

Safety 1st Checklist for contractors at all events

This checklist is designed for **Race Meeting and Speed Event** only.

- 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 Is the venue appropriately licensed or otherwise approved for the activity proposed by the relevant civil authorities?
- 1.2 Have all the entry forms for the competitors been checked to ensure they are completed and signed by the appropriate competitor and/or driver, and/or service/pit crews?
- 1.3 Have the Stewards of the Meeting been issued with all the relevant documentation for the event by the Organiser?

MOTORSPORT AUSTRALIA REGULATIONS AND PRELIMINARY REQUIREMENTS

YES/NO

YES/NO
IF NO = TRA

- 2.1 Does the event have an OH&S Policy?
- 2.2 Has the Organiser considered where it will be displayed at the event, so that it might be readily viewed?
- 2.3 Does the Organiser have plans to ensure all officials of the event are aware of the 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 Has the Organiser made arrangements for specific meeting to be held with the Stewards/Organiser/Venue management before the event starts?
- 3.3 If health and safety issues arise, is there a process in place for these to be dealt with?

EMERGENCY PLANS

YES/NO

YES/NO
IF NO = TRA

- 4.1 Has a Medical Response Plan been lodged with Motorsport Australia?
- 4.2 Does this plan cover the public as well as competitors/crews/officials?
- 4.3 Are there arrangements for emergencies: fire/site evacuation?
- 4.4 Have all fire extinguishers to be used checked as being appropriate?

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

YES/NO

YES/NO
IF NO = TRA

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

SITE INDUCTIONS/BRIEFINGS

YES/NO

YES/NO
IF NO = TRA

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

BUILDING SUITABILITY

YES/NO

YES/NO
IF NO = TRA

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

FOOD AND CONTRACTORS

YES/NO

YES/NO
IF NO = TRA

- 9.1 Is it proposed to dispense food at the event? If so, local council requirements may exist
(please refer to Motorsport Australia Website - Safety 1st for more information regarding food dispensing)
- 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 Have all buildings being used been inspected by the organisers for suitability for the purpose?

MISCELLANEOUS

YES/NO

YES/NO
IF NO = TRA

- 11.1 Will appropriate precautions be made for electrical equipment planned to be used by the organiser on the site?

TRAFFIC MANAGEMENT & VENUE SET UP/TEAR DOWN

YES/NO

YES/NO
IF NO = TRA

- 12.1 Are there arrangements for the set up of the venue?
- 12.2 Are there arrangements for the arrival of competitors/public?
- 12.3 Are there arrangements for the departure of competitors/public?
- 12.4 Are there arrangements for the tear down of the venue?