



# Safety First Checklist Process

Guidance for  
Race/Speed Events

SF1.2

21/V2

# Guidance to Checklist Questions

Further to the requirements of NCR 182A and 62, (which cover areas including permissions from relevant local authorities and management of contractors in accordance with applicable OHS legislation) the completion of nominated checklists is required for each competition.

For Race and Speed Events, the designated checklist is Motorsport Australia Safety First Checklist for Race/Speed Events.

This checklist consists of approximately 30 critical questions which will assist event organisers with addressing OHS and duty of care requirements that may not be captured under the relevant sporting rules and regulations.

This document has been developed to provide further context and guidance on the questions or considerations being asked in the Motorsport Australia Safety First Checklist.

In undertaking these assessments, the following hazard areas have been considered;

- Regulations and preliminary requirements for the event
- OHS Policy and communication of that policy to appropriate persons included in the event
- OHS Consultation/Representation for the event
- Overall emergency plans for the event
- Incident and reporting forms which are used at the event
- Suitability of the venue for the intended activity specifically, including paddock and non-competition areas and spectator areas
- Site inductions/briefings
- Building and structures
- Food and Service Contractors
- Operating conditions for officials
- Electrical safety
- Set up and tear down of the event/venue
- Traffic management in appropriate areas

## **1.1 Is the venue appropriately licenced or otherwise approved for the activity proposed by the relevant civil authorities?**

Ensure that the Track Licence is current and that it will be valid on the date of the proposed event. Contact with local authorities may also be required e.g. Police, Local Council or State Government (particularly in NSW).



## **1.2 Have all the entry forms for the competitors been checked to ensure they are completed and signed by the appropriate entrant and/or driver and/or service/pit crews?**

All entry forms must be checked by competent persons.

Any entry or similar documentation including disclaimers which is required to be completed and signed must be completed before permission is given for the competitor to start any part of the competition or activity.

## **1.3 Have the Stewards of the Event been issued with all relevant documentation for the event by the Organiser?**

Motorsport Australia will supply contact details of the appointed Stewards upon request to the State Manager or the Event Permit Administrators.

Organisers are encouraged to, at least, by telephone, contact the Chief Steward well before the event to talk about their role at the event, attendance at the event (ticket, passes etc) or any functions before the event (e.g. scrutiny) and if necessary (usually only for larger events), travel and accommodation arrangements.

Relevant information about the event should be provided to the Stewards prior to the event, for example Supplementary Regs, event schedules, specific reports, perhaps copies of relevant permissions from Council, Police, Roads Dept etc.

## **2.1 Does the event have an OHS Policy?**

Each event which is conducted under a Motorsport Australia organising permit is required to have an OHS policy or to abide by the requirements on the generic Motorsport Australia OHS policy.

To assist event organisers, Motorsport Australia has developed a generic motorsport OHS policy which may be used by any event that is subject to an organising permit issued by Motorsport Australia.

The Motorsport Australia OHS policy is based on a firm commitment to provide all persons at events with a structured environment which, when followed as "far as is reasonably practicable," results in minimal risks to the health, safety and welfare of competitors, officials and the public".

Health and safety involves the application of a structured risk management process. This involves consultation between all parties, and the commitment and co-operation of all involved with the event.

The risk management process requires a proactive approach from all persons involved in the event to:

- Identify the risks (what could go wrong or cause harm);
- Assess the risks (what is the likelihood and consequence of the risk occurring); and
- Control the risks (what can be done to eliminate or reduce the risk)

This OHS policy is available from Motorsport Australia House (national office) or can be downloaded from Motorsport Australia website [motorsport.org.au/regulations/safety-integrity/safety-first](https://motorsport.org.au/regulations/safety-integrity/safety-first)

## **2.2 Has the Organiser considered where the OHS Policy is to be displayed at the event, so that it might be readily viewed?**

Displaying the policy is important for communicating the commitments to health and safety.

It should be displayed in prominent locations and made accessible to staff, contractors and other relevant stakeholders.

Examples of prominent locations include the briefing area, scrutiny area, notice boards and together with the permit.

## **2.3 Does the Organiser have plans to ensure all officials of the event aware of the policy?**

All Officials/Competitors should be made aware of the event's OHS policy, this may be achieved through the following means:

- Communication at officials and drivers briefings and/ or inductions; and
- Inclusion in documentation such as Supplementary or Further Regulations for the event

## **3.1 Has the Organiser considered who will be the most appropriate person for the Stewards to speak with in regard to health and safety issues?**

The Motorsport Australia OHS Policy applies to all persons (drivers, crew, officials, visitors, spectators, contractors etc) at Motorsport Australia sanctioned activities, events workplaces and/or locations.

Event organisers and Motorsport Australia have shared responsibilities which means that both parties being the organiser and Motorsport Australia (represented by the Stewards of the Event) have duty of care obligations and responsibilities.

In order to address these obligations and to ensure good health and safety practices are established, the following should occur:

- Consultation between the event organiser and Motorsport Australia;
- Identification of roles, responsibilities and expectations; and
- Stewards of the event and the event organiser nominated contact discuss, plan and address health and safety requirements

## **3.2 Has the Organiser made arrangements for specific meetings to be held with the Stewards/Organiser/Venue management before the event starts?**

In order to ensure that adequate planning and response provisions are established, a meeting or a series of meeting should be scheduled between principle stakeholders prior to the event.

This is particularly important for the management of critical risks, unexpected situations, serious incidents and emergencies.

Planning arrangements should establish:

- Risk identification and control requirements
- Inspection and monitoring arrangements
- Incident and emergency response processes

- Roles and responsibilities (including control)
- Reporting and escalation requirements
- Regulatory reporting

Key principle stakeholders include the Clerk of Course, the Secretary of the Event, the Chief Steward and representatives of the venue which is being used. e.g. Track Operator/Venue Operator.

### **3.3 If a health and safety issue arises is there a process in place for it to be dealt with?**

A process which will allow for all of those involved in the event to have an identified avenue to raise issues of concern to health and safety that are not directly governed by the National Competition Rules is essential.

Issues might first be raised to the Organiser by the officials/competitors/contractors. The TRA form may assist in this process and then be directed to the Event Organiser, which in turn can involve the Health and Safety Representative (Steward) and then finally communicated back to all (via the daily briefings).

Consultation and communication must occur for health and safety related matters to the extent that is reasonably practicable.

### **4.1 Has a Medical Response Plan been lodged with Motorsport Australia?**

One objective of a medical response plan is to ensure the proper planning has taken place and to demonstrate that considered forethought and stakeholder consultation has been used to determine a reasonable and practical response to any emergency, incident or occurrence that may require medical intervention or organisational assistance to the competitors, crew, officials, volunteers and spectators.

Motorsport Australia has determined the level of medical response plan required according to the status of the event.

Lower status events have a less onerous requirement.

### **4.2 Does this plan cover the public as well as competitors/crews?**

The public must be afforded consideration within the overall event safety plan to ensure that they are accommodated within the plan.

This plan should also help in identifying assistance organisations should they be required e.g. St John's First Aid.

It is important that the medical response plan is known by all senior operation officials e.g. Clerk of Course, Chief Communicator etc, so that it may be activated as soon as required without hesitation.

The officials briefing is a good place and time to reinforce the message.

For events of National Championship or higher status a separate medical service for the public is required to ensure that they are accommodated within the plan.

### **4.3 Are there arrangements for emergencies: fire/site evacuation?**

An emergency can develop from a number of causes, including fire, major incident, equipment failure, severe weather event, security threat or crowd incident.

It is important that plans are aligned to the event and potential emergency situations including emergency services and evacuation provisions.

The plan needs to establish:

- Response processes to emergency situations
- Responsible persons and agencies
- Communications equipment and protocols
- Evacuation triggers, routes and meeting points
- Public safety management and messaging
- Awareness and training in the plan

It is important that the evacuation plan is known by every senior race official, so that it may be activated as soon as required without hesitation.

Using the officials briefing is a good place to communicate the plan and reinforce the key messages/information.

#### **4.4 Have all firefighting extinguishers to be used checked as being appropriate?**

Consideration should be given to any portable fire extinguishers that may be available. The paddock area should be provided with sufficient portable fire extinguishers.

A compliance tag is attached to the portable fire extinguisher and is used to indicate the last service date of the extinguisher; usually 6 monthly intervals are required.

See AS/NZS 1841.1 Portable Fire Extinguisher-General Requirements.

#### **5.1 Has the Organiser arranged to have adequate stocks of all relevant Motorsport Australia forms, including Accident Report Forms; Incident Report Forms; Injury Report Forms; TRA forms; TRA completion procedure?**

All the listed forms are available from the Motorsport Australia Website [motorsport.org.au/regulations/safety-integrity/safety-first](http://motorsport.org.au/regulations/safety-integrity/safety-first) These are also available from Motorsport Australia House (national office).

These documents provide a consistent structure and formal records to support reporting requirements and decision records.

The report forms are to be returned to the Stewards at the end of the event, this information along with other event documentation will be provided to Motorsport Australia.

Targeted risk assessments (TRA) are used to identify, assess and address hazards and risks or unplanned issues. TRA's are not required if the matter under consideration is subject to a rule or regulation of the NCR, the Supplementary Regulations for the event or the like.

Copies of completed TRA's are to be provided to the Stewards so that they can be forwarded to Motorsport Australia.

A TRA is intended to be a simple process that applies the principles of THINK-TALK (RECORD)-DO-REVIEW.

#### **6.1 Are Paddock and non-competition areas for competitors acceptable for the purpose?**

The event organiser must consider the appropriateness of any area/park that will be used during the event to establish if the area set aside is reasonably suitable for the task. Considering the type of work which is likely to be performed on cars and that there may be a number of cars in a similar area at any one time.

Will the competitors be able to enter and exit the area with relative ease?

## **6.2 Are spectator areas secure and acceptable for the purpose?**

What arrangements have been made for spectators, including their safety protection, comfort, parking etc? Much of this is covered in the competition regulations, and these have been developed over time with significant stakeholder input.

## **6.3 Are appropriate signs planned (design, location and erection) for 'way signs' such as Prohibited Area, Emergency Exit in spectator and competitors' areas?**

The event organiser must consider the appropriateness of any signs used during the event to establish effective 'visual communication'.

Will the areas need more than a sign? Will it need to be barricaded or patrolled to stop entry?

## **7.1 Is there a site induction/briefing planned for officials and competitors/drivers/crew?**

All persons attending any event to undertake any specific activity required by the organisers of that event must be instructed in the circumstances surrounding the area, in which they will operate.

These instructions are usually given in the form of a briefing, either collectively to a group of driver's or official's or by the senior official in charge of the work area.

These briefings are site inductions because they advise any site-specific information that is required by them to carry out their tasks.

Particular attention must be given to persons who may not have been at the venue previously. An opportunity should be given for those receiving the induction to ask questions. A record of the site induction (who was present and what was said) must be kept. It may be beneficial for the official giving the induction to make a few notes to refer to during the briefing.

Motorsport Australia has provided various examples of site inductions. Please refer to the web site. [motorsport.org.au/regulations/safety-integrity/safety-first](http://motorsport.org.au/regulations/safety-integrity/safety-first)

## **8.1 Have all buildings being used been inspected by the organisers for suitability for the purpose?**

The Event Organiser must consider the appropriateness of any building or structure that will be used during the event to establish if it is suitable for its intended purpose.

The assessment of suitability may include:

- Condition (is it fit for purpose);
- Structural integrity (where required);
- Capacity needs (can it accommodate everyone);
- Storage and equipment needs; and
- Location

Example A, if the floor of the building in which scrutiny is taking place has damaged and deteriorating floorboards and is covered with oil, it is likely to be unsuitable for the intended task. If it's wet and cold on the day of scrutiny, the officials and competitors may fall over on the oily floor and sustain an injury.

Example B, if an office being used for the event command is small and cannot accommodate the required personnel and equipment, it may impact the command centres ability to respond to incidents, evacuate the area and general ergonomics.

Other considerations may include the supply of temporary structures and facilities such as shelters for officials. Are they suitable for the location and expected conditions (stability and wind rating).

### **9.1 Is it proposed to dispense food at the event? If so, local council requirements may exist**

If you are providing food, approvals must be obtained from your local government authority or council.

Specific approvals and food safety provisions will most likely apply.

### **9.3 Are any other types of 'outside' contractors to be engaged by the event organiser?**

*If an outside contractor is proposed, please also complete the contractor list (SF2.1) for each Contractor [motorsport.org.au/regulations/safety-integrity/safety-first](http://motorsport.org.au/regulations/safety-integrity/safety-first) Motorsport Australia – Safety First Checklist – Glossary for Race/Speed Events.*

Consider all the external contractors who will be on site during the event, including competitor support organisations, venue support organisations, crowd control providers, security providers, plumbers, electricians, medical suppliers, tow truck contractors, hire organisations, government organisations (e.g. police, ambulance etc) and what services they will be providing.

### **9.4 Has the event organiser made arrangements to be notified if a non-event contractor is entering the event?**

It is always important to know who is at your event and what job they are performing e.g. you do this with all of your officials).

Sometimes venue operators will have additional contractors entering the venue to provide additional services e.g. (plumbers, electricians, waste removals) There should be a system in place to know who is coming on site. This would require discussions with the venue operator in regard to additional services that they often utilise.

### **12.1 Are all officials considered to be operating from a safe area/environment?**

Consideration should be given to all groups of officials, including office workers and field personnel to seek out the most practical and safe areas of operation.

Officials are to be located in areas where they are not exposed uncontrolled risks such. General locations and high risk areas are to be assessed in the planning process which may include proximity and protection from moving vehicles, steep embankments and environmental hazards.

### **12.1 Will appropriate precautions be made for electrical equipment planned to be used by the organiser on the site?**

It is important to be aware that there are differing State and Territory requirements for electrical safety.

By way of example:

- Queensland - Electrical Safety Regulations 2013;
- New South Wales - WHS Regulation 2011; and
- Victoria - Electrical Safety Act 1998

It is expected that legal requirements are complied with along with consideration of the following electrical safety principles:

- Electrical equipment is fit for purpose, tested and tagged;
- Electrical equipment is protected from damage (work related and environmental);
- Electrical leads are maintained, covered and don't create trip hazards;
- Electrical leads are not piggy-backed; and
- Power sources are protected and not overloaded

A process for checking and monitoring electrical compliance and issue resolution may include:

- Routine visual checks by equipment user
- Formal visual inspections
- Maintenance schedule
- Repair and replacement

It may be beneficial to electrical safety requirements in your event regulations, so competitors are aware. This type of consultation and communication is vital in managing risks.

#### **14.1 Are there arrangements for the set-up of the venue?**

The Event Organiser will need to co-ordinate with the venue operator and/or security for the venue to be opened. There may be time frames that need to be adhered to.

Contractors may be waiting to get in to set up.

Are they able to get access from that entry point to where they need to go? Will there be someone who knows where they can set up?

#### **14.2 Are there arrangements for the arrival of competitors/public?**

Security of the high-profile areas of competition is very important, although this will depend upon the status and level of the event.

Some lower level events may not need any security arrangements or personnel passes to obtain access to different areas.

Notwithstanding those occasions where there may be a need for separation of the public and the competitors (cars, or pits crews) consideration should be given to who will check their passes

In virtually all races there are pit crews, so this raises the questions, where will they park their tender cars or trailers?

Is there a trailer car park? Will it be secure?

Is it large enough to unload cars?

Should a separate area be established for this purpose?

Some events advise competitors of suitable locations within the venue for loading/unloading cars so this sometimes stressful and risky operation can be carried out in an appropriately risk-free area.

Are their adequate entrances for the public? Will they all be opened at the scheduled time?

#### **14.3 Are there arrangements for the departure of competitors/public?**

Do the competitors need access to secure areas to pack down?



If the event is to attract a large crowd have the Event Organiser contacted the Police to control traffic at the public exit from the venue.

Will the exits need to be manned by staff to help with traffic management? Again, much will depend on the level and status of event.

#### **14.4 Are there arrangements for the tear down of the venue?**

When the organiser begins the long task of disassembling and packing up and restoring the site of the event, the need to have a systematic approach and a plan does not diminish. When will the tear down commence? Will it be in the dark? If so arrangements for adequate lighting will need to be made. Is there access to such lighting? Could it be better to delay some of this activity to daylight, which may reduce the risk of slips and trips and falls?

Will all the contractors have left the site? Will they require to come back the following day?