

2020 ISPS Handa Vic Open – Event Waiver

Golf Australia is committed to providing a safe working environment for all staff and volunteers.

Volunteers primarily should look out for the health and safety of themselves and that of fellow co-workers, volunteers and the public. Prior to the commencement of each shift at the event, all volunteers must report to and register at Volunteers HQ.

All volunteers are required to familiarise themselves with the security arrangements, emergency procedures and safe work instructions for their area and role. These include, but are not limited to:

Security:

Security at the 2020 ISPS Handa Vic Open is paramount for all staff, visitors, players, officials, spectators and medical staff. Security is provided in numerous ways including accreditation checks, ticketing, sign-in procedures and evacuation and emergency procedures.

Emergency Procedures:

There is an established Emergency Management Procedure for this event and venue. All volunteers are required to make themselves familiar with the following:

- Location of first aid resources
- Location of emergency exits
- Emergency response procedures

Health & Safety:

Health and safety procedures are a high priority at the 2019 Vic Open. All volunteers and staff need to be aware of safety issues in their area. Site safety instructions include but are not limited to:

- Co-operate with all volunteers and staff on health and safety matters
- Familiarise yourself with any emergency arrangement for the activities you are carrying out
- Be aware of specific safety issues in your area
- Take care when lifting or carrying heavy items, always seek assistance for heavy or awkward items
- Only use equipment, machinery and vehicles if you are authorised and trained to do so
- Wear protective clothing (PPE) where required
- Slip, Slop, Slap – wear sunscreen, hats and stay hydrated
- Report all hazards or incidents to a staff member or directly to your supervisor
- Remove yourself from and warn others of imminent danger
- If you don't feel safe, seek assistance immediately.

Incident Reporting:

Incident Report Cards are to be used for reporting operational issues or to make suggestions. Incident details are required if you encounter lost property, theft, property damage, a safety hazard, a medical condition or injury.

- An incident report card will be available at Volunteer HQ
- Contact your supervisor in the case of a serious issue or incident
- Complete an Incident Report Card as soon as possible and hand in at the Volunteer HQ

Responsible Behaviour & Code of Conduct:

As a volunteer for Golf Australia certain conducts of behaviours are expected to be adhered to whilst undertaking volunteer duties:

- No volunteer should be under the influence of illegal drugs or alcohol when volunteering.
- Volunteers must behave in a responsible and reliable manner.
- Volunteers are acting as representatives of Golf Australia and should adhere to the highest standards of honesty, integrity and where appropriate confidentiality.
- Volunteers should not make any public comments or statements to the media that would lead anyone to believe you are representing the views of Golf Australia, all media appearances should be accompanied by your Supervisor or the Volunteer Coordinator.
- If medication is required, volunteers should ensure to have this with them at all times, all staff and volunteers will have access to a basic first aid kit.
- All volunteers are expected to disclose any conflicts of interest which may arise and could have an impact on your obligations to Golf Australia.
- If resigning from your volunteer role, it would be appreciated if you could give adequate notice. We are committed to constantly improving the event and this will allow us to replace your role promptly.

OTHER IMPORTANT INFORMATION

Dealing with the Media:

All media enquiries regarding the 2020 ISPS Handa Vic Open should be directed to Greg Oakford on 0438 040 310. The only people authorised to speak to the media on behalf of Golf Australia are the Chairman, the Chief Executive Officer (CEO), and the Tournament Director. If volunteers are approached by the media they should refer that media representative to Greg on the number above.

Equal Opportunity:

All members of the workforce are responsible for ensuring a work environment free of harassment and discrimination and where everyone is treated with respect, fairness and equity.

Harassment and discrimination:

Golf Australia does not tolerate harassment or unlawful discrimination. Unlawful discrimination may include (but is not limited to) words, gestures or actions based on gender, pregnancy, age, sexual orientation, religion, national origin or ability.

Criminal and Illegal Activity:

Any volunteer or staff member found to be engaging in criminal or illegal activity in the workplace will be referred to the police.

Drugs and Alcohol:

Consumption of alcohol, illegal drugs or other illegal substances prior to or during a work shift is not permitted.

Golf Australia hopes that you enjoy your experience and that we can achieve high standards in reference to Occupational Health and Safety to help ensure a safe and successful event. We would like to thank all volunteers for your vital support to our Championship.