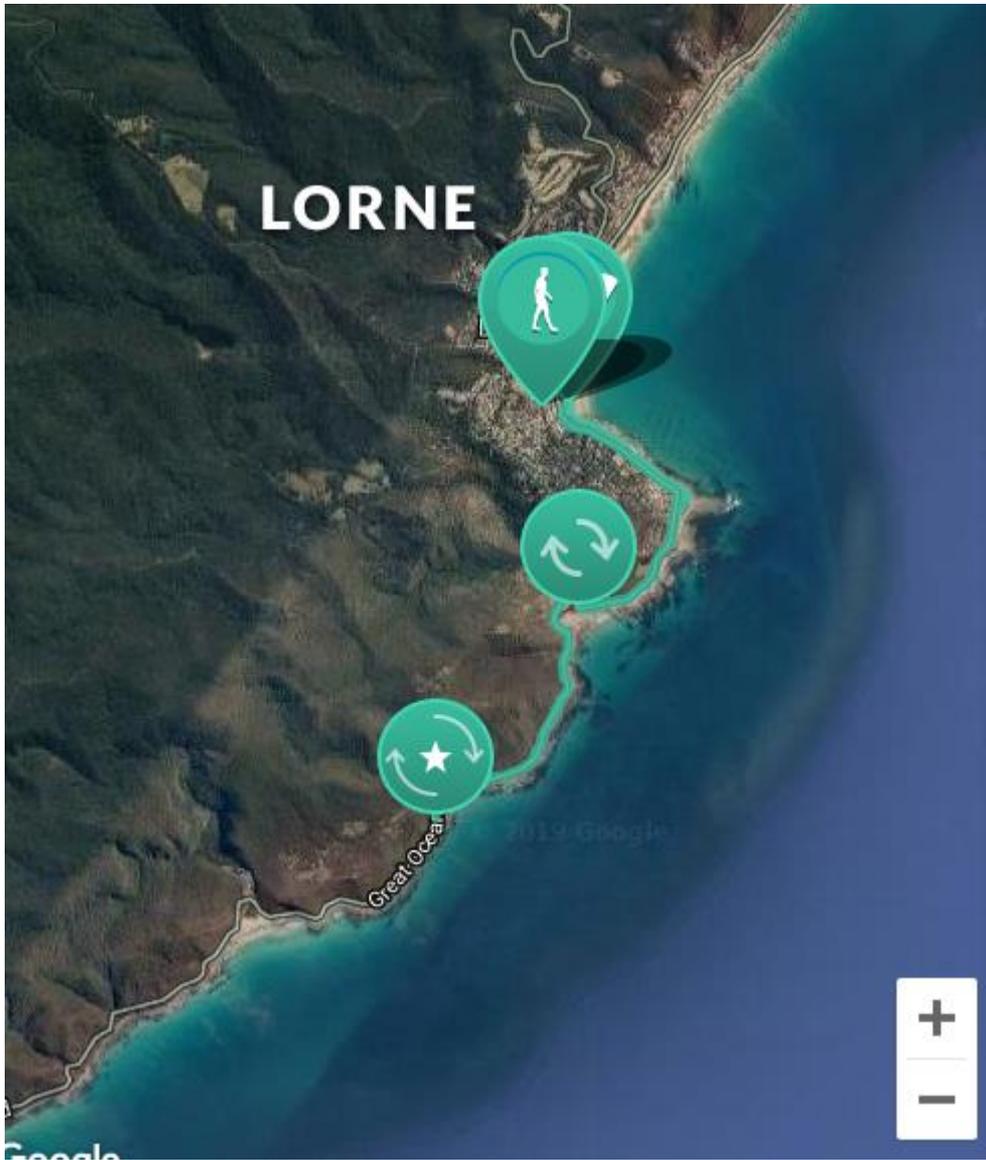
EVENT	Start - Finish Line	Date	Start Time
Run (6km)	Apollo Bay/Apollo Bay	Saturday 15 th May	11:30am



EVENT	Start - Finish Line	Date	Start Time
Kids' Gallop (1.5km)	Apollo Bay/Apollo Bay	Saturday 15 th May	10:30am



EVENT	Start - Finish Line	Date	Start Time
Great Ocean Road Walk (5km, 10km)	Lorne SLSC/Lorne Foreshore	Sunday 16 th May	8:30am



EVENT	Start - Finish Line	Date	Start Time
SUUNTO Trail Runs (13km & 6.5km)	Lorne SLSC/Lorne Foreshore	Sunday 16 th May	8:10am & 8:20am



Phone Numbers

Medical Requirement Line on 03 9864 1150 or;
Race Information on 03 9864 1119,
Traffic Management on 03 9864 1151; depending on the situation you need assistance with.

Road Marshals can walk to their nearest Drink Station to use the two way radio there if required for a First Aid requirement if within close proximity to a Drink Station, or alternatively can use their Telstra mobile phone to call through using the phone numbers above.

HEALTH & SAFETY INFORMATION

Advisory / Warning Signs

You will see a range of “safety signs” around the event. Generally, there are two types of safety signs, ‘compulsory’ & ‘advisory’. All staff are required to obey all signs posted on or around the site.

Communication

It is essential that all staff remain within communications reach. All staff should have their own personal communication equipment such as mobile phones with them at all times. All staff are required at all times to have with them the contact details of their relevant Supervisors & emergency services. **For general communication** contact your Supervisor via mobile phone. Do not hesitate to contact your Supervisor regarding any situation you are unsure of or may be potentially dangerous eg; violent situation, overcrowding.

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. You are not allowed to remove any guard for any reason unless you have been specifically trained & authorised to do so.

Drugs & Alcohol

No person is allowed to perform any work under the adverse influence of any medication, drug or alcohol. Event Management does not allow consumption or storage of drugs, medication or alcohol on its event site except for alcohol that is provided for consumption at the event to guests or medications which are taken on prescription or are available legally without prescription.

Emergency / Evacuation Procedures

All staff need to be familiar with the environment surrounding the site location of their intended work including the direction of traffic, predicted congestion points, car park locations for emergency services, parks, footpaths etc. You must follow the instructions of the Supervisor in your area. **DO NOT RUN** when evacuating the site, this may cause injuries & induce panic. All “fire & emergency exits” are marked

by white on green "EXIT" signs. It is your responsibility to keep paths, gates, aisles & exits clear to ensure that free access is available to exits at all times. DO NOT block exit paths or park in front of exit gates.

IN THE EVENT OF AN 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 Great Ocean Road Running Festival; If there is any doubt as to the severity of the situation call '000'. Contact the event Medical Requirement line on 03 9864 1150 after calling '000' & provide details of the situation.

Environmental Protection

All rubbish & litter including water bottles, 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. Staff are reminded to use protective gloves when handling rubbish. Accidental spill or release of substances, which may contaminate the environment must be contained & then reported to Event Management. Staff should have adequate amounts of food & water on site to avoid dehydration &/or sunstroke. All staff should use the following Personal Protective Equipment; hats, sunglasses, loose clothing covering as much skin as possible & sunscreen. All staff are advised to wear appropriate clothing & protective equipment to protect against high winds & rain as well. If you have any illness or incapacity that affects your health at work, it may be in your best interests to notify the first aid officer. 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 & stay away from tall metallic objects. If you are stranded in an open area do not lie on the ground.

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

All workers should be trained in correct manual handling techniques. It is important that you move equipment in a manner, which is safe and reduces the risk of injury. Always follow the correct lifting techniques:

1. Assess the size and weight of the load
2. Locate your feet so that you are well balanced, e.g. either side of the load as close as possible to its centre of gravity
3. Bend your knees when lifting the load
4. Keep your back straight when lifting the load
5. Do not twist your back when changing direction, move your feet to the required direction of travel
6. Protect your hands e.g. wear gloves when required
7. Place your hands at appropriate positions, preferably no further apart than shoulder width

8. Lift the load with a smooth action, do not jerk the load up
9. Where possible lift from no lower than waist height, where this is not possible take extreme care when bending down low.

Where the load is too heavy, **DO NOT ATTEMPT TO LIFT IT BY YOURSELF**. Get others to help or use mechanical assistance. ^[L]_[SEP]"Ergonomics" is a word for fitting the process to suit the person. It is not possible to provide equipment to suit everybody. Wherever possible adjustable equipment has been provided. Your Supervisor will explain how the adjustments are to be made. **It is your responsibility to set the equipment to suit your build before you start work.**

Medical Support

St John Ambulance are available on course on Saturday 15th May from 10am to final competitor finishing. St John Ambulance & Ambulance Victoria are available on course on Sunday 16th May from 6.30am until 2.30pm. Outside of these times Event Management will provide trained first aid staff. During the event St John Ambulance first aid staff are located at the Apollo Bay Foreshore Event Area & are also roving along the course. An Ambulance resource dedicated to the Event will be on course for the duration of the event on Sunday 16th May. Sag Wagons are on course to transport tired competitors back to Apollo Bay.

In the event of someone needing medical assistance for a non-emergency: Contact the event Medical Requirement line on 03 9864 1150 & they will arrange a response to your situation; 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 - it is recommended that you use a notepad to record details of the incident.

Personal Conduct

Skylarking, throwing of objects, abusive language, fighting on site is 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 & 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 & that you are equipped with appropriate safety equipment.

Safe Operating Procedures

Occupational Health & Safety legislation requires that you perform your work in a manner which is safe for yourself & for others. Do not make any adjustments or changes to equipment unless you are trained & authorised to do so. **Do not perform any tasks that you are not trained or able to do safely.**

Security

All staff are reminded that IMG does not accept any responsibility for the protection

of personal belongings. You should be aware that your property remains your responsibility while it is on the site. If 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, staff 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 staff on the site must wear the uniform provided. Staff & contractors are reminded to consider their own personal safety, particularly if working in remote areas.

Please be mindful of any unknown unattended bags & if you have any concerns please call the event General Enquiries line on 03 9864 1119.

Smoking

Smoking is not allowed inside buildings, site sheds, marquees & other designated spaces on site, please observe all No Smoking signs. Please use ashtrays provided or dispose of cigarette butts in bins.

Traffic Hazards - Awareness & Caution

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

COVIDSafe Measures

All volunteers will be required to operate in a COVIDSafe manner and encourage participants and their families to do so as well. The Kieser Great Ocean Road Running Festival will introduce a number of measures to provide a COVIDsafe environment for participants, staff, volunteers and the community for the 2021 event. These measures include pre-event health screening questions of participants, additional contact tracing capabilities for participants and spectators, overflow areas for the start and finish lines to allow participants to socially distance, additional cleaning and sanitising of high touch point areas and hand sanitisation stations throughout the event footprint.

There will be regular communication across all digital channels in the lead up to the event, at event communication through signage, PA system announcements and support from event staff & volunteers.

More information will continue to be communicated in the lead up to the event.

The Kieser Great Ocean Road Running Festival will be implementing some new procedures and protocols for the 2021 event.

The following list is not an exhaustive list but outlines the key changes to be implemented:

- Participants will have their finisher medals handed to them by the volunteers, rather than presented around their necks
- All participants travelling on buses pre and/or post event are required to wear a face mask for the duration of their journey
- All participants will receive a pre-event health waiver in the days prior to event weekend
- No bananas or jellybeans will be provided to participants on course or at the finish line
- Transition to a cashless event
- Removal of coffee and food vendors from the Apollo Bay Festival Hub
- All non-participants will be required to check in via the Victorian Government QR code system in the following locations. Signage will be prominent in each location with the relevant QR code:
 - Lorne Festival Hub
 - Kennett River Start Line
 - Apollo Bay Festival Hub
- Increased space in start and finish areas to improve participant flow and to allow physical distancing
- Hand Sanitiser and physical distancing signage positioned upon entry to start chutes. PA announcements will be frequent in encouraging COVID Safe behaviours and reminders about adhering to event protocols
- Finish chute and festival hub structured to allow for better spacing and flow
- Hand Sanitiser to be positioned throughout the event footprint
- Roaming cleaning crews will be frequently cleaning all high touch points throughout the festival hubs and cleaning the start chutes between each race start.
- Event contractors, exhibitors and sponsors to provide the event with their Business COVIDSafe plans
- Participants will receive regular communication pre event via multiple mediums pertaining:
 - Participant compliance to take personal responsibility of their travelling party to ensure they do not travel and join if showing any symptoms
 - Event QR Code System process and requirements for all non-participants.
 - Maintain physical distancing while in the local region and abide by the current restriction guidelines and directions relevant to the event and local business

- Adapted Refund policy to allow participants to receive a full refund, encouraging those that should not be attending the event to not come.

COVID-19 GUIDELINES

KIESER GREAT OCEAN ROAD RUNNING FESTIVAL

HYGIENE PRACTICES

Hand sanitisation stations
Enhanced cleaning practices
Regular cleaning of high touch points

SCREENING

Contract tracing capabilities through the event registration platform, timing infrastructure and QR code check in system

EDUCATION

COVIDSafe Officer and Marshals onsite
Pre Event COVIDSafe Communication via multiple platforms
Onsite COVIDSafe signage and PA announcements

PHYSICAL DISTANCING

Increased Start & Finish footprint and overflow
Isolated medical facilities

1.5M

*Please note - this is not an exhaustive list of all the changes. Additional changes will be added as required