



# Safety Event Package

For Motorkhana and  
Khanacross

V1  
2013



*The Motorsport Australia Safe Event Package provides essential information for Organisers of Motorkhana and Khanacross events of some potential risks from the activities that may take place in running such an event.*

*As these events will not be competitions within the meaning of the Motorsport Australia National Competition Rules standards in accordance with national or state road laws applicable in the state the activity is being held and laws, by laws or other rules of any other external civil agency including Councils, Statutory Authorities, Land Owners, Leases of Property are to be upheld.*

## **Introduction**

This document is designed to assist Event Organisers with risk identification and associated processes to provide a systematic approach to health and safety obligations at Motorkhana and Khanacross events and to assist Event Organisers in meeting their obligations under NCR 62 and at law.

As a major component of the ongoing commitment to Safety First and improvement of risk management at all events held under its sanction, Motorsport Australia has undertaken a significant amount of stakeholder consultation in regard to the position and task specification of the Compliance Checker. As a result of feedback received from the various consultative sessions, a risk register process has been developed, with data being provided by Organisers, Officials and Administrators at many events through the completion of Targeted Risk Assessment forms.

Please go to [motorsport.org.au/regulations/safety-integrity/safety-first](http://motorsport.org.au/regulations/safety-integrity/safety-first) for further information on OHS issues within motorsport safety.

The Motorsport Australia Safe Event Package includes:

- A generic risk assessment for Motorkhana/Khanacross events
- A copy of the Motorsport Australia Occupational/Workplace Health and Safety Policy
- A document which provides training information on Motorsport Australia risk management process
- A blank Targeted Risk Assessment (TRA) form

## **Risk Assessment**

Motorsport Australia has undertaken a generic risk assessment for Motorkhana/Khanacross events. The assessment is based on two principles:

- That the sporting activities at this event will be conducted in accordance with the National Competition Rules of Motorsport Australia and any appendices thereto and including duly authorised Supplementary and Further Regulations for individual events
- That activities including those not covered by sporting activity regulations have been assessed by the Organiser, the Organiser's own knowledge of the venue and other relevant factors, this document and the Motorsport Australia Risk Register if necessary. Risks are to be identified and assessed with controls put in place utilising the methodology of Australian Standard AS/4360:2004 Risk Management

This document will assist Event Organisers with risk identification and associated processes. The risks which have been identified are not exhaustive and all organisers are encouraged to maintain vigilance in identifying, assessing and controlling risks. Further details on the process for risk management, including the criteria used to identify, assess, rank and control risks for motorsport events conducted under the auspices of Motorsport Australia is set out below or can be obtained from [motorsport.org.au](http://motorsport.org.au).

## Stakeholder Consultation

The foundation of an effective risk management system includes the essential component of stakeholder consultation. Organisers of Motorsport Australia sanctioned events are encouraged to consult with all relevant persons and/or organisations which may include competitors, drivers, officials, contractors and support crews during the planning, preparation for, and actual operation of the event. Organisers are encouraged to consider and adopt the slogan “Think, Talk, Do and Review”.

## Risks Identified

In undertaking the organisation of this event the organiser will note, as a minimum, the following identified risk areas and implement appropriate control mechanisms, which may include regulatory requirements advised in the Motorsport Australia NCR.

### Risks at Motorkhana/Khanacross (which are able to be controlled by the Organiser)

1. Motorsport participation: injury to competitors
2. Officials roles: in the competition and support paddock, marshalling and scrutiny bay areas
3. Crew members providing competitor support
4. Fire at the site of any spillage/leakage of fuels or other inflammables
5. Unacceptable spectator behaviour including invasion on-to the competition area
6. Inadequate spectator control at the event

### Risks at Motorkhana/Khanacross (which are outside the direct control of the Organiser)

1. Infrastructure collapse or plant and machinery failure resulting in injury
2. Incident from landowners' contractor or sub-contractor activities
3. Traffic management and public safety risks within public areas of the venue
4. Emergency management risks and compliance

The risks which have been identified are not exhaustive and all organisers are encouraged to maintain vigilance in identifying, assessing and controlling risks.

## Control of Risks

In controlling risks, the organisers of the event will use their best endeavours to:

- Ensure adequate and appropriate briefing for all officials, competitors, marshals and staff
- Ensure emergency response and medical plans are in place and are communicated to relevant persons
- Ensure adequate protection from ill health or fatigue due to environmental hazards – by drinking water, wearing hats, applying sun block, taking shelter, arranging work and comfort breaks
- Consult, identify, assess risks, notify venue manager and get appropriate assurances that risks of the hired venue are reduced to acceptable levels prior to the Event
- Ensure appropriate contractor compliance with OHS, insurance, and that contractors use safe work methods
- Confirm training and experience (Motorsport Australia Licences) of Event Officials and participants and ensure compliance with Motorsport Australia NCR's in all facets of event organisation and operation
- Prevent or stop any unsafe activity within their control
- Complete a Targeted Risk Assessment (TRA) on perceived or potential operations or deviations from safe practices on areas otherwise not controlled by event regulations

The following points characterise some generic OHS risk/hazards identified in the broad field of motorsport activities. Organisers are encouraged to use this as a guide to consider risks in the environment of the event.

- Uncontrolled access and restrictions for public or unauthorised persons to unloading/loading areas, service/paddock/pit areas and competition areas
- Manual handling of automobiles, tools, parts, major mechanical components and other associated equipment
- Storage, identification and use of fuels, lubricants, chemicals, compressed gasses and other flammable substances
- Use of compressed air powered tools, portable generators and electrical tools and equipment
- Use of non-powered hand-held tools
- Working beneath raised loads, particularly automobiles
- Working in close proximity to hot operating mechanical components, fluids and gasses
- Working in close proximity to high speed oscillating or revolving engine and associated parts
- Working in close proximity to vehicles moving at speed
- Working in a competitive motorsport environment with potential for flying debris as a result of component failure or collision
- Working in an environment with high noise levels
- Uncontrolled or unruly crowd behaviour
- Access to work areas by persons unfamiliar with work processes (sponsors, visitors, public etc)
- Working in the proximity of service providers and contractors performing diverse activities
- Associated event entertainment, including demonstrations, stunts, rides and pyrotechnics

## **Agreement/Commitment to Co-Operate and Co-Ordinate**

By submitting a Permit Application Form and accepting entries to the Event, the Event Organiser accepts and confirms that:

- they have read and understood the document titled Motorsport Australia Safe Event Package for Motorkhana/Khanacross and will have a copy available at the event
- The issuing of a Motorsport Australia permit is contingent on compliance with Motorsport Australia Safe Event Package for Motorkhana/Khanacross
- Other risks and controls as identified by Event Organisers and considered worthy of note need to be recorded on a Motorsport Australia Targeted Risk Assessment form and sent to Motorsport Australia for incorporation on the Motorsport Australia Risk Register for further improvement practices
- All States require incident notification in regard to serious injury or death when events are deemed a "workplace". Each State has different criteria in regard to what constitutes a reportable injury to Work Cover and that additional reports may be required. Motorsport Australia State Offices can provide further information
- The nominated Clerk of the Course or the Event Secretary has confirmed that the event will be conducted in accordance with the risk management concepts described in the Motorsport Australia Safe Event Package for Motorkhana/Khanacross including the Motorsport Australia OHS policy



## Motorsport Australia Occupational Health and Safety Policy

The below policy is current as of July 2020. To ensure you have the latest version of the policy, visit the Motorsport Australia website:

[motorsport.org.au/regulations/safety-integrity/policies/ohs-policy](https://motorsport.org.au/regulations/safety-integrity/policies/ohs-policy)

### 1. Objective of Policy

This Policy shows Motorsport Australia's commitment to ensuring the health and safety of Staff, Contractors and Volunteers who work for Motorsport Australia, and for minimising the risk to competitors, participants, officials, Contractors, and visitors at Motorsport Australia Events, to the extent reasonably practicable.

### 2. Scope of Policy

This policy applies to all Motorsport Australia Staff and Volunteers working for Motorsport Australia.

### 3. Definitions

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

- a. Board Members (The Board) means Directors of the Motorsport Australia Board, which also includes the President and FIA delegate
- b. Motorsport Australia means the Confederation of Australian Motor Sport Limited trading as Motorsport Australia
- c. Motorsport Australia Appointed Officials means officials appointed by Motorsport Australia to work at a Motorsport Australia Event or a Permitted Event, namely Stewards of Meetings, Race Directors, Technical Commissioners and any other official expressly appointed by Motorsport Australia
- d. Motorsport Australia Events means motorsport events conducted by Motorsport Australia excluding Permitted Events
- e. Contractor means a contractor or subcontractor engaged by Motorsport Australia
- f. Permitted Events means motorsport events that are not conducted by Motorsport Australia but are conducted pursuant to a licence, permit or authority issued by Motorsport Australia
- g. Senior Volunteer means a volunteer who is a Board Member of Motorsport Australia, or a Chair of any Motorsport Australia Commission, Committee, State Executive, Working Group, Panel or is otherwise appointed by Motorsport Australia to a senior voluntary position
- h. Staff means a paid employee of Motorsport Australia who conducts work for Motorsport Australia including at Motorsport Australia Events and Permitted Events
- i. Volunteers means unpaid/honorary representatives working for Motorsport Australia on authorised and approved Motorsport Australia business, including Senior Volunteers, Commission and Committee members and Motorsport Australia Appointed Officials

### 4. Policy Statement

#### 4.1 The Working Environment

Motorsport Australia will use its best endeavours to achieve a working environment that, to the extent reasonably practicable eliminates or reduces risks to health and safety by:

- a. conducting risk assessments on hazards and risks relating to the work of Staff and Volunteers
- b. monitoring the health and safety of Staff and Volunteers
- c. seeking advice on safety matters when required
- d. promoting safety and welfare to Staff and Volunteers
- e. working with Staff who are returning to work after illness or injury to assist their rehabilitation
- f. providing training to Staff on work health and safety on induction and then as required
- g. providing training and instruction to Volunteers as to the safe performance of their work as required



- h. ensuring Contractors comply with their health and safety obligations by requiring them in Motorsport Australia contracts to address risks and have in place control measures to eliminate or reduce risks arising from their work
- i. ensuring those conducting Permitted Events adopt any work health and safety policies required by Motorsport Australia and address risks and have in place control measures to eliminate or reduce risks arising from their Permitted Event/s
- j. consulting with Staff and Volunteers on work health and safety matters
- k. reporting to the Board Members on work health and safety

## **4.2 The Motorsport Environment**

Motorsport Australia recognises that motorsport may present risks to the health and safety of competitors, officials, Contractors, and visitors at Motorsport Australia Events. Motorsport Australia seeks to reduce those potential risks by:

- a. having a health and safety program ('the program'), which will protect and enhance the health and safety of all relevant Motorsport Australia stakeholders
- b. having Motorsport Australia Board Members, Staff, Volunteers; and Motorsport Australia associated and affiliated organisations working together to develop and implement the program
- c. providing training to Volunteers as required
- d. applying the program at all Motorsport Australia Events and, to the extent possible, Permitted Events
- e. reviewing the program annually or more frequently if required
- f. reporting on compliance and implementation to the Board Members

## **5. Policy Procedure**

### **5.1 Best Practice**

Motorsport Australia aims to be recognised as the motorsport leader in safety as it relates to Staff and Volunteers.

### **5.2 Leadership**

All Motorsport Australia managers and those in leadership positions, including Senior Volunteers, will provide the leadership needed to reach these goals.

### **5.3 Managers and Senior Volunteers**

Motorsport Australia managers and Senior Volunteers are committed to the provision and maintenance of a healthy and safe workplace, and to the extent reasonably practicable and as appropriate, will:

- a. consult and participate with Motorsport Australia Staff, Volunteers and associated stakeholders in the health and safety program
- b. use risk identification, assessment and control principles to reach Motorsport Australia health and safety objectives
- c. inform and train Motorsport Australia Staff and Volunteers and associated stakeholders in relevant policies, procedures and health and safety obligations
- d. participate in Motorsport Australia induction and implement all safety procedures
- e. allocate appropriate resources for the program

### **5.4 Staff and Volunteers**

Motorsport Australia staff and volunteers will:

- a. participate and support Motorsport Australia in its efforts to reach its health, safety and where relevant, rehabilitation objectives
- b. follow reasonable health and safety instructions from managers, supervisors or Senior Volunteers



- c. report any serious incidents, accidents, injuries or hazards in the workplace to supervisors or designated representatives
- d. aim to work in a way that does not endanger the safety of themselves and/or others
- e. properly use and maintain safety equipment
- f. make sure other Motorsport Australia Staff and Volunteers and visitors follow safety rules in the workplace
- g. participate in all Motorsport Australia induction programs when required, and follow all safety procedures

#### **5.5 Motorsport Australia Employees and Motorsport Australia Appointed Officials at Permitted Events**

- a. Motorsport Australia Staff and Motorsport Australia Appointed Officials will conduct themselves in a safe manner and in line with local safety policies and procedures when attending Permitted Events on behalf of Motorsport Australia. In the absence of these, Motorsport Australia's organisational procedures will apply
- b. Motorsport Australia Staff and Motorsport Australia Appointed Officials have the right to cease work at any Permitted Event if the Staff member or Motorsport Australia Appointed Official has concerns that risks to health and safety have not been appropriately eliminated or reduced

#### **5.6 Consultation**

Motorsport Australia consults on work health and safety with its Staff, Volunteers and stakeholders in a number of different ways and in accordance with any Consultation Policy.

#### **5.7 Dispute Resolution**

Any disputes as to work health and safety matters that are not addressed by other Motorsport Australia policies or procedures will be at the first instance addressed through informal mediation between the parties. If this is unsuccessful the Motorsport Australia CEO will refer the matter to formal mediation, and may then arbitrate the dispute if required.

### **6. Related Rules, Policies or Procedures**

- a. Consultation Policy

### **7. General**

- a. The Policy Manager is the Manager Workplace Health and Safety. Any questions in relation to this Policy should be directed to the Manager Workplace Health and Safety – Motorsport Australia
- b. This Policy was approved on 08/09/16
- c. Date due for review on 08/09/18

## Safety First: Risk Management

*Understanding and completing Targeted Risk Assessments (TRA) for Motorsport Australia Events.*

The below presentation was designed to provide guidance in the application for motorsport in the risk management process. It provides the basic steps on completing a Targeted Risk Assessment.

The slides in this package are current as of July 2020. To ensure you have the latest version of the presentation, visit the Motorsport Australia website:

[motorsport.org.au/regulations/safety-integrity/tra](https://motorsport.org.au/regulations/safety-integrity/tra)



## Risk Management and Duty of Care

### Things to consider:

- What could go wrong?
- Who could be affected?
- How likely is it to happen?
- If it happens how badly could anyone get hurt?
- Who have you talked to about it?
- What can be done about it?



## How can it be applied?

The process can be applied to any situation where anything unexpected or unwanted that happens could have a serious effect Motorsport Australia needs to know about what might happen to be able to take steps to reduce the problems that could be caused



## What is a TRA?

### “Targeted Risk Assessment”

- It shows that you thought about what could go wrong
- It shows that you thought about who could be affected
- It shows that you thought about how likely it was to happen
- It shows that you thought about what could be done about it
- It shows that all people involved were consulted

**It shows that there is nothing complicated about risk assessments and we can all do them.**



## Who Completes a TRA and When?

### Who completes a TRA?

- Compliance checkers
- Safety representatives
- Race officials
- Motorsport Australia staff
- Circuit, raceway or venue staff
- Club members

### When do we complete a TRA?

- At any time during, planning, set up and the actual activity itself
- not forgetting the dismantling process of the activity



## When do I complete a TRA?

- When something unexpected happens
- When something turns out how it shouldn't
- When you realise something is dangerous
- When you've had a near miss

**When anything happens which could be dangerous to you or the next person who carries out the activity**



## The Basic Steps

**Identify the risk – Look at what is being done and consider what could go wrong**

Consider and rank the following:

- **Likelihood of that risk occurring**
  - A. Almost certain
  - B. Likely
  - C. Possible
  - D. Very likely
- **Consequence of that risk if it happened**
  4. Kill or cause serious disability
  3. Long term illness or serious injury
  2. Requires medical attention
  1. Minor First Aid needed



## The Matrix

Indicate the **Likelihood** and **Consequence** on the matrix to score the 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 - Unlikely	Low	Low	Medium	High

## The Risk Score

Where the **Likelihood** and **Consequence** meet on the matrix

Extreme Risk	Immediate actions required
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

## Risk Treatment

Use the **Hierarchy of Control** to decide what to do next

	Example	
The best option	Avoid	Don't do it
	Substitute	Do something else
	Isolate	Do it somewhere else
	Reduce by physical controls	Put barriers around it
The least desirable option	Reduce by admin warning	Put a sign in front of it
	Use PPE (Personal Protective Equipment)	Wear earplugs while doing it

The type of risk treatment and controls should be written on the form

## Completing the Risk ID Section

### IDENTIFIED RISKS

Description of Identified Risks	Likelihood (A-D)	Consequence (1-4)	Resultant Risk (Low-Extreme)	Controls/Treatment performed What has been done about it?	Who Will Implement?	Who Will Check?	Who Confirmed Actions Were Completed? (signature)
Concrete grate on right-hand exit of Turn 2 was broken in two and protruding vertically into the air. Risk of a vehicle striking it being damaged and the driver injured	C	3	High	1. Broken section of grate was restored to original position 2. The entire grate was replaced after the following event	Course Marshal	Regional Track Inspector	 Clerk of Course
Tow truck in front of barriers at south end of Green Paddock could be hit by errant vehicle	D	3	Medium	Remove truck to back behind fence line	Emergency Controller	Recovery Chief	 Deputy Clerk of Course
Environmental protection for officials	C	1	Low	1. Erect a shade shelter tent as a temporary measure. 2. Permanent protection to be provided on location approval	Officials Owner	Track Inspector	 Clerk of Course

## When the alarm bells ring

- Any risk score of “**Extreme**” or “**High**” on the matrix should be discussed and reassessed with a group of experienced people
- If in doubt – seek advice from experts

## Audit, Consult and Sign Off

The final stages of the TRA process include:

- **Audit** the risk, treatments and controls
  - Who makes sure it happens?
  - Who checks that it was done?
  - Who was notified about it?
- **Consult** – note the names and position of who you talked to when assessing and identifying the risk and record their signature
- **Final sign off** – Sign your name and the date of completion at the bottom of the TRA form

**Audit and sign off's ensure effective risk management does not slip through the cracks.**

## In Summary

1. Fill in the top left hand side section with all the details of the site or circuit, date, activity
2. Describe what could go wrong in the column on the far left,
3. Rank the Likelihood and Consequences for the risk,
4. Use the matrix on the right hand side to score the risk and write the score number in the score column,

## In Summary

5. Think of the possible controls and write them in the section to the right of the risk score column,
6. Fill in columns naming who will carry out the controls and who will check that they are carried out
7. Talk to the person responsible for carrying out the controls and get them to sign on the right hand side,
8. Sign and date the form at the bottom, keep a copy and send to Motorsport Australia after the event with your paperwork

## Finally

### Completing a TRA means you have

- Shown that you are aware of risk
- Shown that you are fulfilling your Duty of Care
- Helped Motorsport Australia to make motorsport safer for all

**Congratulations,  
you are now a Risk Manager**



## Targeted Risk Assessment

The following fillable Targeted Risk Assessment document is current as of July 2020.

To ensure you have the latest version of the assessment, visit the Motorsport Australia website:

[motorsport.org.au/regulations/safety-integrity/tra](https://motorsport.org.au/regulations/safety-integrity/tra)

# Targeted Risk Assessment

TRA-01



## Event details

NAME OF EVENT

EVENT VENUE

DATE OF EVENT            -            -

**TYPE OF WORK BEING PERFORMED**

*e.g. refuelling, flag waving, walking to work area*

## Risk Identification

### RISK MATRIX

Likelihood	Consequence			
	1 - Insignificant	2 - Minor	3 - Moderate	4 - Major
<b>A - Almost Certain</b>	High	High	<b>Extreme</b>	<b>Extreme</b>
<b>B - Likely</b>	Medium	High	High	<b>Extreme</b>
<b>C - Possible</b>	Low	Medium	High	<b>Extreme</b>
<b>D - Unlikely</b>	Low	Low	Medium	High

### ACTIONS REQUIRED FOLLOWING ASSESSMENT OF RISK

Extreme risk            Immediate actions required  
 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

*Note: "Management" and "Official" are considered to be like terms  
 See reverse for descriptions of Likelihood and Consequence outcomes*

### IDENTIFIED RISKS

Description of Identified Risks	Likelihood (A-D)	Consequence (1-4)	Resultant Risk (Low-Extreme)	Controls/Treatment performed What has been done about it?	Who Will Implement?	Who Will Check?	Who Confirmed Actions Were Completed? (signature)
<i>Example: spectator could be hit by debris from car</i>	C	3	High	<i>Debris fence, move spectators further back, additional crowd control officials</i>	<i>Organiser Marshals</i>	<i>Race Sec</i>	x

## Likelihood/Consequence Descriptions

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

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

## Points to Remember

### WHAT CAN CAUSE INJURY OR DEATH?

- Slips/trips
- Collapse of structures
- Dangerous or flammable materials
- Electrical cables
- Heavy equipment
- Public access/egress/behaviour
- Weather (e.g. rain/hail/wind/thunderstorms)
- Projectiles

### FOUR RISK TREATMENTS

- **Avoid:** Don't do the activity
- **Treat:** Reduce by use of controls
- **Accept:** If low or if consequences can be tolerated
- **Transfer:** (Caution – not possible to transfer duty of care)

### LEVELS OF CONTROL METHODS

- **Avoid** (Try to start here)
- **Substitute**
- **Isolate**
- **Reduce by physical controls**
- **Reduce by admin warning and rules**
- **Use Personal Protection Equipment** (Last resort)

## Declaration

### WHO DID YOU TALK TO IN ASSESSING AND IDENTIFYING THIS RISK?

Date	Name	Position	Signature

TRA COMPLETED BY

SIGNED

SIGN HERE

DATE