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## **Personal Protective Equipment and Clothing**

Volunteers are required to wear protective clothing and safety equipment that is designated for the task being performed. Dangling or loose clothing which may be caught in equipment, machinery, or tools should not be worn.

Volunteers must wear personal protective equipment as required for the job assignment, which may include, but not limited to, safety glasses, dust masks, gloves, ear plugs, protective shoes, etc. Use all safeguards provided and see that they are in place and functioning. Any problems or deficiencies with personal protective equipment should be reported to Tournament staff immediately.

## **Operation of Equipment and Machinery**

Volunteers should not operate any machinery or equipment unless they have been trained and have demonstrated how to use it safely. Volunteers must observe all safety rules while operating machinery or equipment and must wear the appropriate personal protective equipment (PPE) to prevent injury. Volunteers are strictly prohibited from repairing or adjusting machinery. (Only persons with special training should make adjustments or repairs that require machines to be in operation.) Consult with Tournament staff if any adjustments are needed.

## **Ladder Safety**

1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use it.

2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads or are otherwise visibly damaged.

3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.

4. Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the area. Lock the doorway that you are blocking so it cannot be opened into you.

5. Do not place a ladder at a blind corner or doorway without diverting foot traffic by blocking or roping off the area.

6. Allow only one person on the ladder at a time.

7. Face the ladder when climbing up or down it.

8. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down the ladder.

9. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder. Do not jump from ladders or step stools. Keep belt buckles within the side rails of the ladder and reposition the ladder if you cannot reach the work area.

10. Do not stand on tables, chairs, boxes or other improvised climbing devices to reach high places. Use a ladder or stepstool.

11. Do not stand on the top two rungs of any ladder.

12. Do not stand on a ladder that wobbles or that leans to the left or right of center.

13. When using a straight or extension ladder, extend the top of the ladder at least three feet above the edge of the landing.

14. When possible, use a spotter to steady the base of the ladder.

15. Use the 4:1 ratio rule, set the base 1 foot out from the wall for every 4 feet it reaches up.

## **Lifting and Carrying**

The most common cause of back injuries is improper lifting. Quick, jerky motions can bring instant muscle strain. Volunteers should use the following techniques to lift properly:

* Stand with your feet slightly apart, facing the object to be lifted.
* Bend at the knees and get a firm grip on the object.
* Bring the object as close to your body as possible.
* Lift the object slowly, steadily and smoothly.
* To turn around, pivot with your feet. Don’t twist your body.
* If you need to lift the object above your waist, keep its weight centered by repositioning your grip.
* If the object appears to be too heavy or too bulky for you to handle alone, **get help!** Don’t try to be superhuman and risk an injury.

Carrying an object incorrectly can put enormous strain on your back, shoulders, legs, and arms. The safe way to carry an object is:

* Maintain normal posture, with back straight and shoulders level.
* Hold the object as close to your body as possible.
* Rest your elbows against your sides, with the object’s weight balanced evenly between your hands.
* If the load is bulky, divide it in half and balance the weight on each arm. Keep the load as close to your elbow as you can for extra support. If the load is too heavy to be carried in this manner, either get someone to help you or carry the load in several trips.

## **Pushing and Pulling**

There are several steps you should take when you attempt to push or pull an object:

* Keep your back comfortably straight.
* Brace your feet before you begin to push or pull the object.
* Bend your knees as you move. This lets you use your body’s weight and your leg muscles to do the bulk of the work rather than your back and shoulder muscles.
* If the object is too big for you to handle by yourself, ask for help.

## **Standing and Bending**

To keep your back flexible and your muscles limber, it is important to maintain correct posture when standing.

CORRECT POSTURE: Stand straight with your shoulders back, stomach tucked in, hips forward, and knees slightly bent.

An easy way to hurt yourself is to bend over incorrectly, the proper way to bend is:

* Flex your knees as you bend.
* If you are picking up an object out of a deep container, use one hand to grasp the object and the other hand to support yourself on the end of the container.
* Position yourself as close as possible to the object you are reaching for. This minimizes the need to bend and puts less strain on your muscles.

# **Reporting Unsafe Conditions**

If volunteers believe that a condition is unhealthy or unsafe, they should report the condition immediately to tournament staff.

## **Medical Emergency**

* Call medical staff on the radio immediately once the medical emergency has been discovered.
* Notify the tournament staff of the medical emergency.
* Remain with the injured person until help arrives but be careful to avoid bodily fluids.
* Instruct fellow volunteers to stand outside to flag down and direct emergency responders. One volunteer should remain at the entrance to help guide any additional emergency responders.
* Volunteers not directly involved with the emergency should leave the area.