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.

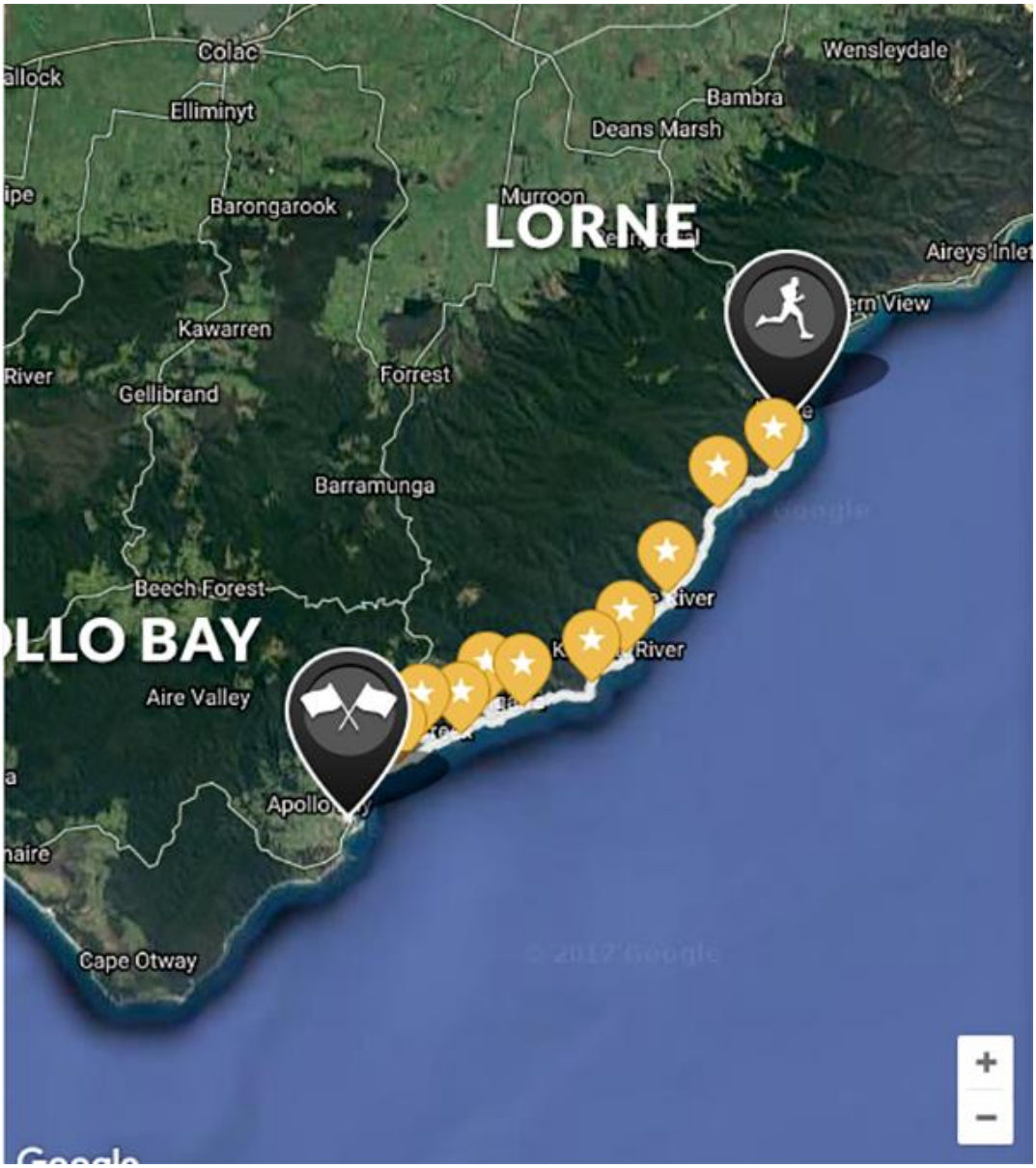
The course winds along Victoria's Great Ocean Road making this event Australia's most stunning run. It is held in a beautiful and unique area of Victoria, Australia, on the Southern Ocean renowned throughout the world for its beauty and panoramic views. Each year that this event has been conducted, it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

Getting Started

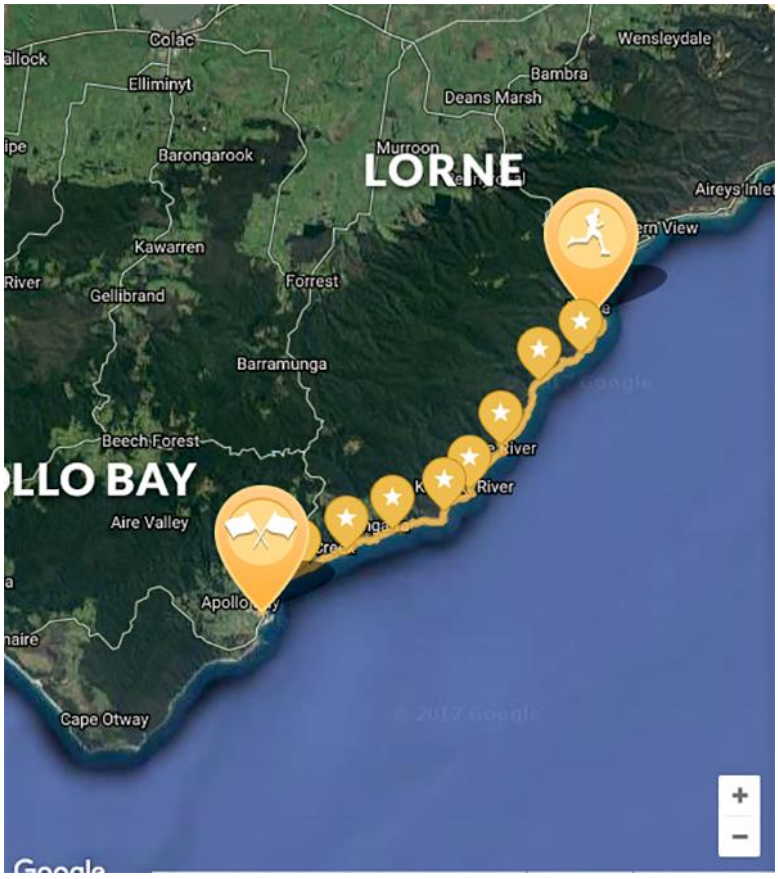
This induction process is a requirement for all event volunteers. It will take approximately 15 minutes and will provide you with essential general event information and event health and safety information.

1. Course details

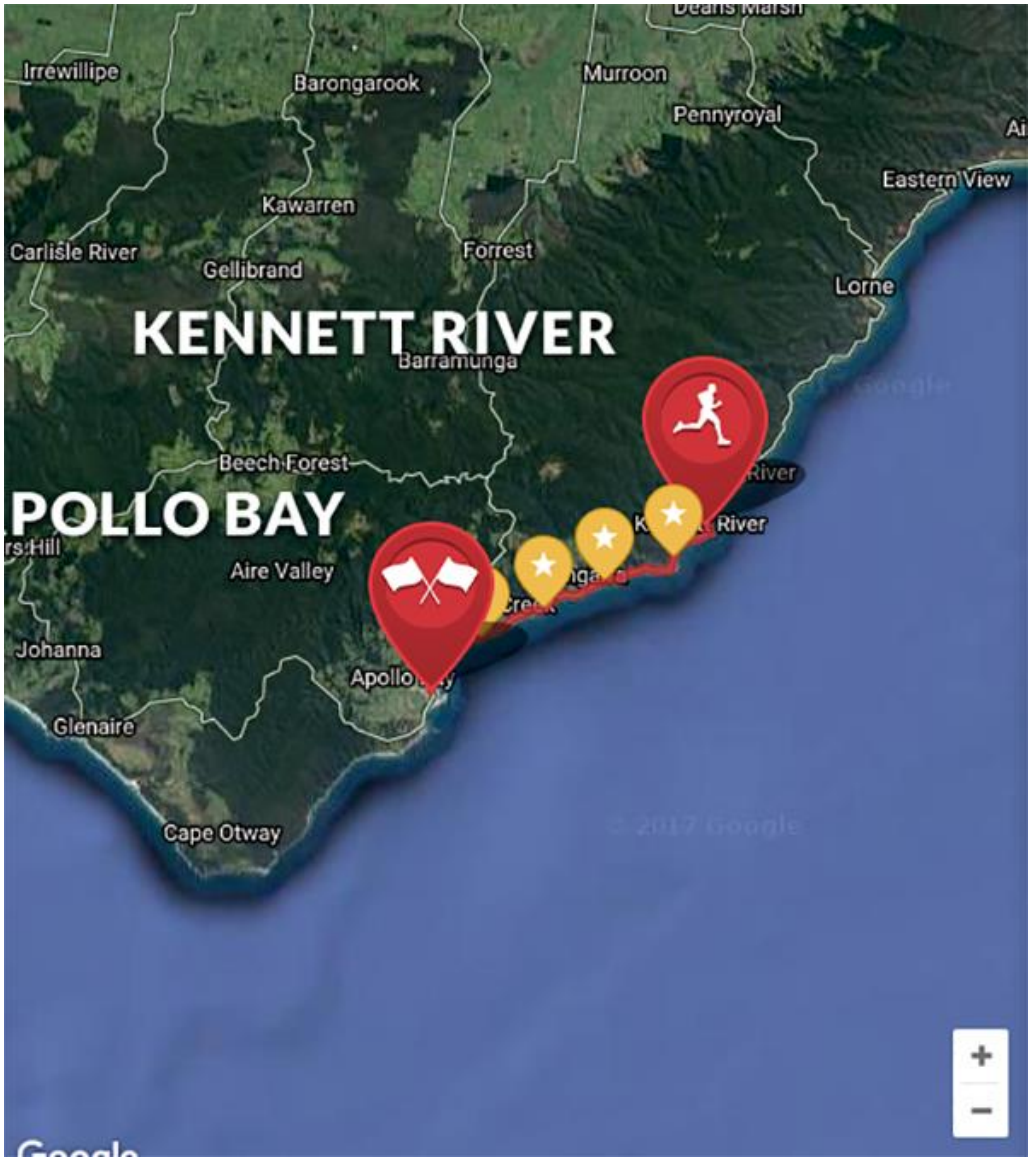
EVENT	Start - Finish Line	Date	Start Time
Ultra Marathon (60km)	Lorne/Apollo Bay	Sunday 16th May	8:00am



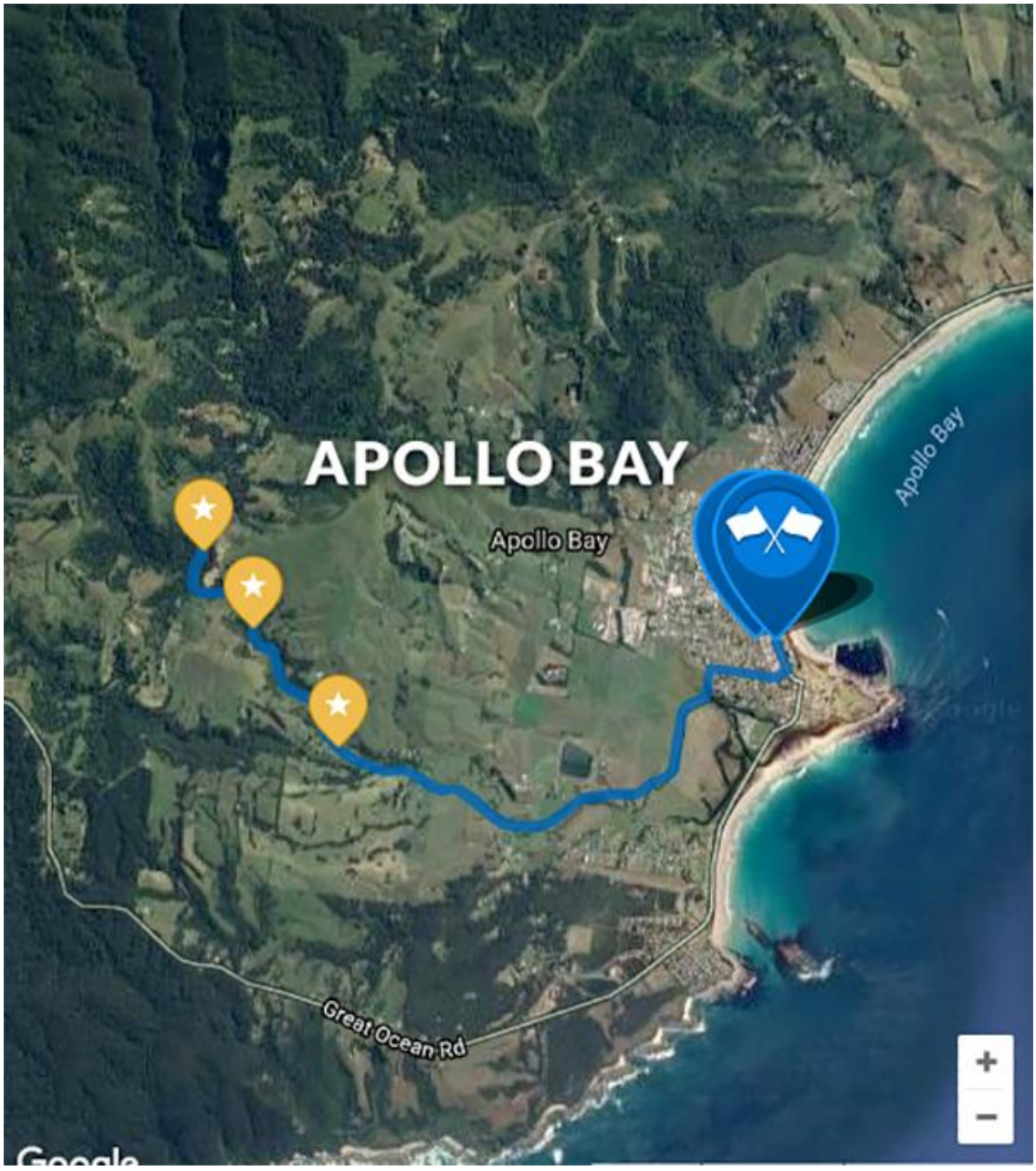
EVENT	Start - Finish Line	Date	Start Time
Great Ocean Road Marathon (44km)	Lorne/Apollo Bay	Sunday 16th May	8:00am



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

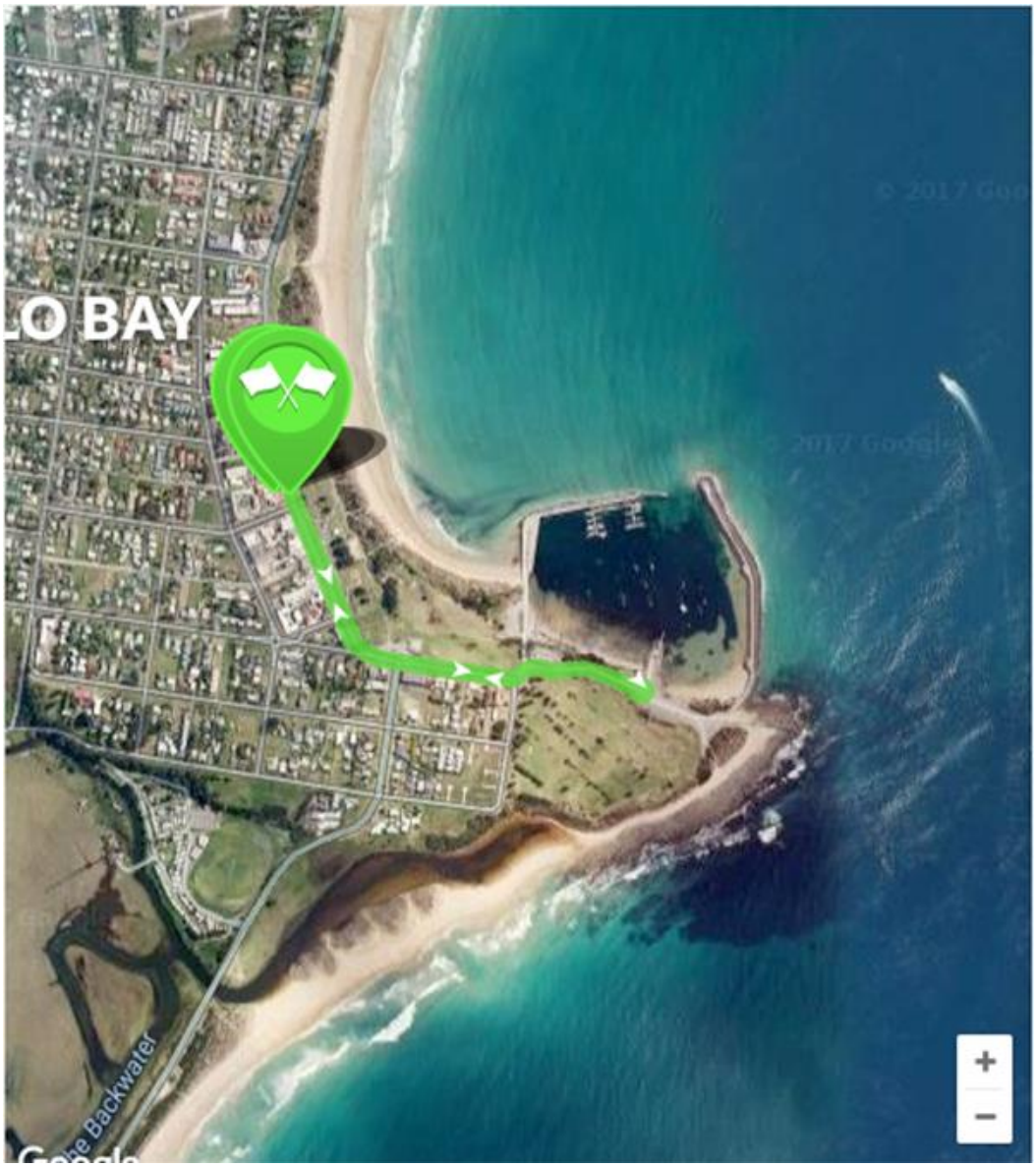


EVENT	Start - Finish Line	Date	Start Time
Paradise Run (14km)	Apollo Bay/Apollo Bay	Saturday 15th May	1:00pm

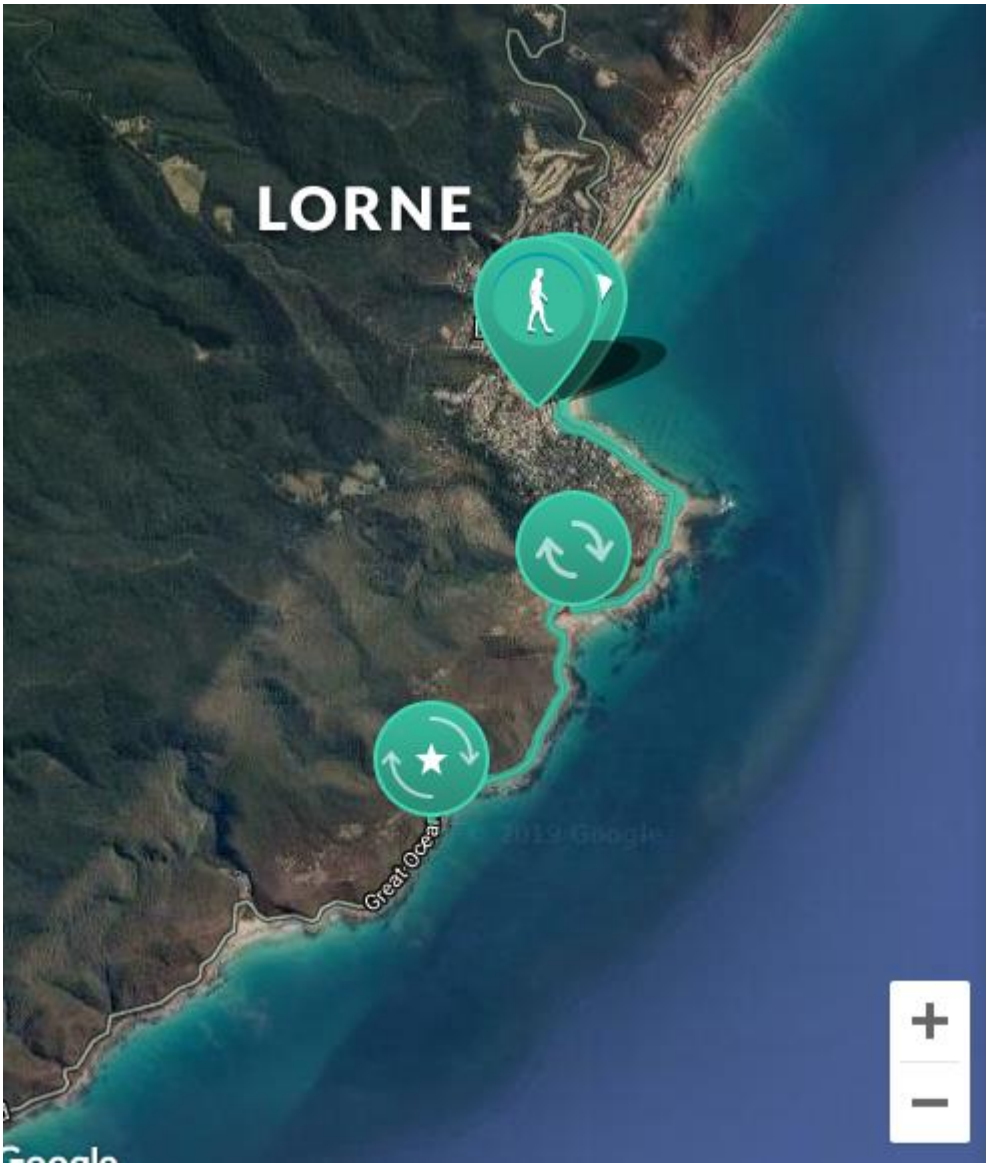


EVENT	Start - Finish Line	Date	Start Time
Run (6km)	Apollo Bay/Apollo Bay	Saturday 15th May	11:30am

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



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



4. Event Roles

Please read through the event roles below to gain an understanding on how the event is managed. Please take extra time to read over your specific role thoroughly to ensure you have prior understanding of what is required of you before you begin your shift.

Race Office / Registration Volunteer

<table>
<tr><td>Location:</td><td>Apollo Bay
Apollo Bay Surf Life Saving Club (Downstairs, beach side)
Great Ocean Rd, Apollo Bay
Lorne
Lorne Foreshore (near Surf Life Saving Club Car Park)
Large white marquee on lawn</td></tr>
<tr><td>Report to:</td><td>Ebony Jenkins (Apollo Bay Race Office)
Sive Butler (Lorne Race Office)</td></tr>
<tr><td>Sign In:</td><td>Apollo Bay or Lorne Race Office on the day of your first shift.</td></tr>
<tr><td>Role:</td><td>To assist in the distribution of race packs to participants, , participant gift distribution, general enquiries from public and participants.

Please arrive for your first shift 15 minutes prior to your start time to allow for a short briefing.</td></tr>
<tr><td>Notes:</td><td>

You will be the face of the event for many athletes and spectators, please ensure you provide friendly assistance and encouragement.
Please familiarise yourself with the event through reading over the website www.greatoceanroadrunfest.com.au
If you are unable to give an answer for any question, please direct them to your Area Manager.
You will be required to work as part of a team throughout the event to ensure that the pack distribution and enquiries are handled in an efficient and timely manner.
You will be required to use a simple smartphone scanning device to allocate race packs to entrants. Volunteers will be shown how to use this at the start of their shift, however if you have any questions about using the scanner at any point please do not hesitate to ask your Area Manager
Please bring along warm clothing to wear as it does get cold in the Race Office area

APOLLO BAY Race Week Office Hours:

<table>
<tr><th>DAY</th><th>OPEN</th><th>CLOSE</th></tr>
<tr><td>Friday 14th May</td><td>9am</td><td>6pm</td></tr>
<tr><td>Saturday 15th May</td><td>8am</td><td>6pm</td></tr>
</table>
</td></tr>
</table>

Sunday 16th May	6am	2.30pm

LORNE Race Week Office Hours:

DAY	OPEN	CLOSE
Friday 14th May	3pm	8pm
Saturday 15th May	9am	8pm
Sunday 16th May	6am	8am

Half, Full & Ultra Marathon Warm Clothing Drop Off & Collection (Sunday)

Location/s:	**Full & Ultra Marathon clothing drop off:** Lorne **Half Marathon clothing drop off:** Kennett River **All events clothing collection:** Apollo Bay Hotel (rear car park)
Report to:	**Area Manager** **Lorne:** Simon Carlile **Kennett River:** Anthony Marchesani **Apollo Bay:** Lachie Matthews
Sign In:	**Volunteer Information Session at the Apollo Bay Hotel:** Thursday 13th May at 5.30pm
Role:	**To assist with the drop off and collection of competitor warm clothing.** • Meet the warm clothing area manager at your allocated start time & position as per your roster. • Prepare area according to area manager requests. • Competitors will drop off clothing before they begin their event **Process (Sunday Only):** Each competitor will have either already collected or will collect on the day, a Warm Clothing Bag. This year the bag is given to them as a gift as it is a reusable runners backpack. Participants bibs have a strip on the bottom of their bib in which is to be attached to their warm clothing bag. Each bag has a loop in which the strip is to be attached to. The strip has their race number indicated. Permanent Textas will also be available to allow participants to write their name/participant number on the bag if they would like. • All bags will be placed in trucks at the Start Lines then transported to the finish line. Each truck will be labelled with an estimated finish time. **Competitors need to place their bag in the appropriate truck based on their estimated finish time.** • **Step 1: Drop off –** Ensure the competitor has attached their tear off strip from their bib to the bag & closed the bag securely.

- **Step 2: Drop off –** Ensure the competitor places their bag in the appropriate truck depending on their estimated finish time (See table below)
- **Step 3: Collect –** Warm Clothing Bags will be sorted and laid out in order of bib number at the Apollo Bay finish area. Competitors will request your assistance in locating the bag so please familiarise yourself with the order of the bags. Ensure the number on the bag matches the competitors bib before handing it onto the competitor.
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EVENT	TRUCK	FINISH TIME
Marathon	Truck #1	Under 4 hours
Ultra & Marathon	Truck #2	Over 4 hours
Half Marathon	Truck #1	Under 1 hour 45 min
Half Marathon	Truck #2	Over 1 hour 45 min

- **At the collection area, if you're unable to locate a competitor's bag please request assistance from your Area Supervisor.**
- Control the flow of the competitors - keep area clean and clear from any debris (e.g. rubbish).
- Assist with the pack up of equipment.

Note:

LOCATIONS:

EVENT	DAY	DROP OFF	COLLECTION
Ultra & Marathon	Sunday	Lorne Start Line	Apollo Bay Hotel Car Park (Moore St)
Half Marathon	Sunday	Kennett River Start Line	

Start / Finish Line Volunteer (Saturday)

Location:	**Apollo Bay Main St, outside Apollo Bay Hotel**

Report to:	**Area Manager** Ethan Becker
Sign In:	**Volunteer Information Session at the Apollo Bay Hotel:** Thursday 13th May at 5.30pm
Role:	**General Helpers:** • Meet the Area Manager at your designated start time and position as per the roster. • Familiarise yourself with the start/finish line area including locations for competitors refreshments, 14km warm clothing drop off, toilets and how to seek medical attention if required. • Assist with managing the flow of competitors through the start line once each race has been officially started & as competitors cross the finish line assist to keep them moving through the finish area & drink station to keep the area free from congestion • Your area manager will provide instructions to you on directing competitors into their specific holding zones prior to starting their specific event. Please familiarise yourself with these areas and the process • Crowd control barriers will be in place for a distance ahead of the finish line however in spaces further up the road where they are not in place spectators sometimes walk onto the track to cheer runners on. Please assist in keeping them off the track & out of competitors way as they make their way to the finish line • Be alert & look for any competitors that may need medical or general assistance as they finish their race. Work in groups of two & ask them if they are ok or if they need medical assistance. If safe to do so take them to the Medical Tent next to the Start / Finish area or request First Aid assistance for them, if required. Stay with the runner until First Aid arrives.. • Please make sure you are in your designated position by your allocated start time. • Assist with crowd management by directing competitors away from vehicles, keeping people moving through areas such as the drink station • Provide encouragement to finishing athletes • Assist with the pack up of equipment and disposal of rubbish. **Medal Distribution:** • Assist with medal distribution to all competitors as they cross the finish line according to which event they are competing in. The Area Manager will give you the allocation of medals & each competitor is to receive a medal as they cross the finish line. • Regularly ensure plenty of medals are ready and on hand

- Once medals have been distributed, assist the team by encouraging competitors to continue moving through the Finish shoot to the Drink Station in the Festival Hub.
- Please take note of all tasks in the above General Helper description. In the down time between your medal distribution role please actively seek to help the General Volunteers above with general assistance in the area.

Start / Finish Tape Holders:

- Make yourself known to the Start Line Area Manager as soon as you arrive for your shift/s. Please don't leave the Start Area until your shift has finished.
- Your main role is to hold the Start & Finish tapes for each race. Please familiarise yourself with the start times for each event & ensure you are in position at the Start / Finish arch 20minutes before. Your Area Manager will brief you on the process.
- Please take note of all tasks in the above General Helper description. In the down time between your main role please actively seek to help the General Volunteers above with general assistance in the area.

EVENT	**START TIME**	**FIRST FINISHER**
Saturday *(Approximate times)*		
1.5km Kids' Gallop	10.30am	10.35am (5min)
6km Run	11.30am	11.45am (15min)
14km Run	1pm	1.45pm (45min)

Ultra & Full Marathon Start Line Volunteer - Lorne (Sunday)

Location:	**Great Ocean Rd, Lorne**
Report to:	**Start Line Area Manager** Simon Carlile
Sign In:	**Volunteer Information Session at the Apollo Bay Hotel:** Thursday 13th May at 5.30pm
Role:	**To assist with the start line area.**

	• Meet the Area Manager at your designated start time at the Lorne start line area • Familiarise yourself with the area including locations for competitors refreshments, warm clothing drop off, toilets and how to seek medical attention if required. • Assist with managing the flow of competitors through the start line once each race has been officially started. • You may be asked to hold the Start Line tapes. Your Area Manager will brief you on this process but it simply involves holding the Start banner up in front of the runners briefly before the race begins. • Please make sure you are in your designated position by your allocated start time. • Assist with crowd management by directing competitors away from vehicles, keeping people moving through areas such as the drink station • Your area manager will provide instructions to you on directing competitors into their specific holding zones prior to starting their specific event. Please familiarise yourself with these areas and the process • Assist with the pack up of equipment and disposal of rubbish. **SUNDAY 16th May -** Lorne (Surf Life Saving Club car park) **Marathon & Ultra Marathon races** start at 8am **Walk event** starts at 8:30am

Half Marathon Start Line Volunteer - Kennett River (Sunday)

Location/s:	**Great Ocean Rd, Kennett River**
Report to:	**Start Line Area Manager** Anthony Marchesani
Sign In:	**Volunteer Information Session at the Apollo Bay Hotel:** Thursday 13th May at 5.30pm

Role:	**To assist with the start line area.** • Meet the Area Manager at your designated start time at the Kennett River start line area on Sunday 16th May • Familiarise yourself with the area including locations for competitors refreshments, warm clothing drop off, toilets and how to seek medical attention if required. • Assist with managing the flow of competitors through the start line once each race has been officially started. • You may be asked to hold the Start Line tapes. Your Area Manager will brief you on this process but it simply involves holding the Start banner up in front of the runners briefly before the race begins. • Please make sure you are in your designated position by your allocated start time. • Assist with crowd management by directing competitors away from vehicles, keeping people moving through areas such as the drink station • Your area manager will provide instructions to you on directing competitors into their specific holding zones prior to starting their specific event. Please familiarise yourself with these areas and the process • Assist with the pack up of equipment and disposal of rubbish. **Half Marathon** Race start 8am

Finish Line Area Volunteers (Sunday)

Report to:	**Finish Line Area Manager** Ethan Becker
Sign In:	**Volunteer Information Session at the Apollo Bay Hotel:** Thursday 13th May at 5.30pm
Role:	**General Helpers:** • Meet the Area Manager at your designated start time and area

- Familiarise yourself with the finish line area including locations for competitors refreshments, warm clothing collection, toilets and how to seek medical attention if required.
- Assist with managing the flow of competitors through the finish line. Keep them moving through the finish area to the drink station to keep the area free from congestion
- Crowd control barriers will be in place for a distance ahead of the finish line however in spaces further up the road where they are not in place spectators sometimes walk onto the track to cheer runners on. Please assist in keeping them off the track & out of competitors way as they make their way to the finish line
- Be alert & look for any competitors that may need medical or general assistance as they finish their race. Work in groups of two & ask them if they are ok or if they need medical assistance. If safe to do so take them to the Medical Tent next to the Start / Finish area or request First Aid assistance for them, if required. Stay with the runner until First Aid is presence.
- Please make sure you are in your designated position by your allocated start time.
- Assist with crowd management by directing competitors away from vehicles, keeping people moving through areas such as the drink station
- Provide encouragement to finishing athletes
- Assist with the pack up of equipment and disposal of rubbish.

Medal Distribution:

- Assist with medal distribution to all competitors as they cross the finish line according to which event they are competing in. The Area Manager will give you the allocation of medals & each competitor is to receive a medal as they cross the finish line.
- Regularly ensure plenty of medals are ready and on hand
- Once medals have been distributed, assist the team by encouraging competitors to continue moving through the Finish shoot to the Drink Station in the Festival Hub.
- Please take note of all tasks in the above General Helper description. In the down time between your medal distribution role please actively seek to help the General Volunteers above with general assistance in the area.

Finish Tape Holders:

- Make yourself known to the Finish Line Area Manager as soon as you arrive for your shift/s. Please don’t leave the Finish Area until your shift has finished.
- Your main role is to hold the Finish tapes for all races. Please familiarise yourself with the finish times for each event & ensure

	you are in position at the Finish arch 20minutes before. Your Area Manager will brief you on the process. • Please take note of all tasks in the above General Helper description. In the down time between your main role please actively seek to help the General Volunteers above with general assistance in the area. **ESTIMATED FINISHER TIMES:**

EVENT	START TIME	FIRST FINISHER
Half Marathon	8am	9.15am (1hr 15)
Marathon	8am	10.30am (2hr 30)
Ultra-Marathon	8am	12noon (4 hrs)

Drink Station Volunteer (Saturday and Sunday)

Report to:	**Each drink station will have an assigned Team Leader. Please make yourself known to them on arrival.**
Sign In:	**Volunteer Information Session at the Apollo Bay Hotel:** Thursday 13th May at 5.30pm
Role:	**Assist at your nominated drink station.** • Meet your drink station Team Leader 15 minutes prior to your allocated start time at your nominated drink station. **Drink Station Volunteer Team Leader:** • Each drink station Team Leader will be in charge of the drink station equipment. • Drink station to be set up with all volunteer members to be in place by their designated start time. • The Team Leader will be responsible for the Two Way Radio at each Drink Station. Please ensure you locate this in the stock supplied to your Drink Station when you arrive at the Drink Station & turn it on. • **Please read through the Communication section at the end of this document so you understand how to make contact with First Aid & Race Information if required.**

Drink Station Volunteers:

- Assist in the setup of the drink station.
- Hand out drinks to competitors as they pass by.
- Maintain overall cleanliness of the area. Assist in clear all cups & gel packs off the road.
- Aid any athletes in need of assistance and refer to St John‘s ambulance staff.
- Should you need to contact the Race Office or First Aid please advise your Team Leader of your query. Please also ensure you have your own fully charged mobile phone & Volunteer Information Card with you on the day/s.
- Ensure all equipment is packed up.
- Once competitor numbers begin to reduce, please begin reducing the size of the station. Once all of the competitors have passed your drink station, please clean drink station area, pick up empty cups off the road and pack up drink station equipment.
- See image below for example of how Drink Aid Stations are set up

Sports Drink Mixing:

- At your drink station you will be supplied with a quantity of Science in Sport sports nutrition drink powder. You will also be supplied with an allocation of clean 60litre rubbish bins in which to prepare the mix & serve it from, a water tank and a hose. **There will be detailed instruction sheets at each drink station for you to follow on the day.**
- To make up the sports nutrition drink; add the powder from the bag/containers provided, according to the ratio detailed on the supplied Information Sheet, to one 60litre rubbish bin and add water direct from the water tank at your station (if you are unsure of the ratio please contact Race Information)
- It is best to position your bin where you wish to serve the sports nutrition drink from BEFORE you fill it with water as you won’t be able to move it once it’s been filled.
- Please follow the instructions closely on the Information Sheet at your station.

Course Road Marshal Volunteer (Saturday and Sunday)

Report to:	**The Course Area Manager will travel along the course prior to the events starting and will make themselves known to you.**
Sign In:	**At your allocated course position as per your roster.**
Role: **Communication:**	**To man and monitor an assigned road block location along the course.** • Please be in your specific location no later than your allocated start time. • Ensure **NO vehicles** enter the course. • Provide information to motorists as required e.g. Opening times and detour routes as advised by your Area Manager • Provide information to the public when approached • The event **cannot** begin until all road blocks are manned and controlled. • You will be advised by the traffic management team of when you can re-open your road block. Do not open your road block until you have had confirmation from Traffic Management or your Area Manager. • If in doubt contact Race Information. Please see the Communication information at the end of this document & take

note of the contact numbers, or refer to your Volunteer Information Card.

- You will receive a high visibility vest at the Volunteer Briefing. Please ensure you wear the vest while manning your allocated road block. Please return your vest to your Area Manager or Team Leader once your position has finished for the day.
- Once you have received your position please review the specific details for this area so you are familiar with the requirements. All road closure details can be found here on the event website and see the map below for closure times.
- Please ensure you carry your fully charged mobile phone on you at all times as well as the Volunteer Information Card with the relevant Event phone numbers listed.

Festival Hub Volunteer – Lorne or Apollo Bay (Saturday & Sunday)

Location:	**Lorne –** Foreshore near Surf Life Saving Club **Apollo Bay –** Foreshore near Surf Life Saving Club
Report to:	**Area Manager** **Lorne** - Simon Carlile **Apollo Bay** – Ethan Becker
Sign In:	**Volunteer Information Session at the Apollo Bay Hotel:** Thursday 13th May at 5.30pm
Role:	**To assist with the start line area.** • Meet the Area Manager at your designated start time & location according to the roster • Familiarise yourself with the area including locations for competitors refreshments, warm clothing drop off, toilets and how to seek medical attention if required. • There are multiple activities within both Festival Hubs including kite festivals, wellness sessions such as Yoga & race warm ups, kids activities & more. Depending on the requirements you may be asked to move between two or more of these activities at various times & given various roles to undertake. Please familiarise yourself with the location of all activity options when you arrive. • You may be asked various questions by visitors & competitors in the Festival Hub. Do your best to equip yourself with as much knowledge about the event as possible so you can answer however if you are unsure of any answers make your best efforts to find the answers for the person by speaking to your area manager or another IMG staff member at the Race Week Office, for example. • Please make sure you are in your designated position by your allocated start time. • **You may also be asked to assist with Gift Distribution if you are positioned at the Apollo Bay Fesitval Hub on Sunday** as this does require extra assistance at times. This involves standing at the Finish Area as directed by your Area Manager as participants finish their race & giving them the correct gift according to the colour of their race bib. • You must mark each participants bib with permanent Texta (supplied) in the top left corner as you give them their gift. No bib = no gift. If their bib has already been marked that means they have already collected their gift. • The gift is a small backpack with different colours for each race distance: Ultra Marathon – Grey Marathon – Yellow Half Marathon – Red ***These colours will match their race bib for ease of distribution so please take note as they approach.***

Gift Distribution Volunteer – Apollo Bay (Sunday)

Location:	**Apollo Bay** Finish Line Drink Station Area
Report to:	Ethan Becker
Sign In:	**Volunteer Information Session at the Apollo Bay Hotel:** Thursday 13th May at 5.30pm
Role:	**To assist with distributing gifts to participants as they come through the Finish Drink Station area.** • Meet the Area Manager at your designated start time & location according to the roster • Familiarise yourself with the area including locations for competitor gifts, types & colours of gifts & who to distribute each one to. • Ensure you know how to seek medical attention if required. Ask your Area Manager if you're unsure. • **This space does get very busy once more & more competitors finish their race so please be in position & ready at your start time.** • Each competitor will be given a specific coloured gift according to the colour of their race bib so please take note of this as they approach you, their bib will be attached to their chest. • You must mark each participants bib with permanent Texta (supplied) in the top left corner as you give them their gift. • No bib = no gift. If their bib has already been marked that means they have already collected their gift & cannot collect another one. • The gift is a small backpack with different colours for each race distance: Ultra Marathon (Grey bib) = Grey backpack Marathon (Yellow bib) = Yellow backpack Half Marathon (Red bib) = Red backpack

GENERAL INFORMATION

Event Day Checklist

- Volunteer T-shirt (distributed at Volunteer Information Session by Apollo Bay & District Health Foundation)
- High visibility safety vest (Road Marshals only, supplied at the Volunteer Briefing Session)
- Comfortable closed toe shoes
- Comfortable, warm clothing
- Rain Coat (if required)
- Mobile Phone (Fully charged)
- A filled water bottle
- Sunscreen
- Sunglasses
- Contact numbers and names of your volunteer event day Team Leader
- Volunteer Information Card
- Transport arrangements to your allocated location
- Snacks

Please familiarise yourself of your area and other surrounding areas.

Throughout the event day, please stay in constant communication with your supervisor – Please advise your supervisor once your duties have completed.

Accessing your position on course

For those volunteers starting their shift on course or at a drink station after an event has started and road closures are in place please speak to Event Management at one of the Briefings to discuss how to access your position.

Drink Station Volunteers are asked to car pool with their team to drive to their designated drink stations & park up within the drink station area. The vehicle will not be permitted to leave before the road is open so please plan accordingly with this in mind.

Course Marshall Volunteers may drive to their designated positions before road closures are in effect and park their vehicle off to the side of the course where it will not interfere with the events. The vehicle will not be permitted to leave before the road is open so please plan accordingly with this in mind.

Lorne and Kennett River Start Line Volunteers are advised to car pool and drive if necessary to the Start Line areas and park where appropriate prior to the road closures being in effect.

Apollo Bay Start/Finish Line Volunteers are advised to access the area by foot as parking in the area will be difficult. Alternatively, parking may be found in the back streets of town and the Start/Finish area can then be accessed on foot.

Provisions

As a volunteer you are required to bring your own food and water to hydrate and nourish throughout your shift. If you are positioned on or near a drink station you will have access to the drinks offered to competitors. If you are rostered for a long shift we recommend bringing something substantial to eat during the day as well as plenty of water.

Communication

Please note; Telstra is the only mobile service provider that obtains reception on the full course – please ensure at least one Volunteer within close proximity to you has Telstra mobile phone service.

Volunteer Information Cards will be provided to volunteers at the Briefing & at the Drink Stations. The card will have the phone numbers for the Medical Requirement, Road Closures and General Enquiries line. We also recommend programming these numbers into your phone ahead of the day as well. We ask that all volunteers take their own fully charged mobile phone with them to communicate with if necessary.

All Drink Stations will be issued with a two way radio which the Team Leader will manage. The radio will be delivered to your drink station along with the rest of your equipment in the early morning. Please look for it & turn it on as soon as you arrive.

USING YOUR TWO WAY RADIO
Please see the diagram below with instructions on how to turn on/off and operate the two way radios.
Please familiarise yourself with these instructions for the device.

RADIO CHANNELS
Please make sure your radio is on the "VOLUNTEER" channel as soon as you arrive.

Making a radio call for First Aid
From the "VOLUNTEER" channel (see diagram for how to change channel if required), hold down the 'Press To Talk' button on the side of the device, wait for the beep then state your position & who you are calling, for example "Drink station 6 to Volunteer Manager" then let go of the button & wait for a response. If you receive no response try again, repeating the same words.

If that fails, call through on your mobile phone. Please note only Telstra mobile phones are able to gain reception on the full course so please ensure you have one Volunteer at least at your position with a **Telstra** mobile.

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'. Volunteers are required to obey all signs posted on or around the site.

Communication
It is essential that all volunteers remain within communications reach. All volunteers

should have their own personal communication equipment such as mobile phones with them at all times. All volunteers 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 volunteers 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. Volunteers 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. Volunteers should have adequate amounts of food & water on site to avoid dehydration &/or sunstroke. Volunteers should use the following Personal Protective Equipment; hats, sunglasses, loose clothing covering as much skin as possible & sunscreen. All volunteers 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
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.

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 volunteers 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, 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 uniform provided. Volunteers 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 volunteers need to remain aware of traffic hazards & for traffic congestion. It is recommended that all volunteers wear the uniform provided; Volunteers 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.

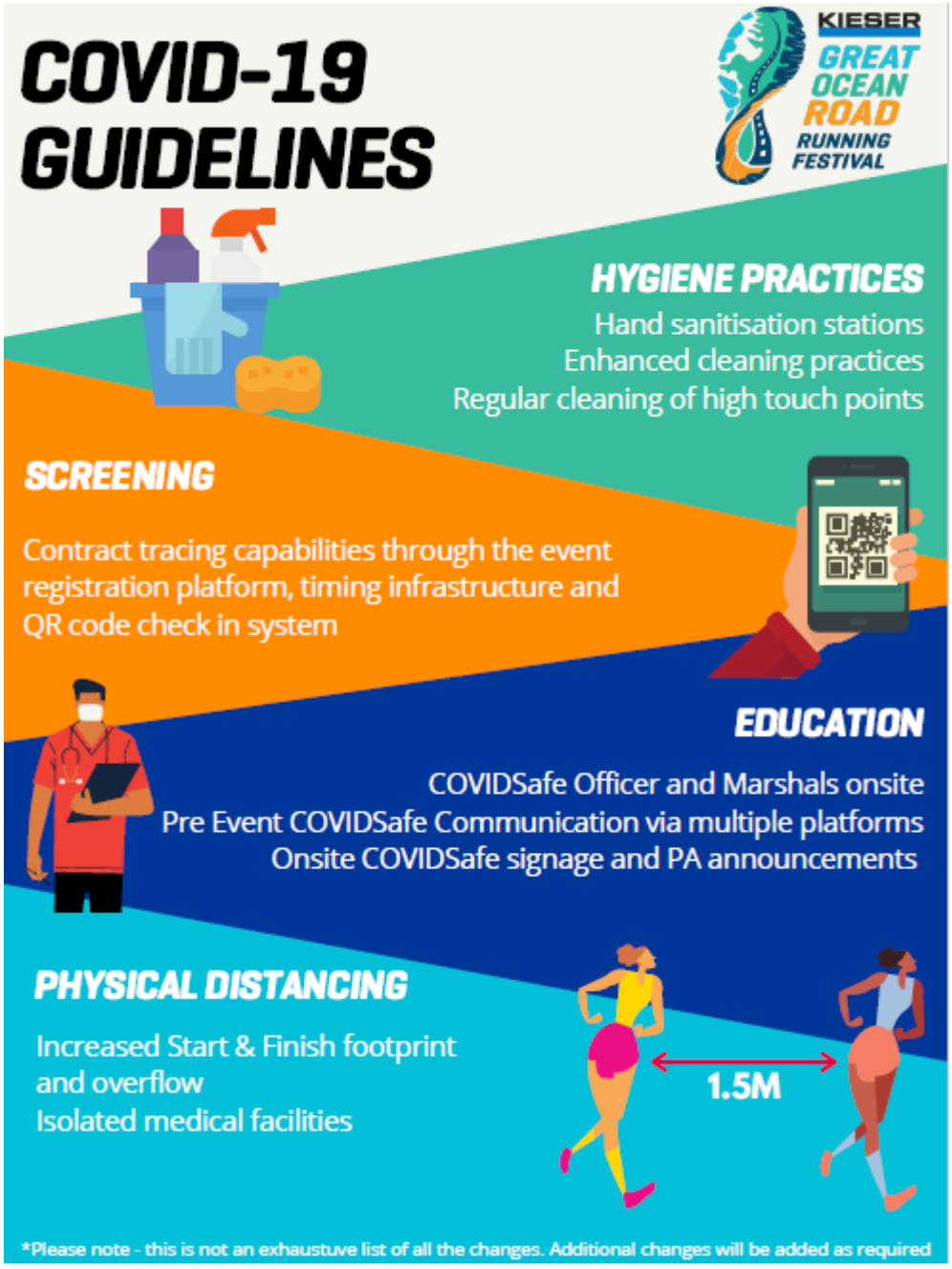
More information will continue to be communicated in the lead up to the event.

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 complete a pre-event health screening questions 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.



Terms & Conditions

As a volunteer, it's important that you understand and acknowledge some key points about our engagement with you.

1. You may receive or have access to important confidential information related to the Event. It's important that you do not share this information with any person not related to Event or your role.

2.You may be photographed or captured on video during your time volunteering. Please be aware that these images and the footage will be used and reproduced by Event organisers.

3.It's really important that you do not speak to any member of the media about the Event or hold yourself out as a spokesperson, particularly on social media. If you're approached for comment or in doubt at any stage, please seek out your supervisor.

4.You must report any hazard or accident to your supervisor immediately.

5.Whilst you are free to end your participation with the Event, we ask that you provide us with as much notice as possible. You are not employed by the Event, but rather participating freely as a volunteer.

6.You must take all steps to carry out your volunteering role safely and in accordance with direction of Event management.

I agree and accept to be bound by the safety rules & regulations of International Management Group (IMG) in relation to the 2021 Great Ocean Road Running Festival, & shall as far as is reasonably practicable, abide by all safety directions given either in written form or verbally by IMG staff & nominated safety representatives. In doing so, I acknowledge the risks associated in the delivery of tasks associated with the 2021 Great Ocean Road Running Festival, & agree to accept such risks of my own will. In doing so, I agree to the extent permissible by law, to not hold IMG responsible for any &/or all accidents/incidents arising as a result of: (i) my participation as a volunteer at the Event; and/or (ii) any failure to abide by the safety regulations as set out in this induction &/or given either verbally &/or in written form by a member of the emergency services.