Off Road Event

Glossary for CAMS Safety 1st 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 OH&S legislation) the completion of nominated checklists is required for each competition.

For Off Road Events, the checklist designated is CAMS Safety 1st Checklist for Off Road 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 Off Road Event.

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

- Framework of Competition Regulations and confirmation of entries/controls
- Distribution / communication of event structure with regulatory authority
- OH&S Policy and communication of that policy
- OH&S Representation
- OH&S Consultation mechanism and reporting forms
- Overall safety plans for the event
- Suitability of venue, including competition area and non-competition areas and public areas
- Site inductions
- Fire precautions
- Operating conditions for officials
- Building and structures
- Food and catering
- Contractors
- Set up and tear down of the event/venue
- Traffic management in appropriate areas
- Public safety
- Electrical safety
<table>
<thead>
<tr>
<th>1.1</th>
<th>Confirm or discuss with the Organisers/Clerk of the Course that the Supplementary Regulations have been lodged with CAMS</th>
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<tr>
<td><strong>1.1</strong></td>
<td>All events held under CAMS sanction are required to be conducted under common conditions, or regulations. These common conditions govern all motor sport competitions under CAMS sanction. These are called the National Competition Rules of CAMS (NCR). However, all events are different in some ways and therefore it is not possible to have one set of regulations which will apply to all events. Changes may be as small as event organizational personnel or the location of the event. Therefore the Organiser of an event must prepare some regulations which are specific for their event. These are called “Supplementary Regulations” as they supplement the regulations of the NCR. These regulations are in fact a contract between the Organiser of the event and their competitors and they must be as accurate as possible. In order for the Supplementary Regulations to be an effective part of the rules of an event, they must be checked and approved by CAMS.</td>
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<tr>
<th>1.2</th>
<th>Confirm with CAMS if further Regulations have been submitted to CAMS for approval?</th>
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| **1.2** | After the issuing the Supplementary Regulations, it may be necessary to inform competitors after they have entered the event about some specific issues which may not have been able to be advised previously, such as starting lists, times of reporting and the like. These regulations are called “Further Supplementary Regulations”, or just “Further Regulations”. 

As is the case with Supplementary Regulations, these Further Regulations (and indeed any regulations ) must also be must be approved by CAMS, for Bulletins or the Stewards of the Meeting. |

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<tr>
<th>1.3</th>
<th>Discuss and consider with the Event Organiser/Clerk of the Course plans for all entry forms to be checked to ensure they are completed where necessary and signed by the appropriate competitor and crews?</th>
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<td><strong>1.3</strong></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>
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<tr>
<th>1.4</th>
<th>Confirm or discuss with the Organisers/Clerk of the Course that the Stewards of the Meeting have been contacted and will be supplied with relevant documentation information prior to the commencement of the competition?</th>
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<td><strong>1.4</strong></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 point in time, for example Supplementary Regs, event schedules, specific reports, perhaps copies of relevant permissions from Council, Forestry office, Roads Dept etc. Such documents are usually provided (or seen by) the Stewards of the Meeting at the start of the event.</td>
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<tr>
<th>2.1</th>
<th>Discuss and consider with the Organisers/Clerk of the Course if the event has its own Occupational Health and Safety Policy.</th>
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<td><strong>2.1</strong></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 OH&amp;S policy which may be easily used by any event which is subject to an organising permit issued by CAMS. 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.</td>
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The CAMS OH&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&S policy is available from CAMS State Offices or is easily downloadable from CAMS website. www.cams.com.au/go/riskmanagement

2.2 Discuss with the Organiser/Clerk of the Course the most appropriate location to place the OHS policy where it can be readily viewed.

Ideally the OH&S policy statement should be displayed in a conspicuous position at an event and where appropriate (for example at a large rally with overnight stops in different locations) consideration should be given to additional copies being displayed in other locations where persons attending the event may view it.

Displaying of the policy is a major start to demonstrating a commitment to health and safety. Examples of locations to display the policy may be in the work location of the Secretary of the Meeting, briefing area, or the scrutineering/pit area etc.

It may however be best placed alongside the permit, any recent bulletins, CRO details or results that are posted.

2.3 Discuss with the Organiser/Clerk of the Course if consideration has been given to ensure all officials and competitors are aware of the OHS policy?

All Officials/Competitors should be made aware of the event’s OH&S policy and be invited to inspect it and where it can be viewed at the event is important.

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

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 Crew 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?

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 Discuss and consider with the Event Organiser/Clerk of the Course arrangements for specific meeting to be held with the Stewards, Organiser and “Managers” of any venue/land (if appropriate) before the event starts to establish appropriate lines of communication especially in an emergency?

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” when 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?

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 any venue or land which is being used (for example the Caretaker on duty for the football/camping ground and facilities being used for Event H.Q).

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<tr>
<th>3. 3</th>
<th>Discuss and consider with the Event Organiser/Clerk of the Course if a health and safety issue arises is there a process in place for it to be dealt with?</th>
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<td>3. 3</td>
<td>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.</td>
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<td>Issues might first be raised by the officials/competitors/contractors by using the TRA form which is then 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).</td>
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<td>Consultation and communication must occur for health and safety related matters to the extent that is reasonably practicable.</td>
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<th>4. 1</th>
<th>Discuss with the Organisers/Clerk of the Course the overall safety plan for the event which should include public, competitors' crews and officials.</th>
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<td>4.1</td>
<td>The objective of an overall safety 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.</td>
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<td>The public must be afforded the same 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.</td>
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<td>This overall safety plan must include a medical response plan.</td>
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<td>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.</td>
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Please go to the web site [www.cams.com](http://www.cams.com)=PaperForms.

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<th>4. 2</th>
<th>Are there arrangements for emergencies: fire/site evacuation?</th>
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<td>4.2</td>
<td>An emergency can develop from a number of causes, including bush fire, equipment failure or uncontrollable crowd activities and therefore emergency plans should be structured to deal with this which should entail emergency services and site evacuation.</td>
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<td></td>
<td>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.</td>
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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 event 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.

| 4.3 | Discuss and consider with the Event Organiser/Clerk of the Course the appropriateness of fire equipment provided by the event to ensure its suitability and where appropriate, compliance to relevant regulations? |
| 4.3 | Consideration should be given to any portable fire extinguishers that may be available. The service park should be provided with sufficient portable 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 | Discuss with the Event Organiser/Clerk of Course 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 | Discuss and consider with the Event Organiser if there has been a check of the track is suitable for the use of competitors and recovery and where appropriate recovery vehicles? |
| 6.1 | After a check of the track, does the checker feel that the course is suitable for the event for “competitive motoring” and is in accordance to the instructions to be followed? Much of this is covered in the competition regulations, and these have been developed over time with significant stakeholder input. |
| 6.2 | Has consideration been given to non-competition areas (pit, paddock, hot works/refuelling areas etc) regarding their suitability and general acceptability for the purpose? |
### 6.2
The event organiser must consider the appropriateness of any paddock/pit area/ that will be used during the event to establish if the area set aside is reasonably suitable for the task. Considering work will be done on cars and there may be a number of cars at any one time. Will the competitors be able to enter and exit the area with relative ease?

A Hot Work Area is an area specifically set aside exclusively for welding, grinding and other similar hazardous activities.

Hot work is a term used to describe heat producing operations such as welding, flame cutting and grinding. Hot work presents two significant hazards; (1) open flames or flying sparks that can ignite flammable gases and vapours and (2) hot work that may produce toxic fumes and gases.

### 6.3
Has consideration been given to areas where the public have been invited-including spectator areas e.g. acceptability for the purpose, security, access, way signs, prohibited areas etc?

### 6.3
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.

The event organiser must consider the appropriateness of any signs used during the Off-Road 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?

### 6.4
Discuss with the Event Organiser/Clerk of the Course the plans for the establishment of Event Headquarters, scrutineering and pit/paddock areas to ensure smooth set up of these operations.

### 6.4
It is important that at any location where more than the normal amount of traffic (cars or persons) will be expected that there are some plans considered to deal with the additional traffic.

Consideration should be given to such issues as where will the various facilities be housed? Are they sited in a logical order for use by competitors or spectators? Are the requirements for spectators different to the competitors? Will the traffic flow for the competitors into a service park conflict with that of spectators? Can a relocation of offices reduce the congestion in a particular area?

Is there any need for “way signs”? Do they need to be set up one day or one hour before the arrival of the first car? Where will the course markers be placed? Who will bring the equipment?

### 6.5
Has consideration been given by the Event Organiser/Clerk of the Course to the location of areas for competitors once they arrive e.g. start, pit paddock fuelling hot working areas, etc. in regard to the “traffic management system” plans (access, routes in and out, parking etc)?

### 6.5
Security of the high profile areas of an Off Road Event is very important, although this will depend upon the status and level of the event. Some events may not need any security arrangements or personnel passes to obtain access to different areas. Notwithstanding for those occasions where there may be a need for separation of the public and the competitors (cars, or crews or service crews) consideration should be given to who will check their passes?

In almost all Off Road events there are service crews, so this begs the questions, where will they park/ tender their cars or trailers? Is there a trailer car park? Will it be secure? Is it large enough to unload cars in? Should there be a separate area established for this purpose?

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

### 6.6
Has consideration been given by the Event Organiser/Clerk of the Course to the location of areas for camping for competitors and families?

### 6.6
Areas that are set aside for camping need to be separated/isolated from the general public.

Often competitors have cars/trailers/equipment/substances that need monitoring.
When camping areas are assessed for suitability, it is worthwhile to mark out the area to camp—this may be done on a ‘map’ which possibly could be given to participants or placed on the notice board.

Has there been consideration to the toilet and shower facilities? Is it adequate for the amount of people that are expected?

Some locations may be unsuitable for camping i.e. next to a river (which is subject to rapid level change), near a rocky cliff face (rock falls) and/or under drought affected trees (often they lose branches).

It is always advisable to speak to the Land Owner/Council etc on suitable areas.

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<tr>
<th>7.1</th>
<th>Discuss and consider with the Event Organiser/Clerk of the Course arrangements for a briefing/site induction for officials and competitors/crew</th>
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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. For example there maybe some careful attention which must be paid by a course official to local residents travelling along a particular road, which the set up official will advise the course official about; there maybe a key for a toilet located in a special position at a Event HQ, and the like. These are particulars which are the specific for the location, or site.

These instructions are usually given in the form of a briefing, either collectively to a group of officials or as and when a key set up official meets or drops off the officials at their designated operation location. These briefings are site inductions because they advise any specific information that is required to carry out their tasks.

Particular attention must be given to persons who may not have been at the “venue” or location before. An opportunity should be given to 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 site induction to make a few notes to refer to during the briefing.

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


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<th>8.1</th>
<th>Has consideration been given by the Event Organiser/Clerk of the Course to any structures (buildings, sheds, halls, rotundas toilets etc) and their suitability e.g. their strength and suitability for the tasks that will be performed within?</th>
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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 night of scrutiny the officials and competitors may fall over on the oily floor and hurt themselves.

Likewise if an office being used for the Event HQ 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 electrical power overloading could be a concern.

Another matter may be the supply of portable shelters for officials. They may be highly visible and waterproof, but are they suitable for use in high winds? Are there any local council regulations for erecting portable shelters?

When you consider the use that a building or structure will be put to during your event, is it appropriate to use it?

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<tr>
<th>9.1</th>
<th>Discuss with the Organisers/Clerk of the Course any plans for food catering for the event.</th>
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9.1 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 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.


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 and 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).

All equipment provided by the organiser to cook (barbecues, 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 where appropriate be certified.

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**


9.2 “OUTSIDE” CONTRACTORS – IF THEY ARE PROPOSED PLEASE ALSO COMPLETE THE APPROPRIATE SAFETY 1st CONTRACTOR FORM

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 to the club running the event or officials who are directly responsible to the Clerk of the Course) contractor provides catering services.

This may be the ladies auxiliary of the Football Club of the grounds where the pit/paddock is located, or members of the local Rotary or Lions Club who may have been engaged to provide a BBQ at a designated area 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 car rallies 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 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 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**


Consider all the external contractors who will be on site during the event, including competitor support organisations, venue/area support organisations, crowd control providers, security providers, plumbers,
9.4 Has the event organiser made arrangements to be notified if non-event contractors are 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 Land Owners/Councils will have additional contractors entering the area to provide additional services e.g. (plumbers, electricians, waste removals, traffic management operators) There should be a system in place to know who is coming on site and in particular into the paddock/pit area. This would require discussions with the Land Owners/Councils in regard to additional services that they often utilize.

10.1 Has consideration been given by the Event Organiser/Clerk of the Course to where Recovery and other officials are to be located to ensure they are operating from a safe/risk minimum area/environment as is reasonably practicable?

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.

Setting of course/control officials and road closures 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 tree limbs which may be likely to fall, or steep banks, gullies and ravines which may be close to the officials 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.

10.2 Has consideration by the Event Organiser/Clerk of the Course been given to the departure of recovery and other officials from their designated areas?

With officials sometimes located in outlying areas at spectator points or road closures are their arrangements in place for those persons to be picked up by somebody? Do they have the transport or the means to return to Event H.Q.?

Has consideration been given to the method of communication to be used? Will there be a reliance on two-way radio or are mobile phones to be utilized? Will there be adequate cover for mobile phone reception?

If they are not returning will contact be made with them at the end of the event and the relevant paperwork is handed over.

11.1 Discuss and consider with the Event Organiser/Clerk of the Course that all reasonable precautions to ensure electrical equipment planned to be used on the site is in working order

11.1 There are different statutory regulations in each state for electrical safety.

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 Event H.Q 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 | Discuss and consider with the Event Organiser/Clerk of the Course for the exiting of the public from areas such as spectator points and service parks. |
| 12.1 | Does there need to be any contact with Police to control traffic at the public exit from the Event HQ or a spectator point? Does there need to be a sign pointing the way back to a nearby town (for example on exiting a Off Road spectator point)? |
| 12.2 | Discuss and consider with the Event Organiser/Clerk of the Course any arrangements for instructions that competitors may require if they retire or leave any part of the track or event area? |
| 12.2 | Generally, arrival (of competitors, spectators and crews) is far less congested than is departure. Crews are tired and want to get home. Some things need to be considered to see what can be done to reduce risks of injury and damage to property (cars and trailers, tools and the like). Will there be mass confusion in the trailer park? Will the public be separated from the competitors loading/unloading cars? Is there any need for additional lighting? |
| 12.3 | Discuss with the Event Organiser/Clerk of the Course plans to ensure any temporary structures or areas used by the event are appropriately restored and secure at the completion of the event. |
| 12.3 | When the competitors have left the Finish and the organiser begins the long task of disassembling and packing up and preparing 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. Could it be better to delay this activity to daylight, which may reduce the risk of slips, trips and falls? |