



Safety Activity Guide - On-Road Marshalling Marshal Copy

MARSHALLING STATEMENT

The Kembla Joggers Marshalling Safety Procedures have been developed for the wellbeing and safety of all members when marshalling on-road race events. The aim of these guidelines is to provide safe systems for on-road marshalling, by identifying any potential risks to the marshal and provide effective control measures to avoid or minimise these risks. All on-road marshals are required to comply with these guidelines to ensure a safe marshalling environment.

MARSHAL RULES

Marshals must

- Be 18yrs and over and financial members of Kembla Joggers.
- Report for duty at least 45 minutes before the start of the race.
- Report to the Race Day Marshal Organiser prior to the start of the race event.
- Attend the race day briefing before going on-site – mandatory obligation.
- Comply with the On-Road Marshalling Safety Procedures.
- Not stop traffic, you do not have the appropriate authority (marshals are not an approved traffic controller), marshals can only direct runners.
- Report all incidents, including 'Near Miss' incidents observed during the race to the Race Organiser or the Marshal Coordinator and complete an Incident Report Card following the race event.
- Not take children under 14yrs out with them when marshalling on-road events.

SAFETY PROCEDURES

Travel to/from /on-site marshal positions

- Personal Protective Equipment (PPE) vest must be worn before leaving the Club House. Sunscreen, sunglasses, hat, water bottle, enclosed shoes and wet weather jackets are recommended to be worn/used appropriate to the weather conditions.
- Ensure that any specified equipment required for your marshalling position is taken to the site – 2 way radio, witches hats, water, drinking cups, and table/s.

- Ensure that you are aware of the correct use of the 2 way radio before leaving the Club House, if in any doubt see the Marshal Coordinator. See usage at end of this procedure.
- Ensure that the 'BACK TO BASE RADIO' contact person for any emergencies has been identified, before you leave the Club House.
- Assess heavy or awkward equipment before loading into any vehicle and ensure the load is within your capabilities or reduce the weight of the load where possible. Use a two-person lift when lifting heavy full water containers and table/s.
- Check to ensure there is a place to put the load down before attempting to pick it up and bend knees, hold the load close to the body.
- Ensure to give advance warning that you are entering or leaving the roadway – when using your vehicle to travel to and from your marshal location.
- Ensure to park legally, on firm shoulder - 3m from the edge of travel path where possible. Park where the vehicle will not hinder traffic flow and will allow unrestricted access for the runner.
- Observation/awareness of any trip hazards in the area. Visually scan location before setup.
- Ensure there is a break in traffic before entering the roadway if required to cross the road to your marshalling position.
- Marshalling is to be done from the shoulder of the roadway, not in the middle of the road.
- Never stand with your back to oncoming traffic or a position that puts you at risk of being hit by traffic.
- Avoid standing in long grass or areas which contain refuse when on the roadside shoulder.
- Marshals cannot stop traffic, the runner must be stopped when it is unsafe for them to cross the roadway.
- Marshals must always direct runners to run on the right hand side of the road (runners facing oncoming traffic). However, marshals may be given specific instructions to direct runners to the left side of the roadway as risk assessed.
- Ensure that you keep alert and observant of oncoming traffic – avoid the use of mobile phone/iPods.
- Ensure runners are not using iPods, MP3 players or similar devices when competing in race events – report any runners that ignore this rule to the Race Organiser.
- In the event of any violence, harassment, verbal abuse or assault from a member of the

	<p>public, remain calm and avoid conflict and try to diffuse the situation. Refer their concerns to the Race Organiser. If the event escalates to serious incident - request Police presence. Try to sight the offending vehicles number plate if possible.</p> <ul style="list-style-type: none"> • Report any incident to the Race Organiser / Marshal Coordinator and complete an incident report at the end of the race. 	
EMERGENCY PROCEDURE		
Contacts	<ul style="list-style-type: none"> • In the event of an emergency call the 2 way radio contact person. Alternatively use your mobile to contact appropriate numbers below, or where there is no mobile service dial 112. • Other contact phone numbers • Police – Dapto Station – 42629499 Ambulance - Dapto Station – 13 1233 or Emergency 000 Club House - 42612333 President – Neil Barnett - 0419 256 047 Race Organiser – Elad Haas - 0406080855 Marshal Coordinator – Pia Angelucci - 0402474505 Race Day Marshal Organiser – Dave Barnett - 42713299 	
TWO-WAY RADIO		
Usage	<ul style="list-style-type: none"> • Radio – Station button needs to remain on (3) at all times • Turn button with white dot clockwise to switch on, leave radio on until you return to the Club house. • Making a call – listen to ensure there is no existing conversation over radio. • Press and hold the talk button – after 3 seconds identify yourself to whom you are calling – eg; this is Joe Blogs, come in. • Receiving a call – say your name, receiving – hold the radio about 5cm from your mouth. Speak across the microphone not into it. • Ending a call – say ‘over’ to indicate you expect a response and release the talk button. No-one can transmit when you have the button held down. • Ending a conversation – say your name, then ‘OUT’ to let the receiver know you have finished. 	
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