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 OH&S legislation) the completion of nominated checklists is required for each competition.

For Race Meetings and Speed Events, the checklist designated is CAMS Safety 1st Checklist for Race Meeting/Speed Event.

This checklist consists of about 30 critical questions which will assist to demonstrate that the organisers of events have taken into account matters relating to duty of care and OH&S which may not be covered under the relevant sporting rules and regulations.

In order to assist in answering the specific questions in regard to Risk Management or Duty of Care, please find attached explanations that provide further information and explain the questions or considerations being asked in the CAMS Safety 1st Checklist for Race Meeting/Speed Event.

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

- Regulations and preliminary requirements for the event
- OH&S Policy and communication of that policy to appropriate persons included in the event
- OH&S 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
<table>
<thead>
<tr>
<th>1.1</th>
<th>Is the venue appropriately licensed or otherwise approved for the activity proposed by the relevant civil authorities?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Ensure that the Track License 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).</td>
</tr>
<tr>
<td>1.2</td>
<td>Have all the entry forms for the competitors been checked to ensure they are completed where necessary signed by the appropriate entrant and/or driver and/or service/pit crews?</td>
</tr>
<tr>
<td>1.2</td>
<td>All entry forms require checking by competent persons. Any entry for each or similar documents including disclaimers which are 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. A process or system must be established to ensure this matter is completed.</td>
</tr>
<tr>
<td>1.3</td>
<td>Have the Stewards of the Meeting been issued with all relevant documentation for the event by the Organiser?</td>
</tr>
<tr>
<td>1.3</td>
<td>CAMS 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 at some time prior to the event, for example Supplementary Regs, event schedules, specific reports, perhaps copies of relevant permissions from Council, Police, Roads Dept etc. Such documents are usually provided to (or seen by) the Stewards of the Meeting at the start of the event.</td>
</tr>
<tr>
<td>2.1</td>
<td>Does the event have an OH&amp;S Policy Statement?</td>
</tr>
<tr>
<td>2.1</td>
<td>Each event which is conducted under a CAMS organising permit is required to have an OH&amp;S policy or to abide by the requirements on the generic CAMS OH&amp;S policy. To assist event organisers, CAMS has developed a motor sport specific generic OH&amp;S policy which may be easily used by any event which is subject to an organising permit issued by CAMS. The CAMS OH&amp;S 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 depends on and involves a proactive approach from all persons involved in the event in “identifying risks” (what can go wrong), “assessing risks” (find out how bad it is) and “reducing risks” (do something to make it less risky). This OH&amp;S policy is available from CAMS State Offices or is easily downloadable from CAMS website. <a href="http://www.cams.com.au/go/riskmanagement">www.cams.com.au/go/riskmanagement</a></td>
</tr>
<tr>
<td>2.2</td>
<td>Has the Organiser considered where the OH&amp;S Policy is to be displayed at the event, so that it might be readily viewed?</td>
</tr>
<tr>
<td>2.2</td>
<td>Displaying of the policy is a major start to demonstrating a commitment to health and safety. Ideally the OH&amp;S policy should be displayed in a conspicuous position at an event (for example at a...</td>
</tr>
</tbody>
</table>
race event, it may be the Secretary of the Meeting’s Office) and where appropriate consideration should be given to additional copies being displayed in other locations where persons attending the event may view it.

Examples of locations to display the policy may be in the briefing area, or the scrutiny area etc. It may however be best placed alongside the permit, any recent bulletins, or results that are posted on official notice boards.

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

2.3 All Officials/Competitors should be made aware of the event’s OH&S policy and be invited to inspect it.

This may be most easily achieved by referring to the Policy at the Official’s briefing/site induction and at each briefing for competitors.

To achieve this easily for competitors it may be appropriate to include a passage in regard to the OH&S policy in the Supplementary or Further Regulations for the event and restate it at the Drivers Briefing.

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

3.1 The CAMS OH&S Policy applies to and all persons (drivers, crew, officials, visitors, spectators, contractors etc) at CAMS sanctioned activities, events workplaces and/or locations.

Under the concept of joint and severally liable, parties, organisers and CAMS are considered to be ‘joint controller’ of a premise / venue. This means both Organisers and CAMS (represented by the Stewards of the Meeting) hold obligations and responsibilities to ‘duty of care’

Therefore it is appropriate for both parties to consult in regards to Duty Of Care / OH&S.

As such, prior to the event commencing, the Stewards of the Event will need to be provided with the name and contact details of the most appropriate person (appointed by the Organiser) for them to speak to in regard to Duty Of Care / OH&S issues.

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

3.2 In order to provide for any emergencies or unexpected situations which could arise during an event, a meeting should be held with the principal stakeholders within the organisation to establish appropriate lines of communication, in other words “who will do what” if things go seriously wrong.

At the meeting it may be beneficial to establish who will make the call to the Police or other Authority when such an occasion arises. This may include an emergency situation arising at the venue, or during the event, a report being required to be made to Work Safe (compulsory in some states) or in the event of an “authorized person” entering the venue. Who will that person be referred to?

An authorized person in consideration of the above point is a WorkSafe Inspector who role is to ensure that “workplaces” comply with health and safety legislation.
These questions are always better answered in advance, where clear heads will prevail, than trying to work out a process after the emergency has happened.

Such a meeting may be very short and may involve 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 CAMS?

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.

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

Lower status events have a less onerous requirement.

To check the status of a medical response plan for your event please refer to [www.camsmanual.com.au/pdf/regs/](http://www.camsmanual.com.au/pdf/regs/) and there you can download the appropriate pro forma medical plan/checklist that is required for the status of your event.

### 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, equipment or amusement ride failure or uncontrollable crowd activities and therefore emergency plans should be structured to deal with this which should entail emergency services and site evacuation.
Adequate plans need to be in established to evacuate persons in the event of a fire or other disasters. It is important that appropriate and adequate communication systems are working properly to assist in the management of public safety at all times throughout the event.

Mobile Phones can often assist in these areas but should not be the primary communication service and consideration for coverage should also be assessed.

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 reinforce the message.

4.4 Have all fire fighting extinguishers to be used checked as being appropriate?

4.4 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 CAMS forms, including CAMS Accident Report Forms; CAMS Incident Report Forms; CAMS Injury Report Forms; CAMS TRA forms; CAMS TRA completion procedure?

5.1 All the listed forms are available from the CAMS Website [www.cams.com.au/go/riskmanagement](http://www.cams.com.au/go/riskmanagement)

These are also available from the CAMS state office.

These documents can play a part in providing an evidentiary trail for when there are requirements to report or record decisions.

The report forms are to be returned to the Stewards so that they may include your reports with their paperwork at the end of the event and the file can be forwarded to CAMS.

The TRA form is relatively new. It is a device or a report that enables decisions to be made in relation to a hazard or a risk, something which you see and you don’t like or a decision which you need to make and you are unsure about what to do.

Quite specifically, 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. If you or any of your officials completes a TRA form, please ensure that a copy of the form is returned to the Stewards so it can be forwarded to CAMS.

The hazards you have identified, your assessment of the risk and the controls you have done to minimize the risks will be entered onto a sport-wide database, called a Risk Register which forms the backbone of the CAMS Risk Management System. The CAMS Risk Register can be viewed at [www.cams.com.au/go/riskmanagement](http://www.cams.com.au/go/riskmanagement) (presently available for Motorkhanas/Khanacross with other disciplines being constructed)

A simple risk management process to follow is, THINK-TALK (RECORD)-DO-REVIEW.

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

6.1 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
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?

6.2 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 etc in spectator and competitors areas?

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

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

7.1 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.

CAM has provided various examples of site inductions. Please refer to the web site.


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

8.1 The Event Organiser must consider the appropriateness of any building or structure that will be used during the event to establish if it (they) are reasonably suitable for the task. This does not mean that all buildings must be tested and certified by an engineer before using them, but rather a consideration of what the building or structure will be used for and its condition is necessary.

For example, if the floor of the building in which scrutiny is taking place is old floorboards and shows signs of breaking up and is covered with oil, it has a higher likelihood of being totally 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 injure themselves.

Likewise, if an office being used for the event command is only meant for 3 or 4 people and proves too small for the number of officials and visitors, it may produce undesirable outcomes for emergency evacuation and event power overloading could be a concern.

Another matter may be the supply of shelters for officials. They may be highly visible and waterproof, but are they suitable for use in high winds?

When you consider the use that a building or structure will be put to during your event, is it appropriate to use it?
9.1 Is it proposed to dispense food at the event? If so, local council requirements may exist. Please refer to the website for more information regarding food dispensing.

Food, and the provision and dispensing of it is an ever-increasing issue within the general community.

If you are providing food and the provision of that food is either not for profit, a part of a raffle or part of any private trading, it is possible to cook and dispense the food without having to conform to local council permit regulations or fees.

However, a ‘duty of care’ to those consuming the food is still incumbent upon the organiser.

To assist organisers with this issue, CAMS has provided a document on general hints for improved food production and dispensing. Please refer to the website.

However, if food is being sold at your event, local council requirements must be met. Each council has different policies and restrictions.

These might be a permit application with a fee and it may entail the presentation of a “food safety program” to the Council or another authority. This is a plan (often in form of a template) to ensure that food is prepared and handled in clean and hygienic conditions, the food is free from various types of contamination, that food handlers are aware of appropriate food safety practice and the area where the food will be cooked/dispensed would be suitable (clear of obstructions, protection for children, solid ground etc).

In any case all equipment provided by the organiser to cook (barbeques, gas bottles, hoses, containers, pots and pans etc) and to dispense food (tongs, knives, forks, plates etc) must be clean and serviceable and comply with relevant standards and regulations and be certified where appropriate.

9.2 Is it proposed to use an “outside” contractor to dispense or sell food?
If an outside contractor is proposed please also complete the contractor list (SF2.1) for each contractor.

This is a very difficult matter to put into a few words.

CAMS understands that a good proportion of events hold activities where some form of external (that is not members or helpers of the club running the event or officials who are directly responsible to the Clerk of the Course) contractor provides catering services.

This may be members of the local Rotary or Lions Club who may have been engaged to provide a BBQ and the community benefit which is obtained by engaging these groups is likewise of significant benefit to the sport.

In such circumstances, any community group, such as those mentioned above will not be considered as “contractors” however organisers must ensure that they obtain appropriate information from the contact with the community group in regard to food handling procedures.

As your event is very likely not to be the only “event” utilizing the services these valuable community groups supply (for example Lions and Rotary Clubs are very active in food cooking and dispensing activities for dozens of activities each year, from local sporting events to Council Fairs) and they will be required by law to have the appropriate certification to sell food. Please do not hesitate to ask to see copies of their documents. If they have them, they will proudly show you.

However, if your event is retaining the services of a commercial food contractor, or any other service provider...
contractor, for example a mobile tyre service or a fuel supplier, where their presence at your event 
turns your event into their workplace, the Safety 1st contractor questionnaire/checklist will be 
required to be completed.

9.3 Is it proposed to use an “outside” contractor to dispense or sell food?
IF AN OUTSIDE CONTRACTOR IS PROPOSED PLEASE ALSO COMPLETE THE CONTRACTOR LIST(SF2.1) FOR 
each contractor www.cams.com.au/go/riskmanagement

9.3 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 (eg police, ambulance etc) and what services they will be providing. 
For more information in regards to clarification if a Motor Sport Service Organisations should be 
considered to be a contractors or not.

Please refer to the document titled Motor Sport Service Organisations- Contractors or Not?
Please refer to the web site. www.cams.com.au/go/riskmanagement and look under the Safety 1st 
banner for the full article.

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

10.1 Are all officials considered to be operating from a safe/risk minimum area/environment?
10.1 Consideration should be given to all groups of officials, including office workers and field personnel 
to seek out the most practicable area from which the official can operate.

Sighting of officials so that they are located in areas where not only are they free of risk of 
approaching cars, but also of other environment issues such as steep banks or gullies which may be 
close to the official’s area of operation should be taken into consideration and avoided where 
possible. If it is not possible to avoid some high risk locations, consider what else could be done to 
minimize the risk of people getting hurt.

11.1 Will appropriate precautions be made for electrical equipment planned to be used by the organiser on the site?
11.1 There are different statutory regulations in each state for electrical safety.

There are different statutory regulations in each state for instance in Queensland it is covered under 
Electrical Safety Regulations 2002 and in New South Wales it is covered by specific legislative 
requirements outlined in clause 64 and 65 of the OHS Regulation 2001.
In Victoria there is the Electrical Safety Act 1988 and so on.

It is worthwhile mentioning that consideration of the environment that the equipment or lead is being 
used in is very important from the point of view of testing and tagging.

If your equipment or leads are operating in a “hostile environment” i.e. conditions that are likely to 
result in damage to the item of equipment or lead, testing and tagging should be a priority, though if 
the equipment or lead does not fit into the “hostile environment” category i.e. the fax machine in the 
Secretary’s office then it simply might be a risk assessment carried for that particular piece of 
equipment and controls put in place for that piece of equipment. Controls might include;
- routine visual checks by equipment user
- formal visual inspections
- maintenance schedule
- repair
- replacement

Of importance is that all 240V leads are secure and are kept well above ground, connections are secure, power-board use is kept to a minimum and the power source is not overloaded. Any leads that need to be on the ground should be protected and covered against slips, trips and falls where appropriate.

It may be beneficial to note this in your event regulations, so competitors are aware.

This type of consultation and communication is vital in managing risks.

### 12.1 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 maybe 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?

### 12.2 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?

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

Do the competitors need access to secure areas to pack down?
<table>
<thead>
<tr>
<th><strong>12.4</strong> Are there arrangements for the tear down of the venue?</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
<tr>
<td>Will the exits need to be manned by staff to help with traffic management?</td>
</tr>
<tr>
<td>Again much will depend on the level and status of event.</td>
</tr>
<tr>
<td><strong>12.4</strong> Are there arrangements for the tear down of the venue?</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td>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?</td>
</tr>
<tr>
<td>Will all the contractors have left the site? Will they require to come back the following day?</td>
</tr>
</tbody>
</table>