

Safety Briefing and Site Induction notes for Officials

You are here by your own choice and must bear responsibility for your own welfare and that of those around you. The following information applies to all officials at this event and will help you participate safely.

The Clerk of the Course is the senior operations official. Most instructions will come from Race Control/Event Command/Event HQ with authority from the Clerk of the Course, or from Senior Officials who have been so authorised within their area of expertise.

When you first arrive for duty, you must sign-on and check with senior officials where you are to be allocated for the day and what your role will be. While driving anywhere at the venue, respect all speed limits and direction signs, and park where requested.

All officials must attend all briefings, whether scheduled as an “all teams briefing” or local working area briefing - if you miss a briefing, report to your Senior Official for details before moving to your allocated working area or proceeding with your duties. Do not vary any of your instructions unless required to by your Senior Officials, or by Race Control/Event Command/Event HQ.

When first arriving at your allocated working area for the day, check the general area and equipment. Report any problems, apparent danger, or shortages to Race Control/Event Command/Event HQ or the responsible officials.

Read and understand the instructions on equipment such as fire extinguishers.

With or without a Sector or Senior Marshal to take charge, have a meeting with other marshals at your allocated working area. At this meeting, you should:

- Discuss the experience and duties of each marshal, and also their general location during events, giving thought to the need for all marshals to be protected by the safety barriers and debris fences where appropriate.
- Discuss the location of equipment such as fire extinguishers, which should be placed where visible and available to others but not in anyone’s way.
- Discuss what equipment will be carried by which marshals to incidents.
- Plan escape routes in conjunction with the other marshals and discuss warnings to be given to each other if necessary – whistles or hand signals.
- Do not leave bags and equipment where they may delay your escape by blocking an escape route or by causing falls.
- Ensure all officials who will attend an incident have the knowledge to use a fire extinguisher.
- When an official is deployed to an incident where a fire extinguisher is required, they should use the full reach of the extinguisher to maintain a safe distance from the fire, approx. 2 to 3.5 metres and apply the PASS method of operation.
 - P pull the pin
 - A aim at the base of the fire
 - S Squeeze the trigger
 - S sweep the extinguisher/hose
- The priorities when attending an incident is to firstly protect yourself and your fellow officials, secondly the driver, and finally the vehicle.

While the track is closed or “hot”, or stage has commenced:

- Unless your specific duty requires it (i.e. flag marshals while flagging) do not station yourself

less than one (1) metre from the approach side of any gaps in the debris fencing if they are present, or the primary protection barrier (including the crawl spaces in debris fencing) nor behind any such gaps, nor in any position less than twelve metres from the departure side of any such unprotected gaps in the protective barriers or run-off areas.

- At all times, stand up, remain alert and face oncoming traffic unless your specific duty requires otherwise. Do not crowd into narrower parts of the Marshal Zone.
- Do not lean on guardrail, concrete blocks, temporary or debris fences - they are designed to move when hit by competing vehicles.
- Do not take photographs, talk on a mobile phone, or smoke. Scanners and giant TV screens can be a distraction and must be used or watched with great caution.
- Be prepared for fast moving traffic of any nature, at all times. Flag marshals should use flag signals if necessary, for all vehicles, not just those which are racing at the time.
- If an incident occurs in your vicinity, protect yourself from flying debris by turning or moving away or dropping below barriers as time and circumstances permit.
- Be prepared to use pre-planned escape routes. Warn your fellow marshals. Remember, your prime consideration must be to protect yourself from danger, then your fellow marshals, then the drivers and others in trouble.
- Do not move in front of barriers or fencing unless instructed to do so by your Senior Marshal, or unless your duties require you to do so. If it is necessary to move in front of barriers or fencing:
 - Check that the appropriate flag signals are being shown for your protection.
 - Double check that there is a need for you move in front of the barriers or fencing.
- Check the movement of marshals and vehicles around you and ensure that all the likely equipment is being carried to the incident – fire extinguishers, straps & ropes, medical equipment as appropriate.
- Take care when moving down from the barriers onto the ground or traversing on uneven ground.
- Always try to approach any incident with the oncoming traffic in front of you.
- Be aware that dust or extinguisher clouds can prevent you from seeing oncoming traffic, and also prevent them from seeing you.
- Where possible keep a stopped vehicle between you and oncoming traffic (but do not stop between a stopped vehicle and close-by barriers).
- Do not stand close to any stopped vehicle during racing or competition, even if behind or on top of barriers because of chance of debris if the stopped vehicle is hit by another vehicle.
- Check with Senior Officials or specialists at the incident scene in case they need your assistance.
- Remain exposed for the minimum time necessary to complete your task then get back behind the barriers (except for fire marshals who may need to stay with a stopped vehicle in case of fire)
- When returning from an incident, ensure that one of the team has full view of race traffic.

While the track is open or “cold”, or stage is complete, relax but ensure that some marshals in the working area remain alert and watchful. Check equipment and the competition surface. Sweep gravel & stones off to the sides and/or remove any obstruction/debris from the competition surface. Be ready to come to attention immediately, if circumstances change.

If injured in any way, report it to your senior official immediately. If appropriate, report to a Medical

Officer so that the injury is identified, checked, and recorded. If at any time you are unable to carry out your duties because of personal limitations or because of ill-health, report to your Senior Official or to the Secretary of the Event.

Each marshal must remain responsible for their own welfare. Be prepared, protect yourself from extremes of weather, sunburn, hearing damage, dust and dirt in your eyes. Wear suitable footwear for your duties, and gloves if you are likely to be handling hot or sharp material.

Comply with the Motorsport Australia Illicit Drugs in Sport (Safety Testing) Policy. In addition, all officials are bound by the Motorsport Australia Breath Alcohol Testing Procedure and could be subjected to testing. As an official, you must not take any drugs (including alcohol) which may affect your attention and judgment. If in doubt, ask.

Officials are reminded of the need to abide by Motorsport Australia policies and Code of Conduct at all times. These policies are available online. If at any time you are subject to, or the witness of inappropriate behaviour, you are required to immediately report this to a Senior Official or Event Organiser.

Motorsport Australia has an established Junior Officials Policy which sets out the rights and obligations of all Motorsport Australia Officials, when at Motorsport Australia permitted events with Junior Officials. All officials are required to read and understand the contents of this policy. Part of this policy mandates the compulsory supervision for any official under the age of 18. Junior officials are responsible for communicating their age and to the Event Organiser. Should they be placed at a location without supervision they must immediately report this to the closest Senior Official.

For your first event as a General Official you are required to work under direct supervision, and indirect supervision at subsequent events as a General Official. It is your responsibility to communicate your skill and experience level to the Event Organiser and ensure that you are placed in an appropriate role and location. If you find yourself in an area without direct or indirect supervision as a General Official, please seek advice from the closest Senior Official.

If in doubt at any time, seek advice from your Senior Officials.

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