

# Safety First Checklist Contractor

SF2.1



## Safety 1st Checklist for contractors at all events

This page (Document No.: SF2.1) must be completed and returned to Motorsport Australia (at least five days prior to the event) if the event being organised engages any external contractors.

If your event is a:

**RACE/SPEED EVENT** - return this form with the Safety 1st Checklist for Race/Speed (SF1.1)

**RALLY/ROAD EVENT** - return this form with the Safety 1st Checklist for Rally/Road (SF3.1)

**OFF ROAD EVENT** - return this form with the Safety 1st Checklist for Off Road (SF4.1)

During the event, Contractors need to be monitored and checked against the questions listed on the following Page (2) (Document No.:SF2.2)

- Contractors 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
- If individuals who are providing their specialist services to the event organiser are;
- Motorsport Australia Licensed Officials
- Volunteers
- At all times acting under the direct orders of the Clerk of Course or the deputy and "signed on" with the Event Organiser as one of their Officials of the event, then the personnel will not be considered to be Contractors
- If an organisation is engaged to provide a service and is affiliated with Motorsport Australia (i.e. an affiliated car club) then that organisation is not deemed to hold the status of as a Contractor in so far as the Safety 1st Checklist is concerned
- Organisations such as this however should be aware that they may be considered to be Contractors by civil authorities, therefore they should consider taking appropriate precautions to ensure that they have satisfied themselves that their own duty of care and risk management processes are sufficient to withstand scrutiny from government organisations

### CONTRACTOR LIST

List all the external contractors who will be on site during the event, including competitor support organisations, venue support organisations crowd control provider, security providers, plumbers, electricians, medical suppliers, hire organisations Government organisations (e.g. police, ambulance, etc.) and what services they will be providing.

### EVENT PERMIT NUMBER

### EVENT NAME

Contractor Name	Description of service being provided	Insurance Checked	OH&S Policy Checked	Site Induction Planned

SF2.2

### Safety 1st Checklist for contractors at all events

**EVENT NAME**

**CLUB/ORGANISER**

**EVENT DATE**

**PERMIT NUMBER**

**CONTRACTOR ADDRESS**

**COURSE CHECKER**

**SIGNATURE**

**DATE**

- For each contractor listed in Contractor List (on the previous page) copy this page.
- The following questions should be considered and checked for each contractor. To assist in answering questions, please refer to the Guidance for Contractors At Events. (Document No. SF 2.3)
- The amount of time and effort spent in controlling/monitoring contractors should be proportionate to the level of risk involved.
- Once you are confident in a contractor's safety standards the amount of monitoring can be reduced but should never stop.
- Each Organiser has the responsibility to check hazards, and assess and address them accordingly.
- All pages of this document must be completed and returned to Motorsport Australia via the Stewards of the Meeting at the end of the event.

#### QUESTIONS TO BE CONSIDERED

(Questions may be answered before the event starts if the correct information is available, except for C5.1, C5.2 and C5.3)

YES/NO  
N/A OR TRA

#### CONTRACTUAL DOCUMENTS

- C1.1 Is there a written or a firm agreement or contract between the organiser and contractor for the provision of the required services?
- C1.2 Does the contractor have a Public Liability Insurance Policy?
- C1.3 Have you obtained a copy of the contractors Public Liability Insurance Policy to ensure that it is appropriate?

#### OCCUPATIONAL HEALTH AND SAFETY POLICY

- C2.1 Does the contractor have an OH&S Policy?
- C2.2 Has the contractor been issued with a copy of the event's OH&S Policy?

#### GENERAL QUESTIONS TO ASK THE CONTRACTOR

- C3.1 Does the contractor have a Safety Management System? If so, obtain a copy. If not, a risk assessment should be undertaken of their major activities.
- C3.2 Does the work required of the contractor require any involvement with the event infrastructure (e.g. fuel dump, fire precautions, emergency access, etc.)?
- C3.3 Is the contractor aware of their OH&S responsibilities to take all reasonable steps to identify and understand hazards and risks in knowledge of the work being performed?
- C3.4 Is the contractor aware of the event's OH&S reporting requirements?
- C3.5 Is the contractor aware of the system used for identifying, assessing and controlling risks (TRA Form)?

#### SITE INDUCTION / WORK PROCEDURES

- C4.1 Is the contractor aware of Emergency Procedures for the site?
- C4.2 Has the Event Organiser arranged to conduct a Site Induction for this Contractor?
- C4.3 Has the event Organiser requested all appropriate SWMS (Safe Work Method Statement) and JSA (Job Safety Analysis) from the Contractor?
- C4.4 Has the Contractor confirmed safety data sheets will be available for hazardous materials on site?
- C4.5 Has the Contractor confirmed that Fuels/Lubricants/Solvents/Resins will be stored/handled safely?

#### DURING EVENT ASSESSMENT

- C5.1 Is the Contractor generally demonstrating an OH&S focused attitude and conduct?
- C5.2 Did you receive any reports about the contractors conduct?
- C5.3 Did these reports require investigations to be made?