

# Safety First Checklist

## Off Road

SF4.1



### Safety 1st Checklist

This checklist is designed for **Off-Road Event**.

- If the event being organised engages any external contractors which are suppliers of goods or services (other than members of the organising club, or catering or fuel supplying persons/organisations where the use of such persons/organisations is a requirement by the venue management and the use of the venue is conditional on such services), it will be necessary to fill out the Contractors List. (Document No:Motorsport Australia SF2.1)
- On the day of the event please fill out the Contractor Checklist (Document No: SF2.2) for each contractor attending the Event.

For more information in regards to **individuals** and **organisations** and if they are considered contractors refer to Contractors List.

This Checklist is non-exhaustive and should be used as a guide only. Each Organiser has the responsibility to identify hazards and assess record, address and review them in accordance with the Motorsport Australia Risk Management Policy.

#### EVENT PERMIT NUMBER

#### EVENT NAME

#### MOTORSPORT AUSTRALIA REGULATIONS AND PRELIMINARY REQUIREMENTS

PLANNING  
YES/NO

OPERATIONAL  
YES/NO  
IF NO = TRA

- 1.1 Confirm or discuss with the Organisers/Clerk of the Course that the Supplementary Regulations have been lodged with Motorsport Australia.
- 1.2 Confirm with Motorsport Australia if Further Regulations/Bulletins have been submitted to Motorsport Australia for approval?
- 1.3 Discuss and consider with the Organisers/Clerk of the Course the plans for all entry forms to be checked to ensure they are completed and signed by the appropriate competitor and crews.
- 1.4 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.

#### OH&S POLICY REQUIREMENTS

YES/NO

YES/NO  
IF NO = TRA

- 2.1 Discuss and consider with the Organisers/Clerk of the Course if the event has its own Occupational Health and Safety Policy.
- 2.2 Discuss with the Organisers/Clerk of the Course the most appropriate location to place the OHS policy where it can be readily viewed.
- 2.3 Discuss with the Organisers/Clerk of the Course if consideration has been given to ensure all officials and competitors are aware of the OHS policy?

#### OH&S CONSULTATION REQUIREMENTS

YES/NO

YES/NO  
IF NO = TRA

- 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?
- 3.2 Discuss and consider with the Event Organisers/Clerk of the Course arrangements for specific meeting to be held with the Stewards, Organisers and 'Managers' of any venue (if appropriate) before the event starts to establish appropriate lines of communication, especially in an emergency.
- 3.3 Discuss and consider with the Event Organisers/Clerk of the Course if a health and safety issue arises, is there a process in place for it to be dealt with?

#### EMERGENCY PLANS

YES/NO

YES/NO  
IF NO = TRA

- 4.1 Discuss with the Organisers/Clerk of the Course the overall safety plan for the event which should include public, competitors, crews and officials.
- 4.2 Are there arrangements for emergencies: fire/site evacuation?
- 4.3 Discuss and consider with the Event Organisers/Clerk of the Course the appropriateness of fire equipment provided by the event to ensure its suitability and where appropriate, compliance to relevant regulations.
- 4.4 Discuss and consider with the Event Organisers/Clerk of the Course if they have a plan to facilitate an emergency response in a remote part of the course.

#### INCIDENT AND REPORTING

YES/NO

YES/NO  
IF NO = TRA

- 5.1 Has the Organiser arranged to have adequate stocks of all relevant Motorsport Australia forms, including Accident Report Forms; Incident Report Forms; Injury Report Forms; TRA forms; TRA completion procedure?

### SITE SUITABILITY/EVENT SET UP

YES/NO

YES/NO  
IF NO = TRA

- 6.1 Having undertaken the course check, is it considered that the completion areas (the route) is suitable for the use of competitors or crew?
- 6.2 Has consideration been given to non-competition areas (service areas/parks, etc. regarding their suitability for the purpose)?
- 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, safety (including competing car run off), etc?
- 6.4 Discuss with the Event Organisers/Clerk of the Course the plans for the establishment of Rally Headquarters, scrutineering areas and service parks to ensure smooth set up and running of these operations.
- 6.5 Has consideration been given by the Event Organisers/Clerk of the Course to the location of areas for competitors once they arrive e.g. start, staging areas, service points/parks, etc. in regard to the 'traffic management system' plans (access, routes in and out, parking etc.)?
- 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?

### SITE INDUCTIONS/BRIEFINGS

YES/NO

YES/NO  
IF NO = TRA

- 7.1 Discuss and consider with the Event Organisers/Clerk of the Course arrangements for a briefing/site induction for officials and competitors/crew.

### BUILDING SUITABILITY

YES/NO

YES/NO  
IF NO = TRA

- 8.1 Has consideration been given by the Event Organisers/Clerk of the Course to any structures (buildings, sheds, halls, rotundas, etc.) and their suitability - e.g. their strength and suitability for the tasks that will be performed within?

### FOOD AND CONTRACTORS

YES/NO

YES/NO  
IF NO = TRA

- 9.1 Discuss with the Organisers/Clerk of the Course any plans for food catering for the event.
- 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 (Motorsport Australia Website - Safety 1st Contractor Checklist)*
- 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 (Motorsport Australia Website - Safety 1st Contractor Checklist)*
- 9.4 Has the event organiser made arrangements to be notified if non-event contractors are entering the event?

### OFFICIALS

YES/NO

YES/NO  
IF NO = TRA

- 10.1 Has consideration been given by the Event Organisers/Clerk of the Course to where control officials and other officials are to be located to ensure they are operating from a safe/risk minimised area/environment as is reasonably practicable?
- 10.2 Has consideration by the Event Organisers/Clerk of the Course been given to the departure of officials from their designated areas?

### MISCELLANEOUS

YES/NO

YES/NO  
IF NO = TRA

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

### TRAFFIC MANAGEMENT & VENUE SET UP/TEAR DOWN

YES/NO

YES/NO  
IF NO = TRA

- 12.1 Discuss and consider with the Event Organisers/Clerk of the Course for the exiting of the public from areas such as spectator points and service parks.
- 12.2 Discuss and consider with the Event Organisers/Clerk of the Course any arrangements for instructions that competitors may require if they retire or leave any part of the event route or event area?
- 12.3 Discuss with the Event Organisers/Clerk of the Course plans to ensure any temporary structures or areas used by the event are appropriately restored and secured at the completion of the event.