

1. Objective of Policy

- (a) The purpose of this Policy is to describe the measures to be implemented within Motorsport Australia for the identification of Hazards, and for the assessment and control of health and safety Risks. It outlines methods for management of these Hazards and sets minimum performance standards for Motorsport Australia.
- (b) The purpose of having a comprehensive Hazard Management Policy is to eliminate, or when not possible, reduce to as low as reasonably practicable, the likelihood of a Hazard becoming a Risk. This is to ensure that if a Risk event were to occur, the resulting consequences are also reduced to as low as reasonably practicable.
- (c) Consistent with the Motorsport Australia OH&S Policy, a system is maintained allowing employees, Motorsport Australia appointed officials and Motorsport Australia engaged contractors to report any Hazard.
- (d) The system provides for any Hazards which cannot be fixed immediately. They are to be recorded, followed up and tracked until resolved in accordance with the agreed consultation procedures.
- (e) The Policy ensures health and safety of all Motorsport Australia personnel, volunteers, contractors and visitors.
- (f) The Policy ensures legislative compliance is considered to be the minimum standard of health and safety performance within Motorsport Australia.
- (g) The Policy describes the measures to be implemented within Motorsport Australia for the identification of Hazards, and for the assessment and control of health and safety Risks. It outlines methods for these Hazard Management activities, and sets minimum performance standards for Motorsport Australia.

2. Scope of Policy

This Policy applies to Motorsport Australia directors, management, staff, officials and volunteers.

3. Definitions

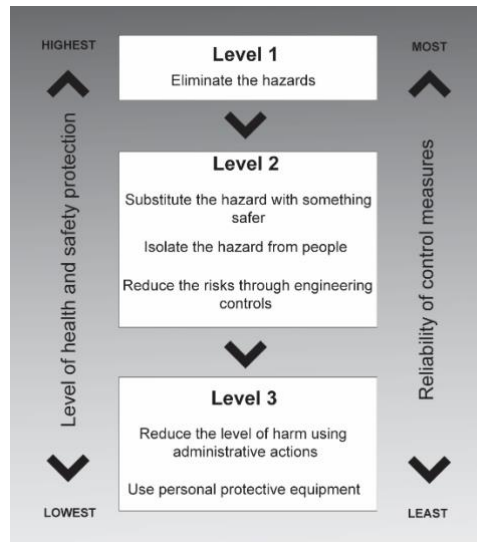
Capitalised terms used in this Policy have the following meanings unless stated otherwise:

- (a) **Hazard** means a situation in the workplace that has the potential to harm the health and safety of people or to damage plant and equipment. The situation could involve a task, chemical or equipment used. Hazard Management is a continuous process that can be used to improve WHS in the workplace;
- (b) **Hazard Management** means the structured process of Hazard identification, Risk Assessment and control aimed at providing a safe and healthy environment for employees, contractors, Motorsport Australia appointed

officials and visitors whilst on Motorsport Australia’s premises or whilst engaged in Motorsport Australia sanctioned events/activities;

- (c) **Hierarchy of Control** means ranking Risk control measures in decreasing order of effectiveness:
- (i) elimination of Hazard;
 - (ii) substitution of hazardous processes or materials with safer ones;
 - (iii) isolation of the Hazard;
 - (iv) engineering controls;
 - (v) administrative controls; and
 - (vi) personal protective equipment(PPE)

Represented pictorially:



In considering the options available to control a Hazard (or subsequent Risk), consideration must first be given to the existence of any known control measures (i.e.; a standard, piece of legislation or an industry standard). The expectation is, that unless it can be shown otherwise, that/those controls are expected to be implemented. This is represented pictorially as follows:



Should the control solution require additional considerations, such as the application of the hierarchy of control or consideration of the reasonable practicability criteria, a Risk Assessment should be undertaken utilising the Motorsport Australia TRA process;

- (d) **Motorsport Australia** means the Confederation of Australian Motor Sport Ltd. trading as Motorsport Australia;
- (e) **OHS** means occupational, health and safety.
- (f) **Risk** means the probability that exposure to a Hazard will lead to a negative consequence;
- (g) **Risk Assessment** means the process of evaluating likely frequency (Likelihood) and severity (Consequence) of harm arising from a Hazard;
- (h) **Risk Control** means the process of implementing measures to reduce as far as reasonably practicable the Risk associated with a Hazard. The control process must follow the hierarchy of control, in order, as prescribed in respective health and safety legislation. It is important that control measures do not introduce new Hazards, and that the ongoing effectiveness of the controls is monitored. The risk control measures implemented for the Hazards identified should always aim to be as high in the list as practicable;
- (i) **Reasonably Practicable** means that which is, or was at a particular time, reasonably able to be done to ensure health and safety, taking into account and weighing up all relevant matters including:
 - (i) the **likelihood** of the Hazard or the Risk concerned occurring;
 - (ii) the **degree** of harm that might result from the Hazard or the Risk;
 - (iii) what the person concerned **knows, or ought reasonably to know**, about the Hazard or Risk, and ways of eliminating or minimising the Hazard or Risk;
 - (iv) the **availability and suitability** of ways to eliminate or minimise the Risk, and after assessing the extent of the Risk and the available ways of eliminating or minimising the Risk, **the cost associated with available ways** of eliminating or minimising the Risk, including **whether the cost is grossly disproportionate to the Risk**;¹
- (j) **Staff** means a paid employee of Motorsport Australia who conducts work for Motorsport Australia including at Motorsport Australia events and permitted events;
- (k) **Targeted Risk Assessment (TRA)** means Motorsport Australia has a process of assessing risks known as a Targeted Risk Assessment.

¹ INTERPRETIVE GUIDELINE—MODEL WORK HEALTH AND SAFETY ACT THE MEANING OF 'REASONABLY PRACTICABLE' (2011)

- (i) Motorsport Australia has, through wide consultation with its members, established both a process and a form to record the identification, ranking, control and checking of Risks in motorsport;
 - (ii) The form which will be used to record risks is the “**Targeted Risk Assessment**” form.
- (l) **Volunteers** means unpaid/honorary representatives engaged on authorised and approved Motorsport Australia business, including but not limited to; Officials, Stewards, Commission and Committee members;
- (m) **WHS** means work, health and safety.

4. Procedure

Any Hazards in the workplace likely to jeopardise the health, safety or wellbeing of Motorsport Australia Staff, or Volunteers working for Motorsport Australia, should be eliminated and if elimination is not possible, reduced to as low as reasonably practicable.

5. Risk Assessments

Risk assessments are, when required, to be conducted in accordance with OHS legislation. A number of OHS Regulations include duties relating to identifying Hazards, eliminating or controlling Risks relating to those Hazards, and consulting and providing information to those exposed to any workplace Hazards and Risks.

A process of Hazard identification and, if required, Risk assessment is to be undertaken in the following circumstances:



(a) Risk Assessment Training

- (i) Instruction is to be provided for those staff who are expected to conduct Risk Assessments and complete **TRA Forms** on a regular basis. Any personnel not trained in Risk Assessments are to be supported by appropriately skilled person(s);
- (ii) A **TRA Form** can be used however, different forms are required to complete certain types of Risk Assessments;
- (iii) The TRA process is applied in circumstances where the appropriate control for a particular Hazard is not known or clearly understood and a Risk Assessment is required, or when specific legislation requires that undertakes a Risk Assessment.

- (iv) The following criteria is applied when assessing the various Risks associated with a particular Hazard and is assessed in accordance with the likelihood of an adverse event occurring and the potential consequences anticipated as a result of that event.

Although subjective, the application of knowledge, and experience, can provide a suitable assessment against the criteria below.

Likelihood	Description
A – Almost Certain	Action will probably occur numerous times or in many circumstances
B – Likely	Action may occur occasionally or in some circumstances
C – Possible	Action may occur in exceptional circumstances and has been known to occur elsewhere
D – Unlikely	Whilst theoretically possible is not known to have happened

Consequence	Personal Injury	Administrative
1 – Insignificant	Minor first aid, if at all. No ongoing medical attention	Localised assessment of affected issue to be considered
2 – Minor	Medical attention on-site or ongoing attention to injury may be required	Minor rearrangement of plans required to address the situation
3 – Moderate	Serious injury requiring hospitalisation; broken limbs or stand down of duration of event	Significant rejigging of organisational plans required
4 – Major	Death, permanent or extensive injury requiring hospitalisation to one or more people	Significant hardship to Organisation

The resulting assessment can then be plotted on the following matrix. Depending upon the resulting Risk Assessment, will provide a priority order for Motorsport Australia Management to consider in responding to this Risk.

RISK MATRIX Likelihood	Consequence			
	1 Insignificant	2 Minor	3 Moderate	4 Major
A - Almost certain	High	High	Extreme	Extreme
B - Likely	Medium	High	High	Extreme
C - Possible	Low	Medium	High	Extreme
D – Very Unlikely	Low	Low	Medium	High

Once the particular Risk has been assessed and the resulting Risk Level has been identified, consideration must be given to the following table of Actions to be taken following the assessment.

Extreme Risk	Immediate actions required including cessation of activity
High Risk	Senior Management (Senior Event Official) attention needed
Medium Risk	Management (Organiser) responsibility must be specified
Low Risk	Manage by current procedures / continue current process. Acceptable level of risk.

The results of these Risk Assessments are to be recorded using the Motorsport Australia **TRA Form**.

(b) Responsibilities

Motorsport Australia Staff and Volunteers working for Motorsport Australia, Contractors and Contactor Managers:

- (i) If safe to do so,
 - (A) Assist in identifying, reporting and rectifying any Hazards in their work area(s) as soon as possible;
 - (B) Ensure all reported Hazards are entered onto the appropriate **Hazard Report Forms/Register** or **TRA** form;
 - (C) If area or equipment unsafe, isolate the area and/or tag out the affected equipment;
- (ii) Assist where required in:
 - (A) The Office - specific Hazard Identification Workshops (at least once every 2 years or if a significant change to the workplace occurs);
 - (B) The Grand Prix - specific Hazard Identification Workshops (annually for Motorsport Australia personnel and as required with the Australian Grand Prix Corporation/Stakeholders);
 - (C) Subject/location - specific Hazard Identification Workshops (Incorporating the TRA Process) (as needed ie; new event, process, activity,);
 - (D) The risk assessment process.
- (iii) Complete Safety Inspection Checklists regularly reporting all Hazards immediately to the relevant Manager, using the selected form for:
 - (A) Office Safety Checklist (at least once per year for office staff members);
 - (B) Workstation Safety Checklist (at least once per year for office staff members);
 - (C) Contractor Audit Checklist.

Motorsport Safety Advisor.

- (i) Facilitate (& Participate) the Hazard Identification workshops where required;
- (ii) Ensure staff are completing Safety Inspection Checklists as required;
- (iii) Collate and enter all relevant hazards in the **Hazard/Risk Register**;
- (iv) Investigate suitable options for Control(s) to manage hazards (in line with the Hierarchy & Reasonably Practicable definitions);
- (v) Monitor corrective action plan(s) until fully resolved;
- (vi) Provide feedback in accordance with the Motorsport Australia Consultation and Issue Resolution Procedures;
- (vii) Ensure all Motorsport Australia staff are aware of the Hazard reporting and Risk assessment procedures;
- (viii) Consult affected Motorsport Australia staff on proposed Risk assessments;
- (ix) Ensure appropriate instruction (including on the hierarchy of controls) is provided for Motorsport Australia personnel to conduct Risk assessments;
- (x) Provide the necessary resources and support to ensure appropriate interim and long-term action plans are put in place.

On occasions where the formal TRA process is not available and the Risks associated with a particular “non-routine” task is encountered, a Safe Work Method Statement should be completed before the task commences.

6. Related Rules, Policies or Procedures

- (a) Motorsport Australia Occupational Health and Safety Policy
- (b) Motorsport Australia Consultation Policy
- (c) Motorsport Australia Safety 1st Strategy
- (d) Workplace Health and Safety Regulations

7. Implications for Non-Adherence

Any breach of this Policy may result in disciplinary action being taken by Motorsport Australia. Disciplinary action may include but not be limited to suspension of duties or obligations or termination of employment or other arrangements with Motorsport Australia.

8. General

- (a) The Policy Manager is the Motorsport Safety Advisor to whom any questions in relation to this Policy should be directed.
- (b) This Policy will be reviewed every 2 years if not sooner.

Policy Creation Date	January 2020
Policy Review Date	
Policy Review Date	
Policy Review Date	