



COURSE PREPARATION VOLUNTEER SAFETY TRAINING AND ACKNOWLEDGEMENT FORM

All volunteers assigned to the Course Preparation Volunteer Committee at a PGA TOUR, PGA TOUR Champions or Web.com Tour tournament are expected to follow the established safety rules and procedures listed below for your safety and the safety of others.

Working on this committee may require physical labor and use of machinery and equipment. Volunteers must advise the Committee Chairperson or Tournament Staff if they are not able to complete assigned tasks due to a physical or health condition. Please review and sign the safety guidelines to help ensure a safe working environment. THANK YOU for everything you do for the event!

Course Preparation Safety Guidelines:

1. Proper PPE “Personal Protective Equipment”

- Eye or face protection should be worn when working with tools or machinery.
- Work gloves are to be worn to prevent wood splinters and skin abrasions.
- Closed-toed shoes such as safety shoes/boots that provide protection from dropped tools or equipment are recommended. Footwear also should be slip-resistant and provide good traction in wet conditions.
- When sanding, painting or staining, a safety mask should be worn.
- Contact your Committee Chairperson or Tournament Staff to receive PPE.

2. Golf Cart Safety

- All safety guidelines in the Volunteer Golf Cart Safety Acknowledgement form must be followed when operating a golf cart at all events.
- Golf carts are for operational use only, please walk when spectating golf.

3. Utility Vehicle Safety

- Before the operation of a Utility Vehicle or equivalent, the operator must complete the Utility Vehicle Safety Training and Acknowledgement Form.
- Additional safety training on utility vehicles is available through the host golf course maintenance, contact your committee chairperson to arrange.

4. Fork Lift Safety

- Use a forklift instead of manual force when the load is deemed too heavy for manpower alone.
- Only volunteers over the age of 18 who are properly trained and have a current certification can operate a forklift.
- Contact your Committee Chairperson our Tournament Staff to coordinate forklift training and certification if necessary.

5. Ergonomic Lifting

- Before lifting, stretch and warm up leg and back muscles.
- Determine the object’s weight before lifting.
- Use a lifting partner if the object is too heavy or large.

- Use your legs to lift and be sure to pivot your feet to avoid twisting.
- Do NOT hold your breath or lift too quickly.
- Wear proper PPE like a back brace, gloves and boots when necessary.
- Ask Tournament Staff for assistance if you are uncomfortable with the task.

6. Impairment

- NO member of the Course Preparation Volunteer Committee or any other volunteer committee may perform their tasks while under the influence of alcohol, narcotics or prescription drugs that will impair their judgement or ability.

7. Barricades and Rope/Stake Installation

- Proper barricade and stake installation training is suggested before the installation of barricades and or rope/stake.
- The placement of the barricade and rope/stake must be approved by Tournament Staff.
- Barricades and or rope/stakes must be properly secured when being transported.
- All “drop rope” locations should utilize fluorescent flagging tape on the “drop rope”.
- All damaged barricades and or barricade feet should be set aside and or repaired before installation.
- Proper PPE and ergonomics are to be used during installation.

8. Hazard Identification and Reporting

- Identify hazardous areas and report them to the Tournament Staff.
- Be able to identify trip hazards, such as loose cables or holes.
- Report any near misses or accidents to the Tournament Staff immediately.

9. Scoreboard Installation

- If tasks include assisting the ShotLink and SEP teams with set up of scoreboards, all scoreboard safety guidelines from SEP are to be followed.
- Do NOT perform any heavy lifting or become involved in a dangerous situation.
- Only move light materials using a golf cart or a utility vehicle once proper training has occurred.

10. Communication and Safety Stewardship

- Do not operate equipment or use tools in a manner that can endanger others.
- Notify the Committee Chairperson or Tournament Staff if assistance is needed.
- Promote safety best practices at all times.
- Return all safety materials, PPE and equipment to Tournament Staff at the end of the event.