

Volunteer Handbook and Health and Safety Guidelines Newport Stopover Volvo Ocean Race 2014-15

KEY CONTACTS:

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volvoceanracenewport.com

Image by Maria Muñia/MAPFRE /Volvo Ocean Race

INTRODUCTION

Welcome and thank you for your time, energy and talents. This handbook has been developed as a useful guide to the Volvo Ocean Race 2015 Newport Stopover and you are required to read it and use it as a reference when needed.

It includes information relating to health and safety guidelines, emergency procedures, volunteer information and key event time lines.

A daily activities schedule will be available on the notice board in the Volunteer Center each morning.

KEY TIMES AND DATES

5 May 2015: Race Village Opens

5 - 8 May 2015: Arrival of the Fleet from Itajai, Brazil

14 - 15 May 2015: Pro-Am Racing

16 May 2015: In-Port Race

17 May 2015: Leg Start 7/Race Village closes

Hours of the Race Village:

5/5/15: 3:00PM-7:00PM

5/6, 5/7, & 5/8/15: 11:00AM-7:00PM

5/9/15: 10:00AM- 8:00PM

*8:45: Pancake breakfast, 9:00 am Exploratin Zone Opening Ceremony

5/10/15: 10:00AM-7:00PM

5/11, 5/12, & 5/13/15: 11:00AM-7:00PM

5/14/15: 10:00AM-8:00PM

5/15/15: 10:00AM-8:00PM

5/16/15: 10:00AM-8:00PM

5/17/15: 10:00AM-6:00PM

PUBLIC SAFETY PLAN

Sail Newport has an obligation to ensure the health and safety of all employees, contractors, and visitors in any place of work under their control. A comprehensive Health and Safety Plan is available at the following locations and can be referenced by any employee, contractor, or volunteer as required (refer to site map):

- **VOLVO OCEAN RACE NEWPORT** - Operations Office Trailer
- **DOCKMASTER:** Alofsin Pier

All incident reports and hazard forms are available at these locations.

HAZARD MANAGEMENT

It is very important that any hazard that could cause harm to any person is managed and reported immediately to your supervisor and/or manager.

Three things to do immediately are:

1. Make the situation safe, your primary obligation is public safety. The public is everyone at the event- including you.
2. Tell others in the area and if possible erect a barricade or warning sign to advise of the hazard.
3. Report it to your supervisor/manager immediately.

INCIDENTS AND ACCIDENTS

All incidents, accidents, and potential accidents must be reported to your supervisor and/or manager immediately. They will need to be recorded and investigated without delay.

INCIDENTS AND ACCIDENTS (CONT.)

HEALTH AND SAFETY MANAGERS:

Susan Maffei Plowden and Allan Megarry

Located in the Stopover Office Trailer next to the Visitor's Center

Volunteers: Muggsy Skinner, Janice Kennedy and Lisa Charrier

Located in the Volunteer Center in the barracks

If you attend a situation involving an injury it's important you attempt to gain the name and contact details for the injured person/s.

FIRST AID

Know what to do in the event of an injury, i.e. where the EMS/First Aid tent is located (at Fort Adams - East Gate, refer to site map). If someone is injured, make the scene safe (if possible), begin first aid. If the injury is serious, call 911 and ask for an ambulance. South Coast EMS has an ambulance on site.

South Coast EMS: 508-525-7953

Volvo Ocean Race Newport staff will be carrying radios and can contact South Coast EMS directly if you are unable to go there yourself.

INCIDENT REPORTING

Incident investigations are very important as they provide an opportunity to find out the root cause of the accident and it recommends corrective actions to prevent it from happening again.

If you do report an incident, accident or near miss, please return to the Volunteer Room at the end of your shift to complete a brief report for Sail Newport's records.

FIRE

Know your evacuation procedure for the site or building. Identify the congregation point for all public and staff in the event of an emergency evacuation (refer to site map). If you come across a fire, notify others, dial 911 and ask for Fire, then ensure the evacuation is underway. **DO NOT TRY AND PUT OUT THE FIRE.**

SECURITY (INTOXICATION, DISORDER, THEFT)

Do not involve yourself in the infringement or altercation or put yourself at risk. APG Security will be on-site at all times to assist with any security issues- contact a Sail Newport staff member if security is required. If the incident is serious please call 911 and ask for the Police.

GENERAL SITE SAFETY

It is important to be aware of the following potential hazards:

- **Manual Handling-** for example lifting boxes or photocopy paper, office equipment, and lifting large water bottles. It is important to be familiar with safe lifting techniques. Most importantly, if it is too heavy for you to lift safely, do not do it. Get assistance from another person, fetch a trolley or break the load down into smaller parts.
- **Electricity-** damaged electrical equipment can cause electric shock and serious injury or death. All fixed and portable plant and equipment that plugs into the main should be checked regularly, tested and have current tag. Never use damaged equipment. Take it out of service until it has been repaired or replaced.
- **Housekeeping-** keep work areas tidy and free from hazards that may cause slips, trips, and falls. Ensure that entrances, fire exits and passageways are kept clear and fire-fighting equipment and electrical switchboards can be accessed in an emergency.

- Overhead Hazards- be aware of people working overhead, and of items that may fall from above.
- Personal Protective Equipment- always check the work area before you start working, and wear the appropriate PPE.
- Tools and equipment need to be in safe working order. Ensure they are in good working condition, there are guards in place (if applicable) and they are electrically tested and have current tags (main powered equipment).
- Working at Height- only trained, competent and approved persons can work at heights. This includes erecting scaffolding, using Fall Arrest or Fall Restraint equipment.
- Confined Space- only trained, competent, and approved persons can work in the confined spaces. The correct safety equipment must be used including Rescue Equipment Gas Detectors and safety equipment. A "Permit to Work" system must be in place and "Confined Space Entry" permits used.
- Hazardous Substances- are used and stored within the Race Village. Only trained and competent persons approved by Sail Newport are allowed to use hazardous substances. Safety Data Sheets (SDS) are available for all hazardous substances in the Health and Safety Plan.

SMOKING AT WORK

In general, all under-cover work spaces including offices, lunchrooms, meeting rooms, workshops, team bases, pavilions, information centers, and vehicles, are designated as "No Smoking."

Smoking is only permitted in the designated areas (refer to site map) and is not permitted on construction sites during the park-in and park-out of the event.

PORT CREW VOLUNTEER INFORMATION

INTRODUCTION

The Newport Stopover of the Volvo Ocean Race is being held at Fort Adams State Park in Newport, Rhode Island from 5 May 2015 to 17 May 2015. Our goal is to deliver the best possible Newport Stopover, with excellence in areas both on and off shore, thereby leaving a quality legacy for not only Newport but for Rhode Island as well.

The Newport Stopover volunteers will be the face of the event. It is great to have you as a vital part of the Port Crew for the Volvo Ocean Race.

As a volunteer, you will be one of the first people our visitors see and talk to at the Newport Stopover. Your commitment to deliver an event is underpinned by a friendly and professional image and is what will make this event a success. As a volunteer, you will inspire others and help the Volvo Ocean Race to create a legacy for Newport, Rhode Island and for sailing. As a volunteer, you are also part of the 400-strong team dedicated to delivering a world-class event. We thank you for your commitment and dedication, and hope you enjoy the racing and the activities across the twelve days.

GENERAL INFORMATION

The volunteer team is the face of not only sailing, but also for Newport, Rhode Island the United States of America as a whole. Be aware that the spectators you be assisting could be from other parts of the country as well as overseas. We ask that each volunteer always be friendly, helpful and polite, and a great team player.



Throughout the Newport Stopover expect to be approached by spectators requesting a range of information about the Race Village area and the Volvo Ocean Race.

- Entertainment areas
- First Aid
- Security
- Merchandise outlet
- Public Toilets
- Food and Beverage outlets
- Wheelchair accessible routes and facilities

MEDIA

We are anticipating huge media interest in every aspect of the Volvo Ocean Race. Approximately 80 media - TV, print, radio, photographic, and web - will be accredited to cover the event and others will be doing pieces during the final countdown.

During the Newport Stopover, media may come up to you while you are working and ask you about your experience as a volunteer.

If you are happy to talk to the media, go ahead. Please remember that you are representing the Newport Stopover when you talk to the media. It's important that you talk about your experience in a positive manner. Please do not comment on matters outside your roles as volunteer and general experience of the event.

If you don't want to be interviewed, feel free to say so in a friendly manner and refer the journalists to the Media Center on the ground floor of the Waterfront Center where the Media Information desk can assist them.

Under no circumstances should you comment to the media on any accident, incident, or near miss that you attend.

Spokespersons for the event are Brad Read, Kim Cooper, and Evan Smith. Call (401) 846-1983 with any questions.

UNIFORM

All volunteers are required to wear their official Volvo Ocean Race volunteer uniform at all times while working during the event. This is to be worn with either black or navy blue long pants or shorts as supplied by you. Your uniform must be clean and tidy at all times, volunteers can wear their own footwear but it must be neat and practical for whatever your role is. No extra clothing is to be worn over or under the uniform but if you require an extra layer for warmth a long sleeved black or white polo can be worn under your event shirt.

VOLUNTEER SIGN IN/SIGN OUT PROCESS

All volunteers based at the Newport Stopover (Fort Adams) for the Volvo Ocean Race are required to sign in at the Volunteer Center located at the Barracks of Fort Adams at the start of each rostered shift.

At the Volunteer Center you will be provided with a secure place to store your belongings. You will then meet with your Team Leader or Manager and be given instructions on tasks to be carried out. It is also expected that all volunteers check-in and check-out daily at the Volunteer Center. Volunteers **MUST NOT** leave the venue without first signing out. This is very important for everyone's safety. Thank you.

The Volunteer Center is available to you throughout the day before and after your shift during your breaks. Daily information sheets will be displayed in this area advising of the day's activities. If you attend an accident, incident or near miss you may be required to return to the Volunteer Center at the end of your shift to complete an incident form.

FOOD/DRINK

All volunteers will be provided with morning and afternoon tea. A lunch, if working through lunch hour, and drinks during their rostered shift. This will be available from the Volunteer Center and at Crew Catering.

WHAT DO I DO IF I CANNOT ATTEND MY ROSTERED SHIFT?

If you are sick, or for any reason cannot attend your rostered shift, please contact Muggsy Skinner or Janice Kennedy as soon as possible (phone numbers are listed in key contacts and on back cover).

LOOK AFTER YOURSELF

Look after yourself while you are volunteering at the Newport Stopover. It can be both physically and mentally demanding. Make sure you take scheduled breaks and keep your fluid and food intake up. Watch out for your personal safety while working, and if you see something that could endanger other volunteers or spectators, advise your Team Leader as soon as possible.

"THANK YOU" VOLUNTEER FUNCTION

A 'thank you' Volunteer function will be held on May 17 at 6:00 pm at the Ocean Race Club. Please make certain you RSVP through your on-line profile.

ACCREDITATION

You will be supplied with accreditation, which must be worn at all times.

KEY INFORMATION

Throughout the Newport Stopover expect to be approached by spectators requesting a range of information about the Race Village area and the Volvo Ocean Race.

FIRST AID TENT/SOUTH COAST EMS: outside of East Gate

RED CROSS TENT (minor first aid care): next to Visitor's Center

IN CASE OF FIRE CALL 911.

Fire extinguishers are located in each tent and structure

INJURY AND HAZARD REPORTING FORMS:

Located at the Logistics & Security Trailer, first trailer behind the Visitor's Center.

KEY CONTACTS

Muggsy Skinner (401) 225-5794

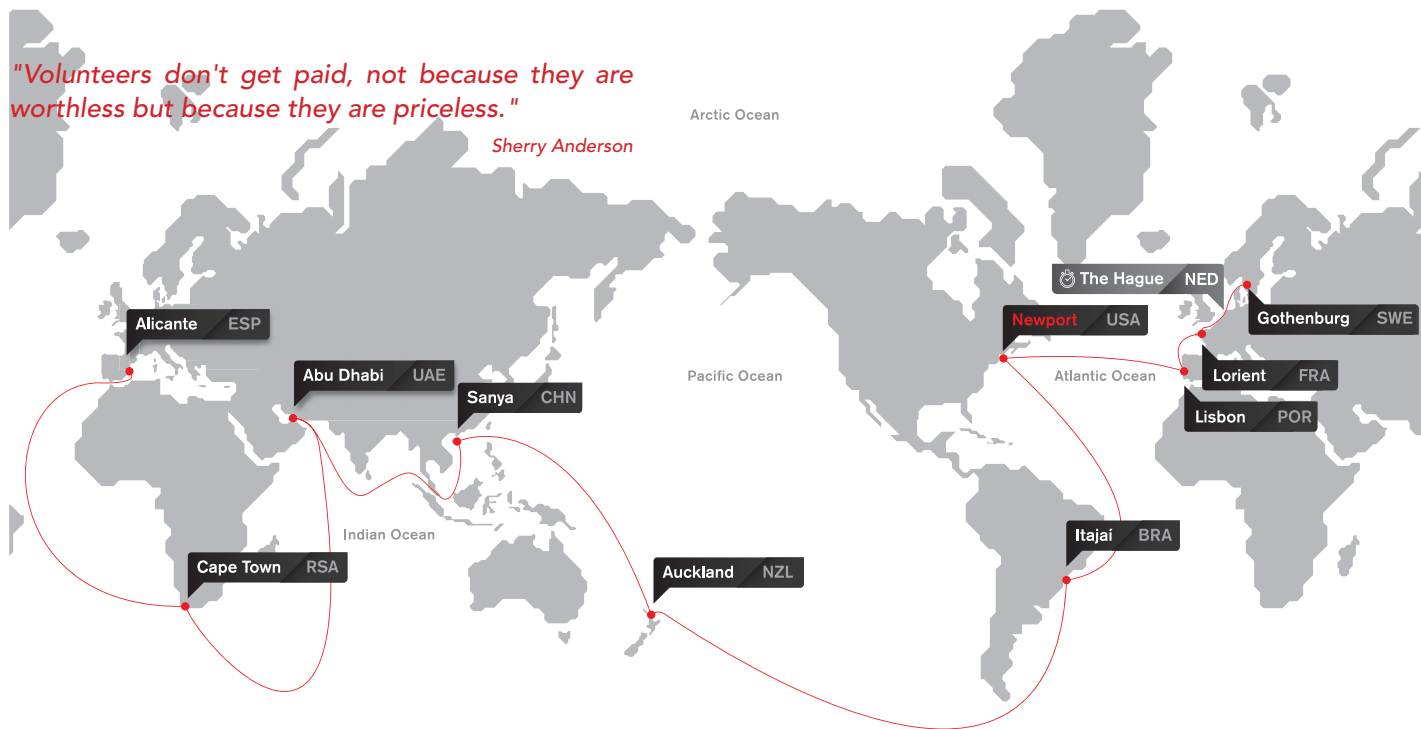
Janice Kennedy (401) 529-1071

Lisa Charrier (401) 225-0330

Sail Newport Main Office (401) 846-1983

"Volunteers don't get paid, not because they are worthless but because they are priceless."

Sherry Anderson



Continue to follow the race!
volvooceanrace.com