

CAMS

SAFE EVENT PACKAGE

for Motorkhanas/Khanacross



The **CAMS Safe Event** booklet provides essential information for Organisers of Motorkhana events of the potential risks of the activities (other than the competition component, where risks are minimized through the application of the CAMS National Competition Rules) which occur at an event such as is being organised and how to assess and manage hazards which may not have not been identified previously, so they may be reduced to a level which is considered to be acceptable.



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INTRODUCTION

This document is designed to assist Event Organisers with risk identification and associated processes to provide a systematic approach to health and safety obligations at motorkhanas/khanacross and, to assist Event Organisers in meeting their obligations under NCR 62 and at law.

As a major component of the ongoing commitment to *Safety 1st* and improvement of risk management at all events held under its sanction, CAMS has undertaken a significant amount of stakeholder consultation in regard to the position and task specification of the Compliance Checker. As a result of feedback received from the various consultative sessions, a risk register process has been developed, with data being provided by Organisers, Officials and Administrators at many events through the completion of Targeted Risk Assessment forms.

Please go to <http://www.cams.com.au/motor-sport/safety> for further information on OH&S issues within motor sport safety.

The CAMS Safe Event Package includes:

- A generic risk assessment for motorkhanas
- A copy of the CAMS W(O)H&S Policy
- A document which provides training information on CAMS risk management process
- A blank Targeted Risk Assessment (TRA) form

RISK ASSESSMENT

CAMS has undertaken a generic risk assessment for Motorkhana/Khanacross events. The assessment is based on two principles:

- That the sporting activities at this event will be conducted in accordance with the National Competition Rules of CAMS and any appendices thereto and including duly authorised Supplementary and Further Regulations for individual events;
- That activities including those not covered by sporting activity regulations have been assessed by the Organiser, the Organiser's own knowledge of the venue and other relevant factors, this document and the CAMS Risk Register if necessary. Risks are to be identified and assessed with controls put in place utilising the methodology of Australian Standard AS/4360:2004 *Risk Management*.

This document will assist Event Organisers with risk identification and associated processes. The risks which have been identified are not exhaustive and all organisers are encouraged to maintain vigilance in identifying, assessing and controlling risks. Further details on the process for risk management, including the criteria used to identify, assess, rank and control risks for motor sport events conducted under the auspices of CAMS is set out below, or can be obtained from <http://www.cams.com.au/>.

STAKEHOLDER CONSULTATION

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The foundation of an effective risk management system includes the essential component of stakeholder consultation. Organisers of CAMS sanctioned events are encouraged to consult with all relevant persons and/or organisations which may include competitors, drivers, officials, contractors and support crews during the planning, preparation for, and actual operation of the event. Organisers are encouraged to consider and adopt the slogan “Think, Talk, Do and Review”.

RISKS IDENTIFIED

In undertaking the organisation of this event, the organiser will note as a minimum the following identified risk areas and implement appropriate control mechanisms, which may include regulatory requirements advised in the CAMS NCR.

Risks at Motorkhana/ Khanacross: (which are able to be controlled by the Organiser)

1. Motorkhana participation; injury to competitors
2. Officials roles; in the competition and support paddock, marshalling and scrutiny bay areas.
3. Crew members providing competitor support
4. Fire at the site of any spillage/leakage of fuels or other inflammables.
5. Unacceptable spectator behaviour including invasion on-to the competition area
6. Inadequate spectator control at the event.

Risks at Motorkhana /Khanacross: (which are outside the direct control of the Organiser)

1. Infrastructure collapse or plant and machinery failure resulting in injury.
2. Incident from landowners' contractor or sub-contractor activities.
3. Traffic management and public safety risks within public areas of the venue.
4. Emergency management risks and compliance.

The risks which have been identified are not exhaustive and all organisers are encouraged to maintain vigilance in identifying, assessing and controlling risks.

CONTROL OF RISKS

In controlling risks, the organisers of the event will use their best endeavours to:

- Ensure adequate and appropriate briefing for all officials, competitors, marshals and staff.
- Ensure emergency response and medical plans are in place and are communicated to relevant persons.
- Ensure adequate protection from ill health or fatigue due to environmental hazards – by drinking water, wearing hats, applying sun block, taking shelter, arranging work and comfort breaks
- Consult, identify, assess risks, notify venue manager and get appropriate assurances that risks of the hired venue are reduced to acceptable levels prior to the Event.
- Ensure appropriate contractor compliance with OH&S, insurance, and that contractors use safe work methods.

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- Confirm training and experience (CAMS Licences) of Event Officials and participants and ensure compliance with CAMS NCR's in all facets of event organisation and operation.
- Prevent or stop any unsafe activity within their control.
- Complete a Targeted Risk Assessment (TRA) on perceived or potential operations or deviations from safe practices on areas otherwise not controlled by event regulations.

The following points characterise some generic OH&S risk /hazards identified in the broad field of motor sport activities. Organisers are encouraged to use this as a guide to consider risks in the environment of the event.

- Uncontrolled access and restrictions for public or unauthorised persons to unloading/loading areas, service/paddock/pit areas and competition areas.
- Manual handling of automobiles, tools, parts, major mechanical components and other associated equipment.
- Storage, identification and use of fuels, lubricants, chemicals, compressed gasses and other flammable substances.
- Use of compressed air powered tools, portable generators and electrical tools and equipment.
- Use of non-powered hand-held tools.
- Working beneath raised loads, particularly automobiles.
- Working in close proximity to hot operating mechanical components, fluids and gasses.
- Working in close proximity to high speed oscillating or revolving engine and associated parts.
- Working in close proximity to vehicles moving at speed.
- Working in an competitive motor sport environment with potential for flying debris as a result of component failure or collision.
- Working in an environment with high noise levels.
- Uncontrolled or unruly crowd behaviour.
- Access to work areas by persons unfamiliar with work processes (sponsors, visitors, public etc).
- Working in the proximity of service providers and contractors performing diverse activities.
- Associated event entertainment, including demonstrations, stunts, rides and pyrotechnics.

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AGREEMENT /COMMITMENT TO CO-OPERATE AND CO-ORDINATE

By submitting a Permit Application Form and accepting entries to the Event, the Event Organiser accepts and confirms that:

- they have read and understood the document titled *CAMS Safe Event Package for Motorkhanas /Khanacross* and will have a copy available at the event. For a copy go to <http://www.cams.com.au/motor-sport/safety/safety-in-motor-sport/safety-1st-event-package> and download a copy.
- The issuing of a CAMS permit is contingent on compliance with *CAMS Safe Event Package for Motorkhanas /Khanacross*;
- Other risks and controls as identified by Event Organisers and considered worthy of note need to be recorded on a CAMS Targeted Risk Assessment form and sent to CAMS for incorporation on the CAMS Risk Register for further improvement practices.
- All States require incident notification in regards to serious injury or death when events are deemed a “workplace”. Each State has different criteria in regards to what constitutes a reportable injury to Work Cover and that additional reports may be required. CAMS State Offices can provide further information.
- The nominated Clerk of the Course or the Event Secretary has confirmed that the event will be conducted in accordance with the risk management concepts described in the *CAMS Safe Event Package for Motorkhanas /Khanacross* including the CAMS OH&S policy.

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CAMS Occupational Health & Safety Policy

Scope

This policy applies to all CAMS Staff and Volunteers working for CAMS.

Policy Objective

This Policy shows CAMS commitment to ensuring the health and safety of Staff, Contractors and Volunteers who work for CAMS, and for minimising the risk to competitors, participants, officials, Contractors, and visitors at CAMS Events, to the extent reasonably practicable.

Policy Statement

1. The Working Environment

CAMS will use its best endeavours to achieve a working 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 work of Staff and Volunteers;
- 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 on induction and then as required;
- providing training and instruction to Volunteers as to the safe performance of their work as required;
- ensuring Contractors comply with their health and safety obligations by requiring them in CAMS 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 any work health and safety policies required by CAMS 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;
- reporting to the Board Members on work health and safety.

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2. The Motor Sport environment

CAMS recognises that motor sport may present risks to the health and safety of competitors, officials, Contractors, and visitors at CAMS Events. CAMS seeks to reduce those potential risks by:

- having a health and safety program ('the program'), which will protect and enhance the health and safety of all relevant CAMS stakeholders;
- having CAMS Board Members, Staff, Volunteers; and CAMS associated and affiliated organisations working together to develop and implement the program;
- providing training to Volunteers as required;
- applying the program at all CAMS Events and, to the extent possible, Permitted Events;
- reviewing the program annually or more frequently if required;
- reporting on compliance and implementation to the Board Members.

3. Procedures

- 3.1. **Best Practice**
CAMS aims to be recognised as the motor sport leader in safety as it relates to its Staff and Volunteers.
- 3.2. **Leadership**
All CAMS managers and those in leadership positions, including Senior Volunteers, will provide the leadership needed to reach these goals.
- 3.3. **Managers and Senior Volunteers**
CAMS 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 CAMS Staff, Volunteers and associated stakeholders in the health and safety program;
 - use risk identification, assessment and control principles to reach CAMS health and safety objectives;
 - inform and train CAMS Staff and Volunteers and associated stakeholders in relevant policies, procedures and health and safety obligations;
 - participate in CAMS induction and implement all safety procedures;
 - allocate appropriate resources for the program.
- 3.4. **Staff and Volunteers**
CAMS Staff and Volunteers will:

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- participate and support CAMS 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 CAMS Staff and Volunteers and visitors follow safety rules in the workplace;
- participate in all CAMS induction programs when required, and follow all safety procedures.

3.5. CAMS Staff and CAMS Appointed Officials at Permitted Events

- CAMS Staff and CAMS 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 CAMS. In the absence of these, CAMS' organisational procedures will apply.
- CAMS Staff and CAMS Appointed Officials have the right to cease work at any Permitted Event if the Staff member or CAMS Appointed Official has concerns that risks to health and safety have not been appropriately eliminated or reduced.

3.6. Consultation

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

3.7 Dispute Resolution

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

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Definitions

The following definitions apply to this policy:

Staff

A paid employee of CAMS who conducts work for CAMS including at CAMS Events and Permitted Events.

CAMS Appointed Officials

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

Contractor

A contractor or subcontractor engaged by CAMS.

Senior Volunteers

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

Volunteers

Unpaid/Honorary representatives working for CAMS on authorised and approved CAMS business, including Senior Volunteers, Commission & Committee members and CAMS Appointed Officials.

Board Members (The Board)

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

CAMS Events

Motor sport events conducted by CAMS excluding Permitted Events.

Permitted Events

Motor sport events that are not conducted by CAMS but are conducted pursuant to a licence, permit or authority issued by CAMS.

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This series of slides is designed to provide guidance in the application for motor sport in the risk management process. It provides the basic steps on completing a Targeted Risk Assessment.



Risk Management & Duty of Care

Things to consider:-

- What could go wrong ?
- Who could be affected ?
- How likely is it to happen ?
- If it happens how badly could anyone get hurt ?
- Who have you talked to about it ?
- What can be done about it ?

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How can it be applied ?

The process can be applied to any situation where anything unexpected or unwanted that happens could have a serious effect

CAMS needs to know about what might happen to be able to take steps to reduce the problems that could be caused

What is a TRA?

“TARGETED RISK ASSESSMENT”

- ✓ It shows that you thought about what could go wrong
- ✓ It shows that you thought about who could be affected
- ✓ It shows that you thought about how likely it was to happen
- ✓ It shows that you thought about what could be done about it
- ✓ It shows that all people involved were consulted

It shows that there is nothing complicated about risk assessments and we can all do them

Who Completes a TRA and When?

Who completes a TRA?

- ✓ Compliance checkers
- ✓ Safety representatives
- ✓ Race officials,
- ✓ CAMS staff
- ✓ Circuit, raceway or venue staff
- ✓ Club members

When do we complete a TRA?

- ✓ At any time during, planning, set up and the actual activity itself
- ✓ not forgetting the dismantling process of the activity

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When do I complete a TRA?

- ✈ When something unexpected happens
- ✈ When something turns out how it shouldn't
- ✈ When you realize something is dangerous
- ✈ When you've had a near miss

When anything happens which could be dangerous to you or the next person who carries out the activity

canst		Sanctioned Event - Targeted Risk Assessment		Form TRA-01	
Event / Venue				Type of Work being performed e.g. refueling, waving flag, walking to work area	
Area Location					
Date					
MATRIX		Consequence		ACTIONS REQUIRED FOLLOWING ASSESSMENT OF RISK	
		<div> <div>Likelihood</div> <div>1 Insignificant</div> <div>2 Minor</div> <div>3 Moderate</div> <div>4 Major</div> </div>		<div> <div>High risk</div> <div>Immediate actions required</div> <div>Senior Management (Senior Event Official) attention needed</div> </div>	
A - Almost Certain		High		High	
B - Likely		Medium		Medium	
C - Possible		Low		Low	
D - Unlikely		Low		Low	
				<div> <div>Medium risk</div> <div>Management (Organiser) responsibility must be specified</div> </div>	
				<div> <div>Low risk</div> <div>Manage by current procedures / continue current process.</div> </div>	
				<div> <div>Note: "Management" and "Official" are considered to be like terms. See reverse for descriptions of Likelihood and Consequence outcomes</div> </div>	
Identified Risks					
Description of Identified Risks	Likelihood (1-5)	Consequence (1-4)	Residual Risk	Controls / Treatment performed What has been done about it?	Who will implement?

canst		Sanctioned Event - Targeted Risk Assessment	
LIKELIHOOD/CONSEQUENCE DESCRIPTIONS:			
Likelihood	Consequence	Personal Injury	Administrative
A - Almost certain	Action will probably occur numerous times or in many circumstances	4- Major Consequence	Death, permanent or extensive injury requiring hospitalisation to one or more people
B - Likely	Action may occur occasionally or in some circumstances	3- Moderate Consequence	Serious injury requiring hospitalisation; broken limbs or stand down for duration of event
C - Possible	Action may occur in exceptional circumstances and has been known to occur elsewhere	2- Minor Consequence	Medical attention on-site or ongoing attention to injury may be required
D - Unlikely	What theoretically possible is not known to have occurred	1- Insignificant Consequence	Minor first aid, if at all. No ongoing medical attention
What can cause injury or death?		Four Risk Treatments	
<ul style="list-style-type: none"> Slip/trips Collapse of structures Dangerous or flammable Materials Electrical cables Heavy equipment Public access / egress / behaviour Weather (e.g. Rain / Hail / Wind / Storms) Propellants 		<ul style="list-style-type: none"> Avoid: Don't do the activity Treat: Reduce by use of controls Accept: If low or if consequences can be tolerated. Transfer: (Caution - not possible to transfer duty of care.) 	
		Levels of Control Methods	
		<ul style="list-style-type: none"> Avoid ← Try to start here Substitute Isolate Reduce by physical controls Reduce by admin warning and rules Use PPE ← Last resort 	
WHO DID YOU TALK TO IN ASSESSING AND IDENTIFYING THIS RISK?			
Date	Name	Position	Signature

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The Basic Steps

Identify the RISK – Look at what is being done and consider what could go wrong.

Consider and rank the following:

- **Likelihood** of that risk occurring –
 - A** Almost Certain
 - B** Likely
 - C** Possible
 - D** Very Unlikely
- **Consequence** of that risk if it happened -
 - 4** Kill or cause serious disability
 - 3** Long term illness or serious injury
 - 2** Requires medical attention
 - 1** Minor First Aid needed

The Matrix

Indicate the **Likelihood** and **Consequence** on the matrix to score the risk

RISK MATRIX	Consequence			
	1 Insignificant	2 Minor	3 Moderate	4 Major
A - Almost certain	High	High	Extreme ↓	Extreme
B - Likely	Medium	High	High	Extreme
C - Possible	Low	Medium	High	Extreme
D - Very Unlikely	Low	Low	Medium	High

The Risk Score

Where the **Likelihood** and **Consequence** meet on the matrix

Extreme Risk	Immediate actions required
High Risk	Senior Management (Senior Event Official) attention needed
Medium Risk	Management (Organiser) responsibility must be specified
Low Risk	Manage by current procedures / continue current process.

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Risk Treatment

Use the **Hierarchy of Control** to decide what to do next

The best option	Avoid	<i>FOR EXAMPLE (don't do it)</i>
	Substitute	<i>(do something else)</i>
	Isolate	<i>(do it somewhere else)</i>
	Reduce by physical controls	<i>(put barriers round it)</i>
The worst option	Reduce by admin warning	<i>(put a sign up in front of it)</i>
	Use PPE [Personal Protective Equip]	<i>(wear earplugs while you do it)</i>

The type of risk treatment and controls should be written on the form

Completing the Risk ID Section

Description of Identified Risks	Likelihood (A - D)	Consequence (1 - 4)	Resultant Risk	Controls / Treatment performed What has been done about it ?	Who will Implement ?	Who will Check?	Who confirmed actions were completed (sign)
1. Concrete grate on right-hand exit of Turn 2 was broken in two and half of it was slicing vertically into the air. There was a risk of a car striking it being damaged and the driver injured	C	3	HIGH	1. Broken section of grate was restored to its position over the drain. 2. The entire grate was replaced after the following event	Course Marshall	Regional Track Inspector	
1. Tow truck in front of barriers at south end of Green Pladdock could be hit by errant car	D	3	MED	Remove truck to back behind fence line	Emergency Controller	Recovery Chief	Deputy Clerk of Course
1. Environmental protection for officials	C	1	LOW	Erect a shade shelter tent as a temporary measure. Permanent protection to be provided on location approval	Officials Owner	Track Inspector	

When alarm bells ring....

- Any risk score of **“Extreme”** or **“High”** on the matrix should be discussed and re assessed with a group of experienced people.
- If in doubt – seek advice from experts

Audit, Consult & Sign Off

The final stages of the TRA process include:

- **Audit** the risk, treatments and controls –
 - ☐ Who makes sure it happens ?
 - ☐ Who checks that it was done ?
 - ☐ Who was notified about it ?
- **Consult** – note the names and position of who you talked to when assessing & identifying the risk and record their signature
- **Final sign off** – Sign your name and the date of completion at the bottom of the TRA form

**Audit and sign off's ensure effective risk management
does not slip through the cracks.**

In Summary

1. Fill in the top left hand side section with all the details of the site or circuit, date, activity, etc
2. Describe what could go wrong in the column on the far left,
3. Rank the Likelihood and Consequences for the risk,
4. Use the matrix on the right hand side to score the risk and write the score number in the score column,

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In Summary

5. Think of the possible controls and write them in the section to the right of the risk score column,
6. Fill in columns naming who will carry out the controls and who will check that they are carried out,
7. Talk to the person responsible for carrying out the controls and get them to sign on the right hand side,
8. Sign and date the form at the bottom, keep a copy and send to CAMS after the event with your paperwork

Finally

Completing a TRA means you have:-

- ☒ Shown that you are aware of risk
- ☒ Shown that you are fulfilling your Duty of Care
- ☒ Helped to make motor sport safer for all

**YOU ARE NOW A
RISK MANAGER**

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Sanctioned Event – Targeted Risk Assessment

Form TRA-01

Event / Venue	Type of Work being performed e.g. refuelling, waving flag, walking to work area	
Area / Location		
Date		

Likelihood	Consequence			
	1	2	3	4
A - Almost Certain	Insignificant	Minor	Moderate	Major
B - Likely	High	High	Extreme	Extreme
C - Possible	Medium	High	High	Extreme
D - Unlikely	Low	Medium	High	Extreme
	Low	Low	Medium	High

ACTIONS REQUIRED FOLLOWING ASSESSMENT OF RISK:

Extreme risk Immediate actions required
 High risk Senior Management (Senior Event Official) attention needed
 Medium risk Management (Organiser) responsibility must be specified
 Low risk Manage by current procedures / continue current process
 Note: "Management" and "Official" are considered to be like terms
 See reverse for descriptions of Likelihood and Consequence outcomes

IDENTIFIED RISKS:

Description of Identified Risks	Likelihood (A-D)	Consequence (1-4)	Resultant Risk	Controls / Treatment performed What has been done about it ?	Who will Implement? Organiser Marshals	Who will Check? Race Sec	Who confirmed actions were completed (sign)
Example: spectator could be hit by debris from car	C	3	HIGH	Debris fence, move spectators further back, additional crowd control officials			
1.							
2.							
3.							
4.							

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Sanctioned Event – Targeted Risk Assessment

Form TRA-01

LIKELIHOOD/CONSEQUENCE DESCRIPTIONS:

Likelihood	Consequence	Personal Injury	Administrative
A - Almost certain	Action will probably occur numerous times or in many circumstances	Death, permanent or extensive injury requiring hospitalisation to one or more people.	Significant hardship to Organisation
B - Likely	Action may occur occasionally or in some circumstances	Serious injury requiring hospitalisation, broken limbs or stand down for duration of event	Significant reorging of organisational plans required
C - Possible	Action may occur in exceptional circumstances and has been known to occur elsewhere	Medical attention on-site or ongoing attention to injury may be required	Minor rearrangement of plans required to address the situation
D - Unlikely	Whilst theoretically possible is not known to have occurred	Minor first aid, if at all. No ongoing medical attention	Localised assessment of affected issue to be considered

POINTS TO REMEMBER:

What can cause injury or death?
<ul style="list-style-type: none"> ▪ slips/trips ▪ Collapse of structures ▪ Dangerous or flammable Materials ▪ Electrical cables ▪ Heavy equipment ▪ Public access / egress / behaviour ▪ Weather (e.g. Rain / Hail / Wind / Thunderstorms) ▪ Projectiles

Four Risk Treatments
<ul style="list-style-type: none"> ▪ Avoid: Don't do the activity ▪ Treat: Reduce by use of controls ▪ Accept: If low or if consequences can be tolerated. ▪ Transfer: (Caution – not possible to transfer duty of care.)

Levels of Control Methods
<ul style="list-style-type: none"> ▪ Avoid: ← Try to start here ▪ Substitute ▪ Isolate ▪ Reduce by physical controls ▪ Reduce by admin warning and rules ▪ Use Personal Protection Equipment ← Last resort

WHO DID YOU TALK TO IN ASSESSING AND IDENTIFYING THIS RISK?

Date	Name	Position	Signature

Completed by:	Signed:	Date:
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NOTES

This image shows a blank sheet of white paper with horizontal ruling lines. There are 20 evenly spaced horizontal lines across the page. Each line begins with a small black dot on the left side, serving as a starting point for writing. The lines extend to the right edge of the page.