



GREAT OCEAN ROAD RUNNING FESTIVAL

18-19 MAY 2024

Welcome to the 2024 Great Ocean Road Running Festival Occupational Health and Safety Induction

The Great Ocean Road Running Festival is celebrating its twentieth year in 2024. Runners, walkers and joggers take part in the following events:

- Ultra Marathon (60km)
- Marathon (44km)
- Brooks Half Marathon (23km)
- 14km Paradise Run
- SriLankan Airlines 6km Run
- High Sierra 12km Trail Run
- 6.5km Trail Run
- 1.5km Kids' Gallop
- Great Ocean Road Walk

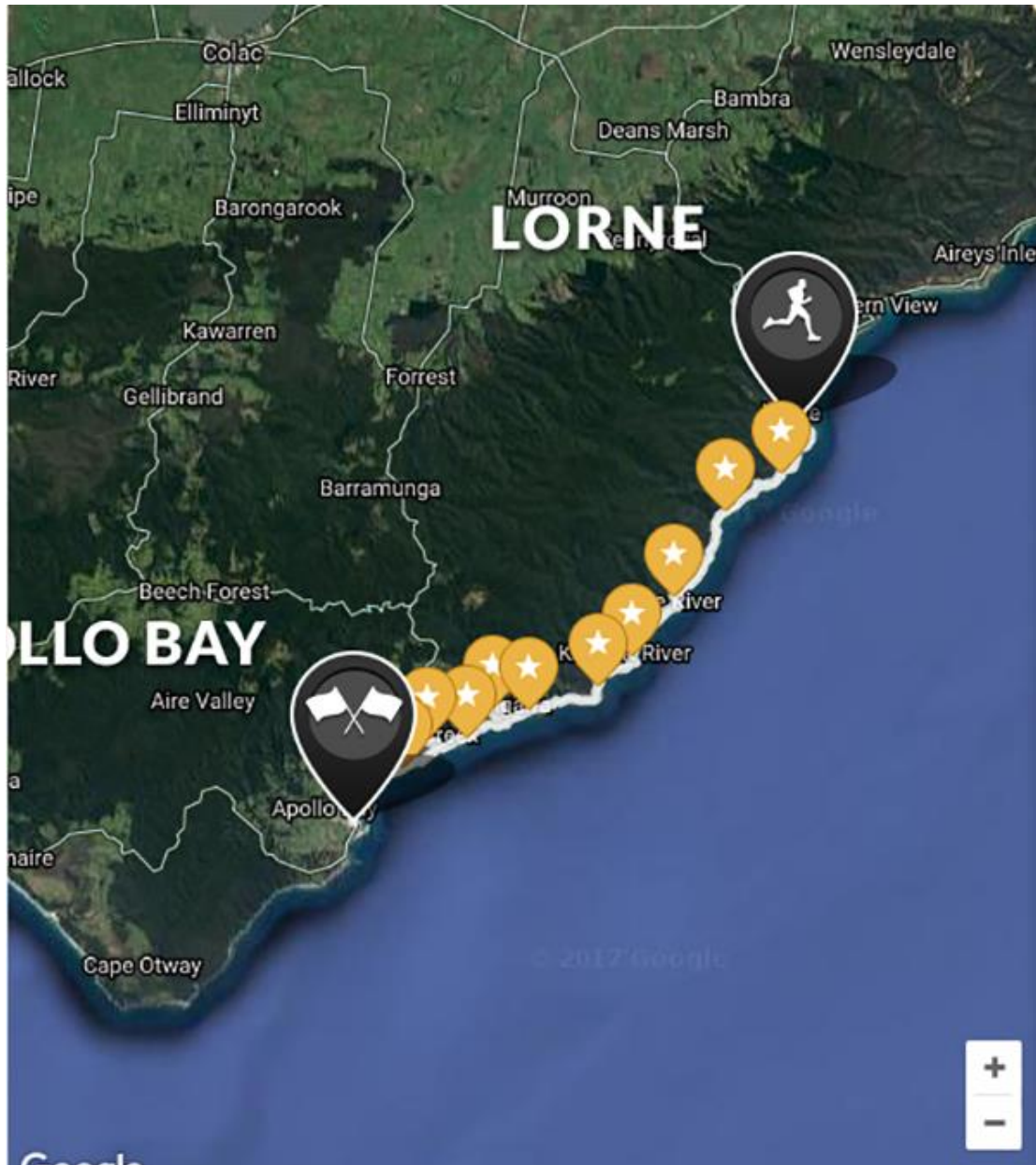
The course winds along Victoria's Great Ocean Road making this event Australia's most stunning run. It is held in a beautiful and unique area of Victoria, Australia, on the Southern Ocean renowned throughout the world for its beauty and panoramic views. Each year that this event has been conducted, it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

Getting Started

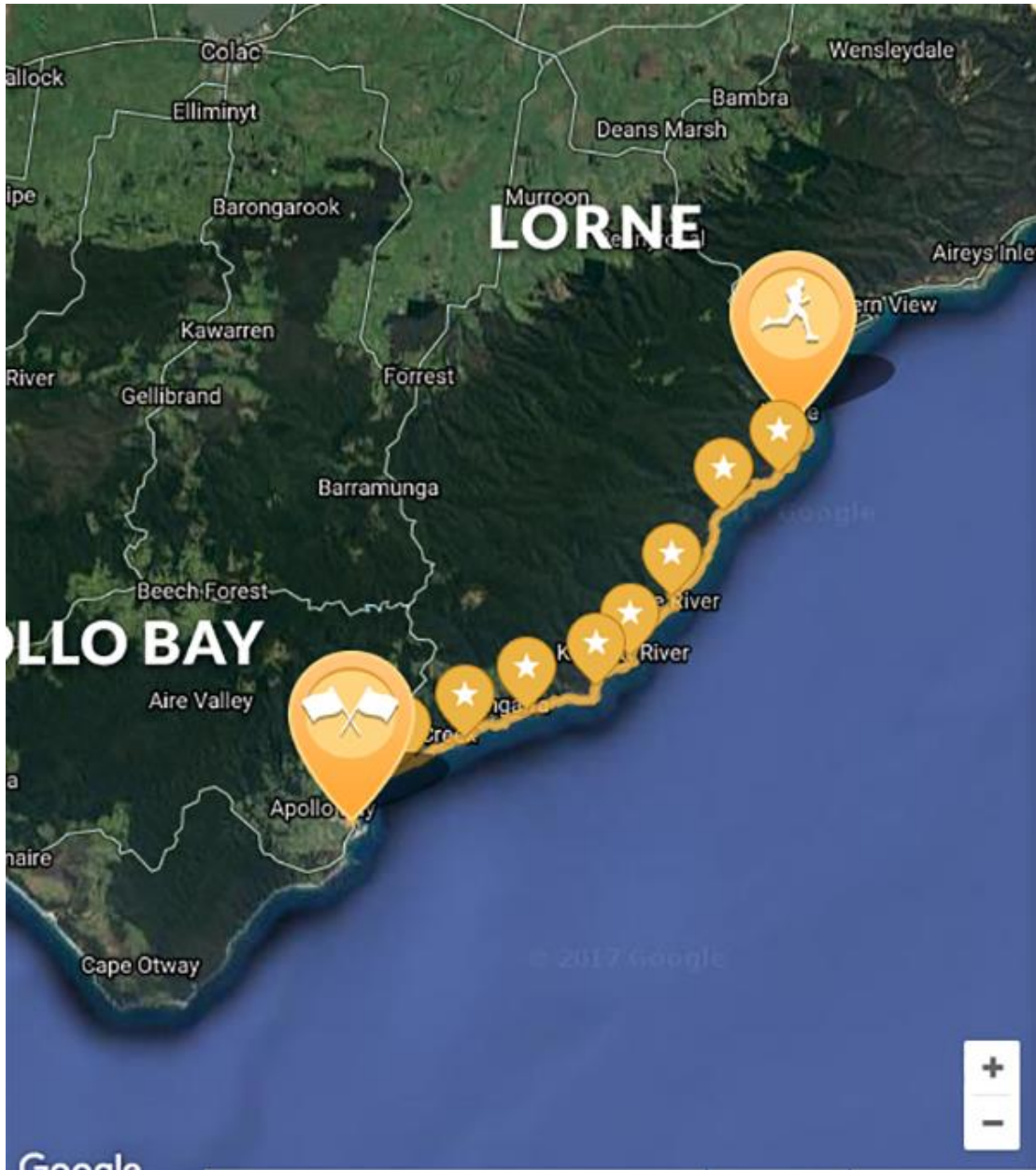
This induction process is a requirement for all event volunteers. It will take approximately 15 minutes and will provide you with essential general event information and event health and safety information.

COURSE OVERVIEW

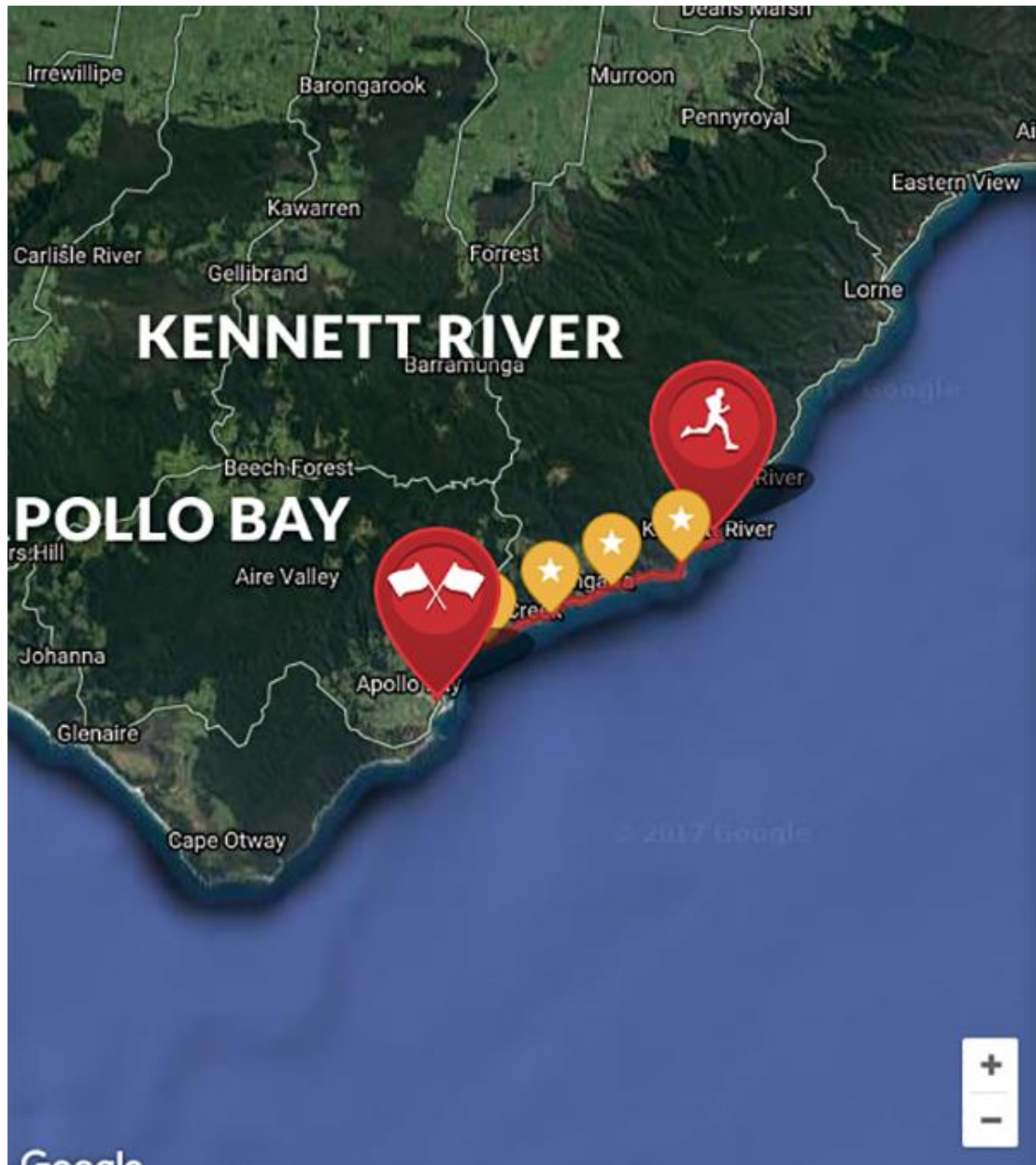
Event	Start Line	Finish Line	Date	Start Time
Ultra Marathon (60km)	Lorne	Apollo Bay	Sunday 19th	8:00am



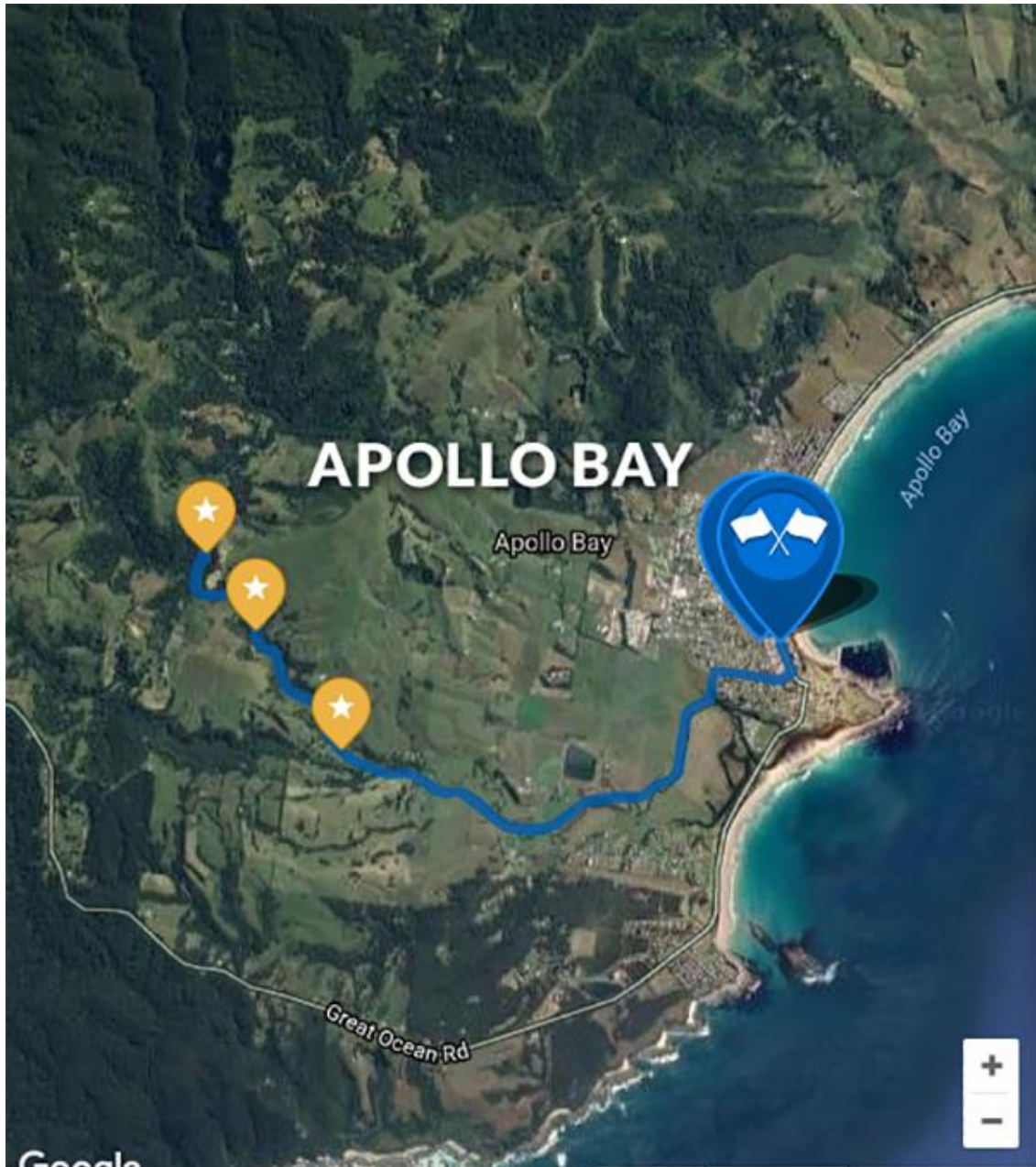
Event	Start Line	Finish Line	Date	Start Time
Marathon (44km)	Lorne	Apollo Bay	Sunday 19 th	8:00am



Event	Start Line	Finish Line	Date	Start Time
Brooks Half Marathon (23km)	Kennett River	Apollo Bay	Sunday 19 th	8:00am



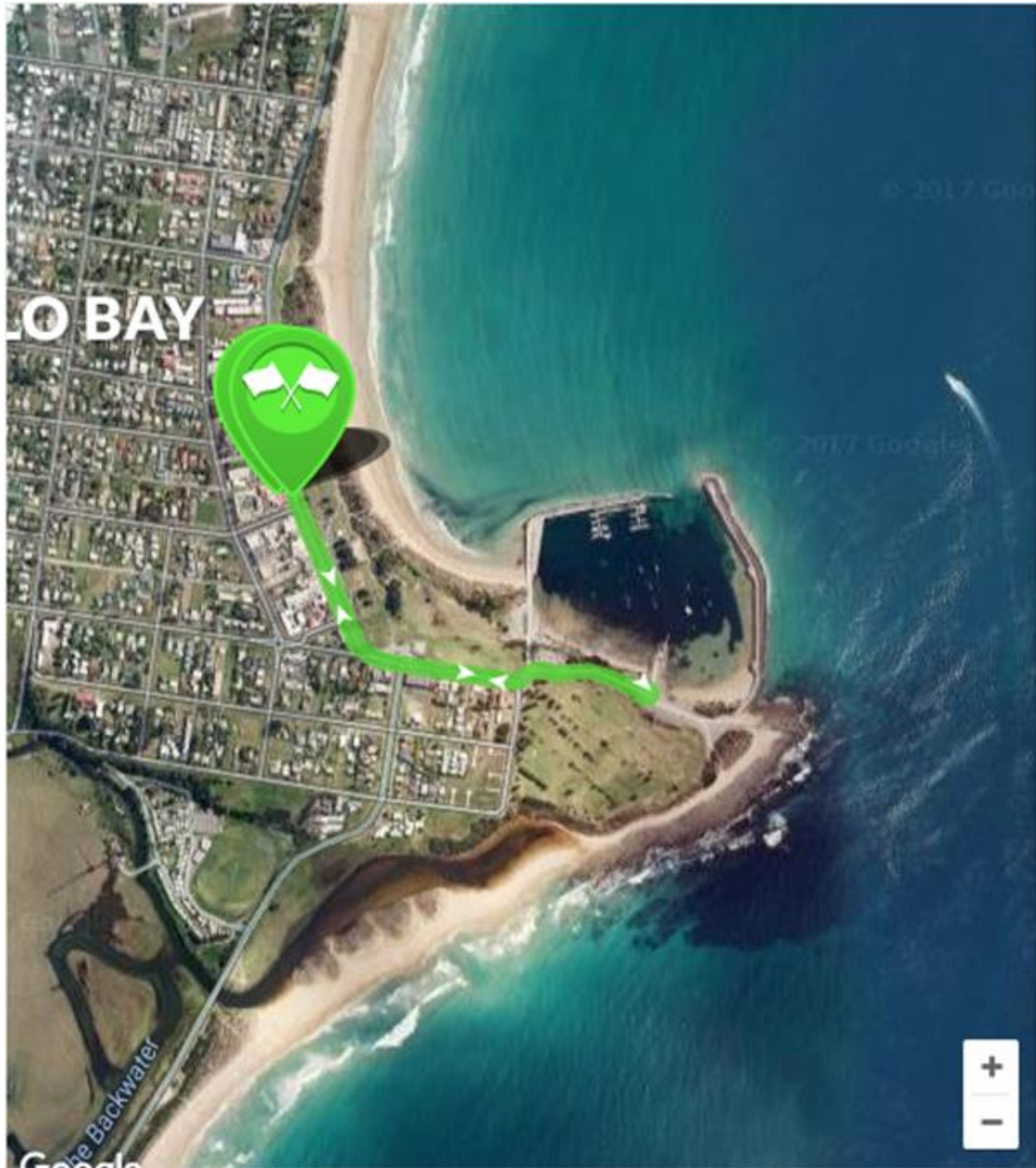
Event	Start Line	Finish Line	Date	Start Time
14km Paradise Run	Apollo Bay	Apollo Bay	Saturday 18 th	1:00pm



Event	Start Line	Finish Line	Date	Start Time
SriLankan Airlines Run (6km)	Apollo Bay	Apollo Bay	Saturday 18 th	11:30pm



Event	Start Line	Finish Line	Date	Start Time
1.5km Kids Gallop	Apollo Bay	Apollo Bay	Saturday 18 th	10:30am



Event	Start Line	Finish Line	Date	Start Time
High Sierra 12km Trail Run	Lorne	Lorne	Sunday 19 th	8:10am



12 km Trail Run

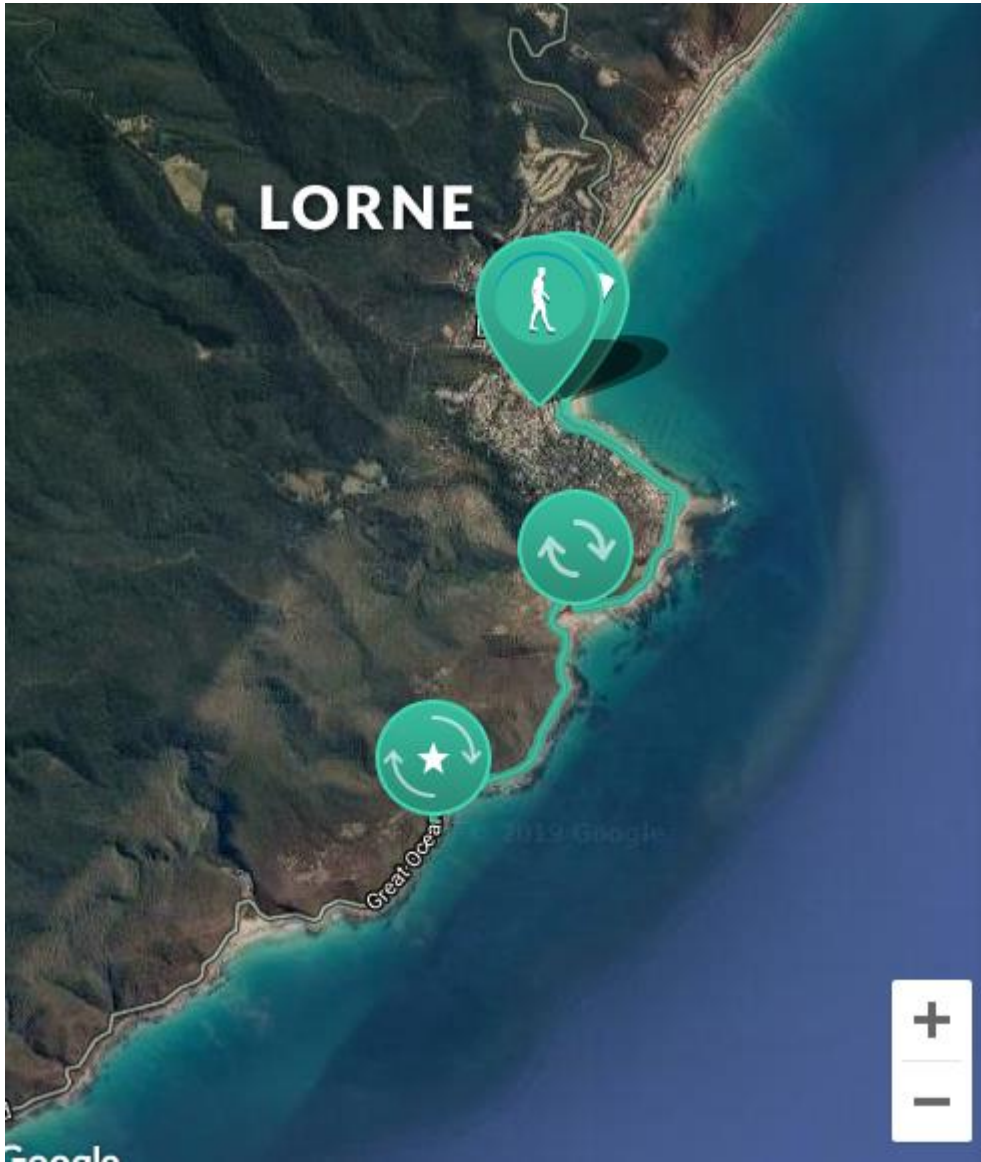
Event	Start Line	Finish Line	Date	Start Time
6.5km Trail Run	Lorne	Lorne	Sunday 19 th	8:20am



6.5 km Trail Run



Event	Start Line	Finish Line	Date	Start Time
Great Ocean Road Walk	Lorne	Lorne	Sunday 19 th	8:30am



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 and from 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.

Please note: Even if you have previously received food and water from event management in past events, this will not be the case in 2024. This is due to sustainability efforts and to maximise charitable donations.

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.

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.

Please note: Unlike previous years, no stations on course will be provided with a two-way radio. The aim is to streamline communications and allow the provided services to function as required on the radio channels. This makes it even more essential to ensure there is a functioning mobile phone with you/your team throughout the event.

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 18th May from 10am to final competitor finishing. St John Ambulance & Ambulance Victoria are available on course on Sunday 19th 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 19th 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.

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 2024 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 2024 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.