

# Occupational Health and Safety Policy

## Scope

This policy applies to all Motorsport Australia staff and volunteers.

## Policy Objective

This Policy shows Motorsport Australia's commitment to ensuring the health and safety of staff, contractors and volunteers who work for Motorsport Australia, and for minimising the risk to competitors, participants, officials, contractors, and visitors at our events, to the extent reasonably practicable.

## Policy Statement

### 1. The Working Environment

Motorsport Australia will use its best endeavours to achieve an environment that, to the extent reasonably practicable, eliminates or reduces risks to health and safety by:

- Conducting risk assessments on hazards and risks relating to the operations undertaken by Motorsport Australia;
- Monitoring the health and safety of staff and volunteers;
- Seeking advice on safety matters when required;
- Promoting safety and welfare to staff and volunteers;
- Working with staff who are returning to work after illness or injury to assist their rehabilitation;
- Providing training to staff on work health and safety and induction and as required;
- Providing training and instruction to volunteers as to the safe performance of their activities as required;
- Ensuring contractors comply with their health and safety obligations by requiring them, pursuant to Motorsport Australia contracts, to address risks and have in place control measures to eliminate or reduce risks arising from their work;

- Ensuring those conducting Permitted Events adopt work health and safety policies required by Motorsport Australia and address risks and have in place control measures to eliminate or reduce risks arising from their Permitted Event/s;
- Consulting with staff and volunteers on work health and safety matters; and
- Reporting to the Board on work health and safety.

### 2. The Motorsport Environment

Motorsport Australia recognises that motorsport may present risks to the health and safety of competitors, officials, contractors, and visitors at events. Motorsport Australia seeks to reduce potential risks by:

- Having a Safety First Health and Safety Program ('the Program'), which will protect and enhance the health and safety of all relevant Motorsport Australia stakeholders;
- Having Motorsport Australia Board members, staff, volunteers; and associated and affiliated organisations working together to develop and implement the Program;
- Providing training to staff, volunteers or other stakeholders as required;
- Applying the Program at all events and, to the extent possible, Permitted Events;
- Reviewing the Program annually or more frequently if required; and
- Reporting on compliance and implementation to the Board.

### 3. Procedures

#### 3.1 Best Practice

Motorsport Australia commits to be recognised as the motorsport leader in safety.

#### 3.2 Leadership

All Motorsport Australia managers and those in leadership positions, including senior volunteers, will provide the leadership needed to reach these goals.

### 3.3 Managers and Senior Volunteers

Motorsport Australia Managers and Senior Volunteers are committed to the provision and maintenance of a healthy and safe workplace, and to the extent reasonably practicable and as appropriate, will:

- consult and participate with Motorsport Australia Staff, Volunteers and associated stakeholders in the health and safety program;
- use risk identification, assessment and control principles to reach health and safety objectives;
- inform and train Staff and Volunteers and associated stakeholders in relevant policies, procedures and health and safety obligations;
- participate in Motorsport Australia induction and implement all safety procedures;
- allocate appropriate resources for the program.

### 3.4 Staff and Volunteers

Motorsport Australia Staff and Volunteers will:

- participate and support Motorsport Australia in its efforts to reach its health, safety and where relevant, rehabilitation objectives;
- follow reasonable health and safety instructions from managers, supervisors or senior volunteers;
- report any serious incidents, accidents, injuries or hazards in the workplace to supervisors or designated representatives;
- aim to work in a way that does not endanger the safety of themselves and/or others;
- properly use and maintain safety equipment;
- make sure other Staff and Volunteers and visitors follow safety rules in the workplace;
- participate in all Motorsport Australia induction programs when required, and follow all safety procedures.

### 3.5 Motorsport Australia Staff and Appointed Officials at Permitted Events

- Staff and Appointed Officials will conduct themselves in a safe manner and in line with local safety policies and procedures when attending Permitted Events on behalf of Motorsport Australia. In the absence of these, Motorsport Australia's organisational procedures will apply;
- Staff and Appointed Officials have the right to cease work at any Permitted Event if the staff member or Appointed Official has concerns that risks to health and safety have not been appropriately eliminated or reduced.

### 3.6 Consultation

Motorsport Australia consults on work health and safety with its Staff, Volunteers and stakeholders in a number of different ways and in accordance with our Consultation Policy.

### 3.7 Dispute Resolution

Any disputes as to work health and safety matters that are not addressed by other Motorsport Australia policies or procedures will be at the first instance addressed through informal mediation between the parties. If this is unsuccessful the Motorsport Australia CEO will refer the matter to formal mediation, and may then arbitrate the dispute if required.

## Definitions

The following definitions apply to this policy:

### Staff

A paid employee of Motorsport Australia who conducts work for the organisation including at Motorsport Australia Events and Permitted Events.

### Motorsport Australia Appointed Officials

Officials appointed by Motorsport Australia to work at a Motorsport Australia Event or a Permitted Event, namely Stewards, Race Directors, Technical Commissioners and any other official expressly appointed by Motorsport Australia.

---

## **Contractor**

A contractor or subcontractor engaged by Motorsport Australia.

## **Senior Volunteers**

A volunteer who is a Chair of any Motorsport Australia Commission, Committee, State Executive, Working Group, Panel or is otherwise appointed by Motorsport Australia to a senior volunteer position.

## **Volunteers**

Unpaid/Honorary representatives working for Motorsport Australia on authorised and approved business, including senior volunteers, Commission and Committee members and Motorsport Australia Appointed Officials.

## **Board Members (The Board)**

Directors of the Motorsport Australia Board, which also includes the President and FIA delegate.

## **Motorsport Australia Events**

Motorsport events conducted by Motorsport Australia, excluding Permitted Events.

## **Permitted Events**

Motorsport events that are not conducted by Motorsport Australia but are conducted pursuant to a licence, permit or authority issued by Motorsport Australia.

## **Note: OH&S Policies on specific issues**

*Policies, procedures, operational safety requirements and safe work methods on specific occupational health and safety issues, consistent with the principles in this policy, will be issued as appropriate.*