<table>
<thead>
<tr>
<th>GLOSSARY TO QUESTIONS</th>
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</thead>
<tbody>
<tr>
<td>To assist in answering the specific questions that are contained in the CAMS Safety 1st Contractors Checklist Document No. CAMS SF-2.2. Please find attached explanations and prompt questions that provide further information and explain the questions being asked.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C1.1</th>
<th>Is there written or a firm agreement or contract between the organiser and this organisation for the provision of the required services?</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1.1</td>
<td>Is there a verbal agreement between the contractor and the organisation/organiser to provide services? You might consider that a written agreement may be more appropriate as it provides a record. A copy of it should be available at the event.</td>
</tr>
</tbody>
</table>

All documents relating to contractors should be kept in one place which is readily available to both the Secretary of the Meeting and the person completing the Safety First Checklists. This location or file will be referred to in this document as the “Safety First Compliance File.”

Contractors can create a major risk exposure to event organisers and venue operators (both from a property and liability stand point) due to issues such as:
- the work that they carry out on your behalf, and of which you are responsible for their workplace.
- their interaction with the public (e.g. works taking place in public area).
- injuries which may occur to the contractor or their staff while working on your premises.

<table>
<thead>
<tr>
<th>C1.2</th>
<th>Does the contractor have a Public Liability Insurance policy?</th>
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<tbody>
<tr>
<td>C1.2</td>
<td>It is important to note that contractors are not included as a covered entity in the CAMS Public Liability Insurance policy. Therefore it is essential to ensure that they have their own adequate insurance coverage.</td>
</tr>
</tbody>
</table>

This type of insurance covers the contractor’s legal responsibility for loss or injury the contractor might inflict inadvertently on a Third Party or to a Third parties’ property.

When requiring to see a Public Liability Insurance policy you could ask for a copy of their Certificate of Insurance. The details on the certificate will often include and are not limited to:
- Policy Number
- Insured Name
- Insurer
- Period of Insurance/Expiry Date
- Limit Liability
- Excess
- Interested Parties or Named Parties

<table>
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<tr>
<th>C1.3</th>
<th>Have you sighted the contractors Public Liability Insurance Policy it to ensure that it is appropriate?</th>
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<tbody>
<tr>
<td>C1.3</td>
<td>Does the insurance policy cover injury to the public? Does it have adequate cover (at least $10 million)? Is it current and valid for the event? Does the policy actually cover the duties and actions that the contractor will be performing at your event? Is there any exclusion for motor sport on the policy? If there are motor sport exclusions then, the policy is not acceptable.</td>
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<table>
<thead>
<tr>
<th>C2.1</th>
<th>Does the contractor have an OH&amp;S Policy?</th>
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<tbody>
<tr>
<td>C2.1</td>
<td>Each organisation – especially commercial organisations such as contractors who provide a service to your event in exchange for a fee, or are to carry out their normal work at a venue which your organisation is responsible for – is required by Law (in each State) to have an Occupational Health and Safety policy.</td>
</tr>
</tbody>
</table>
An Occupational Health and Safety policy sets out the commitments to all persons in regards to health and safety. The Contractor’s OH&S policy should be based on a firm commitment to provide all persons with a structured environment, which when followed results in minimal risks to the health, safety and welfare of employees and volunteers and the public.

Behind that policy, there needs to be a “system” which is often referred to as an *Occupational Health and Safety Management System*.

An Occupational Health and Safety Management System is a documented process of planning allocation of responsibilities and implementation and review of risk and controls relating to the contractors activities.

This will prove that they are following what they have stated in their policy to satisfy OH&S legislative requirements.

Whether their Occupational Health and Safety Management System is purchased or home-grown, highly sophisticated or informal, there are a number of elements that should be covered.

Most effective Occupational Health and Safety Management System will include the following elements. These are explained briefly below;

**COMMITMENT AND RESPONSIBILITIES**
Commitment by senior management that includes well defined roles in system planning, and clearly defined duties for senior management.

**POLICY AND PROCEDURES**
Occupational Health and Safety Management System procedures are documented and implemented.

**CONSULTATION - JOINT APPROACH**
Involvement of employees in decision making about OHS matters.

Effective ways of involving all employees such as meetings, local ‘workplace’ inspections and issue resolution.

**INFORMATION AND TRAINING**
All employees have access to relevant information and adequate time to consider that information.

Written work procedures are available and used, and include what to do if a problem occurs.

Training needs are identified and a training strategy is established in regard to any hazards that are relevant to the tasks that they are performing.

**HAZARD IDENTIFICATION AND RISK ASSESSMENT**
This is extremely important part of the process.

Due to the very nature of motor sport events it is difficult to foresee all the hazards and risks.

Identification of all hazards through a systematic process involving all of the stakeholders is the objective appropriate to take place. This is what the Safety 1<sup>st</sup> Targeted Risk Assessment form is used for.
Contractors may not be familiar with this document however they may be utilising their own risk assessment documents which incorporate a risk analysis matrix (likelihood and consequence).

Accident and incident reports are recorded, investigated and analysed with the aim of initiating steps to prevent recurrence.

**RISK CONTROL**
Risk controls are implemented in the context of the risk that has been identified.

This is where the hierarchy of controls are implemented.

The hierarchy of controls is a formal process which is a ‘priority list’ of things which should be considered to lessen the risk.

There is a standardised order to in which controls should be considered i.e.
- Avoid the hazard - *don’t do it*
- Substitute the hazard - *do something else*
- Isolate the hazard - *do it somewhere else*
- Reduce the hazard by using physical controls - *put barriers round it*
- Reduce the hazard by administrative warning of controls - *put a sign up in front of it*
- Use a form of PPE (Personal Protective Equipment) - *wear earplugs or overalls while you do it*

**MONITORING, REVIEW AND IMPROVEMENT**
Regular inspections and audits against a specific checklist. This will enable you to monitor the system and thus provide continual improvement.

**RECORD KEEPING**
Documentation on hazardous procedures which are accessible to all. Investigation and recording of accidents and incidents.

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<tr>
<th>C2.2</th>
<th>Has the contractor been issued a copy of the Event’s OH&amp;S Policy?</th>
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<tbody>
<tr>
<td>C2.2</td>
<td>The Organiser of the event should issue a copy of the Event’s OH&amp;S Policy to any contractors so that they have an understanding of any particular requirements that may be imposed in their organisation. If the event does not have a stand-alone OH&amp;S policy, the CAMS OH&amp;S Policy is available from CAMS State Office or is easily downloadable from the CAMS website <a href="http://www.cams.com.au/go/riskmanagement">www.cams.com.au/go/riskmanagement</a>. All policies should be available with other documents in the Safety First Compliance File.</td>
</tr>
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<table>
<thead>
<tr>
<th>C3.1</th>
<th>Does the Contractor have a Safety Management System? If so, obtain a copy. If not a risk assessment should carried out of their major activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>C3.1</td>
<td>A Safety Management System documents standards, practices and procedures to promote and maintain safety, and the responsibilities of staff for implementing these standards, practices and procedures. This might include policies and procedures, training schedules for staff, Job Safety Analysis or a Safe Work Method Statements</td>
</tr>
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<tr>
<th>C3.2</th>
<th>Does the work required of the Contractor require any involvement with the event infrastructure (eg. fuel dump, fire precautions, emergency access etc)? Access to Land Owners, Circuit Operators, and Local Council may be required-names and contact numbers should be provided.</th>
</tr>
</thead>
<tbody>
<tr>
<td>C3.2</td>
<td>There may be a need for the Contractor to have access to parts of the event infrastructure to proceed or to conduct work. This needs to be addressed when the site induction takes place in regard to exactly where this person(s) may go and under what access procedures that need to be followed. For example a painting contractor may not be permitted to undertake his trade in pit lane while the track is closed for competition.</td>
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</table>
### CAMS Safety 1st Checklist

####GLOSSARY FOR CONTRACTORS AT EVENTS

<table>
<thead>
<tr>
<th>C3.3</th>
<th>Is the Contractor aware of their OH&amp;S responsibilities to take all reasonable steps to identify and understand hazards and risks in knowledge of the work being undertaken?</th>
</tr>
</thead>
</table>
| C3.3 | It is particularly important that Contractors should know and understand how the following may impact on hazards and risks:  
- the potential failure of equipment, systems of work or risk control measures e.g. equipment not being sufficiently maintained in a correct working order, working areas not being effectively cordoned off, allowing the general public to enter the contractors work area;  
- the potential for human error, misuse, panic, fatigue or stress e.g. staff working long hours without breaks causing fatigue, staff not understanding what to do in case of an emergency; and  
- the potential interaction between different hazards that when put together may cause different risks i.e. welding near fuel storage facility.  

It is also an obligation for contractors to review hazards and risks whenever the original circumstances of hazards or risks change.  

There are certain times when a review of hazards and risks is particularly important including:  
- commencement of work at a new venue or location  
- a change in conditions/new work systems or practices at the ‘workplace’  
- the introduction of untrained or inexperienced staff or other persons to the ‘workplace’  
- when an incident or hazardous event occurs  
- when health and safety issues are raised by staff, or by health and safety representatives (which may be the CAMS Stewards).  

The designated CAMS appointed Steward(s) will fulfill the role of the events OH&S Representative by default; however an event organiser may nominate their own OHS Representative. If this is to be the case, the organiser’s appointee must be appropriately briefed on their duties.  

CAMS chose to appoint the Steward(s) as the default OH&S representative because many of the decisions made by the Steward relate to a “duty of care.” If however the organiser wishes to appoint an OH&S Representative which is not the Steward of the event, the Stewards of the event must be advised and they will then formally relinquish the role and delegate it to the nominated person.  

Note: The responsibilities of the Stewards of the Meeting arising from their “duty of care” do not change by adding “OH&S Representative” description to their title.  

The key requirements of an OH&S Representative are similar to the duties already performed by the Stewards of the Meeting. They include obligations to review how the event is running and investigate matters that pose a risk to health and safety are common between their obligations to CAMS are to those of OH&S. |

<table>
<thead>
<tr>
<th>C3.4</th>
<th>Is the contractor aware of the event’s OH&amp;S reporting requirements?</th>
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</table>
| C3.4 | Have the contractor been made aware of the people to whom issues of safety can be addressed at the event?  

This ensures that the appropriate reports are handled by the relevant persons with the appropriate actions, including investigations being undertaken when necessary.  

<table>
<thead>
<tr>
<th>C3.5</th>
<th>Is the contractor aware of the system used by the event for identifying, assessing and controlling risks (TRA Form)?</th>
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<tbody>
<tr>
<td>C3.5</td>
<td>Has the Contractor been made aware of the method used which involves utilising the Targeted Risk</td>
</tr>
<tr>
<td>C4.1</td>
<td>Is the Contractor aware of Emergency Procedures for the site?</td>
</tr>
<tr>
<td>------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>C4.1</td>
<td>An essential part of the site induction/briefing that must take place should include instructions in relation to an evacuation and the plans for emergency procedures. Plans for Medical response should also be discussed.</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>C4.2</th>
<th>Has the Event Organiser arranged to conduct a Site Induction for this Contractor?</th>
</tr>
</thead>
<tbody>
<tr>
<td>C4.2</td>
<td>The site induction gives the organiser the opportunity to advise or reiterate any site specific requirements, such as entry and egress points, location of the medical centre, speed limits, environmental issues and the like and also to reinforce that the event has an OH&amp;S Policy and that the event is being conducted within the relevant laws of the land. It also allows the contractor to provide any feedback necessary to the event organiser in regards to the area that has been designated for set–up and any particular hazards of the work being conducted by either party. This must take place before the contractor starts work. Particular attention must be given to new contractors to the venue / area.</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>C4.3</th>
<th>Has the Event Organiser requested all appropriate SWMS (Safe Work Method Statement) and JSA (Job Safety Analysis) from the contractor?</th>
</tr>
</thead>
</table>
| C4.3 | A Job Safety Analysis is written documentation that lists the tasks required to perform the activity in the sequence they are carried out. A Safe Work Method Statement is a statement for one task only. It sets out the steps in order of how that task should be achieved. A JSA can be made up of a number of SWMS’s The information contained in a SWMS and what to look for are;  
  - Procedures(job step by step)  
  - Possible Hazards(includes all possible hazards)  
  - Safety Controls (such as warning signs, personal protective equipment, public safety provisions, storage of materials and equipment)  
  - Personal Qualifications and Experience (includes trade certificates, licences, experience may cover previous work done in the area that may not require certificates or licences)  
  - Personnel, Duties and Responsibilities (provide details of the duties and specific responsibilities of supervisors and other personnel)  
  - Training Required to Complete Work (makes sure that the workers and their supervisors are trained in the procedures needed to complete the job safely, especially where they are using new or changed work methods)  
In more detailed SWMS reference will be made to  
  - Engineering Details /Certificates/Work Cover Approvals(Hot Work Permits)  
  - Code of Practice and legislation(do procedures agree with relevant legislation)  
  - Plant Equipment(a list of the major equipment needed to perform the task)  
  - Maintenance Checks(include maintenance checks on equipment, check on electrical equipment and tags) |

| C4.4 | Has the Contractor confirmed that MSDS are to be available for hazardous materials on site? |
## Glossary for Contractors at Events

### C4.4

MSDS = Material Safety Data Sheets. If contractors bring hazardous materials including chemical and gasses on-site, they should have the appropriate documentation available to provide for the safe storage of such chemicals and what to do in an emergency in the case of spills, storage, medical treatment etc. More information in regards to Material Safety Data Sheets can be found on the CAMS web site [www.cams.com.au/go/riskmanagement](http://www.cams.com.au/go/riskmanagement) or [www.msds.com.au](http://www.msds.com.au).

### C4.5

Has the Contractor confirmed that Fuels/Lubricants/Solvents/Resins will be stored/handled safely?

### C4.5

Will there be safe work practices applied when dealing with potential ignition sources?

Will the fuel be stored in appropriate containers in accordance with relevant Australian Standards (AS1940; 2004 The Storage and Handling of Flammable and Combustible Liquids)?

### C5.1

Is the Contractor generally demonstrating an OH&S focused attitude and conduct?

### C5.1

Is the job that is being performed being conducted in an environment that is risk managed as far as reasonably practicable? If there are contractors that are not OH&S focused in their tasks the matters must be addressed as soon as possible. This may be assisted with the use of a TRA form.

### C5.2

Did you receive any reports about the Contractor's conduct?

### C5.2

If yes, please provide information with this report to the Stewards of the Meeting.

### C5.3

Did these reports require investigations to be made?

### C5.3

If any investigations were made, please provide the results of the investigations, together with any other appropriate material to the Stewards of the Meeting.