The Safety 1st Checklist Process

Consistent with its Safety 1st Strategy, a much greater scaled down and easier set of checklists have been created.

The previous distinction between events which engage contractors and those that do not engage contractors has been removed.

The 2 previous large and complex (compliance checker) checklists that were required for an event, have now become redundant and have been replaced with a single, 3 page checklist entitled “Safety 1st Checklist” that is suitable to your discipline.

The new Safety 1st checklists (i.e. for rallying/touring road, for off road and for race meetings/speed events) are all in the same general format but the questions vary slightly due to the specific language a discipline may use.

There are two stages to answering the Safety 1st Checklist questions:

- Planning questions- to answer before the event, and
- Operational questions- to be answered on the day of the event.

Both set of questions are contained within the same document.

Also supporting the Safety 1st Checklist for each discipline is the Glossary for Safety 1st Questions which will not be embedded into the checklist, as previously was the case.

This “glossary” is to assist explanations specific to questions with further information to explain the questions or considerations being asked.

Planning Questions: (before the event)

These are questions/prompts that should be considered before the event, by the person utilising the checklist.

Some questions may not be applicable to an individual event, in these areas a N/A in the box provided is sufficient and other questions may simply be ticked off, after the person undertaking the checklist has discussed the point with the organisers. This may require liaising with the Event Organiser / Clerk of Course prior to the event. It might mean an informal meeting or a phone call may be required between the person completing the checklist and the Event Organiser / Clerk of Course in relation to Safety 1st questions.

Answering the questions where applicable in the planning stages of an event is required before final approval from National Permits Administrators to issue an Organising Permit.

Then;

Operational Questions: (on the day of the event)

On the day of the event it is important to follow up some of the questions initiated in the planning stages to complete the risk management process.

Only some of the planning questions need to be followed up on the day of the event.

Instead of requiring an extra checklist, as we have in the past, the Safety 1st Checklist contains two columns, one for planning and one for operations.
Looking down the column titled Operation; it is only those boxes that are not totally greyed out that need to be considered on the day of the event.

Again it is a matter of ticking the boxes to confirm if the action has, or is taking place. This is to make sure the action, that was to be initiated in the planning stage, is now in readiness.

If the action can not be confirmed, or the risks have changed since the planning stages, and are considered worthy of note, it may be recorded and assessed by the utilisation a CAMS Targeted Risk Assessment Form (TRA).

The TRA forms are the backbone of the CAMS risk management process. The TRA is a device or a report which enables decisions to be made in relation to areas that have been identified as being a hazard or a risk, something which you see and you don’t like or a decision which you need to make and are unsure of which way to go.

In addition if contractors are to be engaged for the event, the Safety 1st Contractors Checklist (1 page for Planning and 1 page for Operations) is also required to be completed. But like the other checklist, the additional checklist for the Contractor process has been made very simple – it’s now 2 Pages. This is also supported by a glossary to assist in answering the specific questions that are contained in the contractors checklist!

After completion of the Safety 1st Checklist (on the day of the event) it would then be handed to the Stewards to be included with the post event paperwork.

It would still be a CAMS requirement as before, to provide a copy of the document in the planning stages to the National Permits Administrators via email, fax or mail.

All these documents will be available on the CAMS web site with the Safety 1st checklists for the required discipline available in word format so they may be filled out on-line and sent in via email.

So for organisers now it is a matter of going to the CAMS website clicking on the risk management tab (Safety 1st) on the left hand side of the CAMS home page and then clicking on the Safety 1st Checklists tab and selecting the checklist that is suitable to your discipline.

Fill out the planning questions and then send a copy to the Permit Administrators and on the day fill out the operational questions on the checklist and hand it over to the CAMS Steward.