

# Volunteer Information, Indoctrination and Safety Brief (Rev 1)

Welcome! The USS Missouri Memorial Association would like to thank you for your service to the ship. Your presence indicates that you are willing to help in the restoration and upkeep of this historic ship. As a volunteer, you are an important element in the daily activities of the Battleship Missouri and we have certain safety guidelines that you must adhere to. Please fill out the Information Sheet, read the "Do's and Don'ts" and then sign the sheet.

Organization/Command/Rank: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Name of Volunteer: \_\_\_\_\_ Age if under 18: \_\_\_\_\_

Parent/Guardian Name (if volunteer is under 18): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_: Phone: \_\_\_\_\_ E-Mail \_\_\_\_\_

Special Skills (electrical, computer, etc.): \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

## DO

1. Have fun and enjoy yourself!
2. Remember that the Battleship Missouri is a memorial and volunteers are expected to act accordingly.
3. Log in at the Volunteer Office and check in with Volunteer Staff anytime you are on property.
4. Wear a volunteer badge at all times; return it when finished for the day.
5. Participate in a brief of the hazards associated with your assigned work.
6. Familiarize yourself with the location of eyewash, first-aid kit and fire extinguisher closest to your work area.
7. Observe and comply with all work area or ship signage at all time.
8. Close hatches and doors behind you, secure lanyards and barriers after you go through them.
9. Wear shirts with sleeves, long pants, and close-toed shoes. Additional personal protection equipment (PPE) may be required based on the tasks assigned (hard hats, gloves, face shields, safety shoes). It is recommended that you wear steel-toed safety shoes.
10. Wear safety glasses that meet ANSI Z87.1 when appropriate on the worksite. Prescription glasses must also be ANSI Z87 rated with safety side shields if worn without ANSI Z87.1 outer eyewear.
11. Use hand and power tools that are in proper working condition and have properly working guard as required by the manufacturer. If tools do not meet manufacturer's standards, remove from the work site immediately and return them to the Volunteer Staff.
12. Use power tools that **do not** have frayed, broken, or damaged cords. An approved GFCI patch cord or GFCI protected branch circuit shall be used at all times for power tool operations. Cords must be 12 AWG or better and be rated for hard or extra hard usage. All cords must be protected against pinching and cutting. Remove damaged cords from the worksite immediately and return them to the Volunteer Staff.

OVER

13. Face the ladder when climbing up or down and while working portable ladders. Extension ladders must extend at least 3 feet above the platform or landing they provide access to. Stepladders shall be used in the fully open position. The top or top step of a stepladder shall not be used as a step. Materials that could cause the user to lose their balance or fall shall not be hand carried up a ladder. Ladders shall be able to support at least 300lbs minimum.
14. Hydrate, drink lots of water.
15. Take breaks in the volunteer tent.
16. Maintain proper housekeeping in your work area. Put tools and gear away in the volunteer tool room and take bagged trash to the dumpster on the pier.
17. Report safety hazards, and all accidents and injuries, no matter how small to the Volunteer Staff and Safety Director (x255).

### **DON'T**

1. Venture into any unauthorized areas unless cleared by a Director or Manager and escorted by Missouri staff selected by a Director or Manager.
2. Play with any tools, equipment or impede visitors from passing by.
3. Work in areas where using personal fall arrest systems are required.
4. Run on the ship or pier. No horseplay.
5. Eat or drink anything while on the ship. All food and drink with the exception of water shall be consumed in the volunteer tent.
6. Remove ship's artifacts or tools.

### **NOTE**

1. Tools, PPE, coveralls and supplies are provided by the USSMMA.
2. The Battleship Missouri Memorial Association allows only individuals 16 years of age or older unless it is a group situation and accompanied by adults.
3. Nearest hospital locations: Pali Momi, Navy Branch Medical Clinic, JBPHH or Tripler AMC.
4. The emergency evacuation meeting/muster location is the USS Oklahoma Memorial "tree".

*"I agree to follow the above listed rules as required by company policy, OSHA regulations, State law and other governing bodies named in this contract. I also agree to follow any additional policies, procedures, along with any written or verbal instructions that might become effective in the future to protect myself and others at this site."*

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Your health, safety and welfare are important to you and us. Let's work together to make the

"Mighty Mo" mighty!

**THANK YOU FOR YOUR VOLUNTEER SERVICE TO THE BATTLESHIP MISSOURI!**