



# Safety First Checklist Process

Guidance for  
Rally/Road Events

SF3.2

21/V2

# Guidance to Checklist Questions

Further to the requirements of NCR 182A and 62, (which cover areas including permissions from relevant local authorities and management of contractors in accordance with applicable OHS legislation) the completion of nominated checklists is required for each competition.

For Rally, Road and Off Road Events, the designated checklist is Motorsport Australia Safety First Checklist for Rally/Road and Off Road Events.

This checklist consists of approximately 30 critical questions which will assist event organisers with addressing OHS and duty of care requirements that may not be captured under the relevant sporting rules and regulations.

This document has been developed to provide further context and guidance on the questions or considerations being asked in the Motorsport Australia Safety First Checklist.

In undertaking these assessments, the following risk areas have been considered:

- Framework of Competition Regulations and confirmation of entries/controls
- Distribution/communication of event structure with regulatory authority
- OHS Policy and communication of that policy
- OHS Representation
- OHS Consultation mechanism and reporting forms
- Overall safety plans for the event
- Suitability of venue, including competition area and non-competition areas and public areas
- Site inductions
- Fire precautions
- Operating conditions for officials
- Building and structures
- Food and catering
- Contractors
- Set up and tear down of the event/venue
- Traffic management in appropriate areas
- Public safety
- Electrical safety

## 1.1 Confirm or discuss with the Organisers/Clerk of the Course that the Supplementary Regulations have been lodged with Motorsport Australia

All events held under Motorsport Australia sanction are required to be conducted under common conditions, or regulations. These common conditions govern all motorsport competitions under Motorsport Australia sanction. These are called the National Competition Rules of Motorsport Australia (NCR) and include the Rally Code.

However, all events are different in some ways and therefore it is not possible to have one set of regulations which will apply to all events. Changes may be as small as event organisational personnel or the location of the event. Therefore, the Organiser of an event must prepare some regulations which are specific for their event.

These are called “Supplementary Regulations” as they supplement the regulations of the NCR. These regulations are in fact a contract between the Organiser of the event and their competitors and they must be as accurate as possible. In order for the Supplementary Regulations to be an effective part of the rules of an event, they must be checked and approved by Motorsport Australia.



## **1.2 Confirm with Motorsport Australia if Further Regulations/Bulletins have been submitted to Motorsport Australia for approval?**

After issuing the Supplementary Regulations, it may be necessary to inform competitors who have entered the event of the specific information that may not have been available previously, such as starting lists and times of reporting. These regulations are called Further Supplementary Regulations, bulletins and other instructions.

## **1.3 Have all the entry forms for the competitors been checked to ensure they are completed and signed by the appropriate entrant and/or driver and/or service/pit crews?**

All entry forms must be checked by competent persons.

Any entry or similar documentation including disclaimers which is required to be completed and signed must be completed before permission is given for the competitor to start any part of the competition or activity.

## **1.4 Confirm or discuss with the Organisers/Clerk of the Course that the Stewards of the Event have been contacted and will be supplied with relevant documentation information prior to the commencement of the competition?**

Motorsport Australia will supply contact details of the appointed Stewards upon request to the State Manager or the Event Permit Administrators.

Organisers are encouraged to, at least, by telephone, contact the Chief Steward well before the event to talk about their role at the event, attendance at the event (ticket, passes etc) or any functions before the event (e.g. scrutiny) and if necessary (usually only for larger events), travel and accommodation arrangements.

Relevant information about the event should be provided to the Stewards prior to the event, for example Supplementary Regs, event schedules, specific reports, road book/route chart, perhaps copies of relevant permissions from Council, Forestry office, Roads Dept etc.

## **2.1 Discuss and consider with the Organisers/Clerk of the Course if the event has its own Occupational Health and Safety Policy.**

Each event which is conducted under a Motorsport Australia organising permit is required to have an OHS policy or to abide by the requirements on the generic Motorsport Australia OHS policy.

To assist event organisers, Motorsport Australia has developed a generic motorsport OHS policy which may be used by any event that is subject to an organising permit issued by Motorsport Australia.

The Motorsport Australia OHS policy is based on a firm commitment to provide all persons at events with a structured environment which, when followed as "far as is reasonably practicable," results in minimal risks to the health, safety and welfare of competitors, officials and the public".

Health and safety involves the application of a structured risk management process. This involves consultation between all parties, and the commitment and co-operation of all involved with the event.

The risk management process requires a proactive approach from all persons involved in the event to:

- Identify the risks (what could go wrong or cause harm);
- Assess the risks (what is the likelihood and consequence of the risk occurring); and
- Control the risks (what can be done to eliminate or reduce the risk)

This OHS policy is available from Motorsport Australia House or can be downloaded from Motorsport Australia website [motorsport.org.au/regulations/safety-integrity/safety-first](http://motorsport.org.au/regulations/safety-integrity/safety-first)

## **2.2 Discuss with the Organiser/Clerk of the Course the most appropriate location to place the OHS policy where it can be readily viewed.**

Displaying the policy is important for communicating the commitments to health and safety.

It should be displayed in prominent locations and made accessible to staff, contractors and other relevant stakeholders.

Examples of prominent locations include the briefing area, scrutiny area, office areas, notice boards and together with the permit, recent bulletins, CRO details or recent results.

## **2.3 Discuss with the Organiser/Clerk of the Course if consideration has been given to ensure all officials and competitors are aware of the OHS policy?**

All Officials/Competitors should be made aware of the event's OHS policy, this may be achieved through the following means:

- Communication at officials, drivers, crews briefings and/or inductions; and
- Inclusion in documentation such as Supplementary or Further Regulations for the event

## **3.1 Has the Organiser considered who will be the most appropriate person for the Stewards to speak with in regard to health and safety issues?**

The Motorsport Australia OHS Policy applies to all persons (drivers, crew, officials, visitors, spectators, contractors etc) at Motorsport Australia sanctioned activities, events workplaces and/or locations.

Event organisers and Motorsport Australia have shared responsibilities which means that both parties being the organiser and Motorsport Australia (represented by the Stewards of the Event) have duty of care obligations and responsibilities.

In order to address these obligations and to ensure good health and safety practices are established, the following should occur:

- Consultation between the event organiser and Motorsport Australia;
- Identification of roles, responsibilities and expectations; and
- Stewards of the event and the event organiser nominated contact discuss, plan and address health and safety requirements

## **3.2 Discuss and consider with the Event Organiser/Clerk of the Course arrangements for specific meetings to be held with the Stewards, Organiser and Managers of any venue (if appropriate) before the event starts to establish appropriate lines of communication especially in an emergency?**

In order to ensure that adequate planning and response provisions are established, a meeting or a series of meetings should be scheduled between principle stakeholders prior to the event.

This is particularly important for the management of critical risks, unexpected situations, serious incidents and emergencies.

Planning arrangements should establish:

- Risk identification and control requirements
- Inspection and monitoring arrangements
- Incident and emergency response processes
- Roles and responsibilities (including control)

- Reporting and escalation requirements
- Regulatory reporting

Key principle stakeholders include the Clerk of Course, the Secretary of the Event, the Chief Steward and representatives of the venue which is being used. e.g. the Caretaker on duty for the football ground/camp ground and facilities being used for event HQ.

### **3.3 Discuss and consider with the Event Organiser/Clerk of the Course if a health and safety issue arises is there a process in place for it to be dealt with?**

A process which will allow for all of those involved in the event to have an identified avenue to raise issues of concern to health and safety that are not directly governed by the National Competition Rules is essential.

Issues might first be raised by the officials/competitors/contractors by using the TRA form which is then directed to the Event Organiser, which in turn can involve the Health and Safety Representative (Steward) and then finally communicated back to all (via the daily briefings).

Consultation and communication must occur for health and safety related matters to the extent that is reasonably practicable.

### **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.**

The safety plan is intended to provide a structured approach to address all of the overall safety requirements that are relevant to the event.

This should address areas such as:

- Planning and approvals
- Roles and responsibilities
- Communication and consultation
- Hazard and risk management
- Contractor management
- Worker and public safety
- Competitors, crews and officials safety
- Track, infrastructure and facilities
- Incident and emergency management
- Medical response and management
- Audit, inspections and monitoring

Motorsport Australia has determined the level of medical response plan required according to the status of the event. Lower status events have a less onerous requirement.

### **4.2 Are there arrangements for emergencies: fire/site evacuation?**

An emergency can develop from a number of causes, including fire, major incident, equipment failure, severe weather event, security threat or crowd incident.

It is important that plans are aligned to the event and potential emergency situations including emergency services and evacuation provisions.

The plan needs to establish:

- Response processes to emergency situations
- Responsible persons and agencies

- Communications equipment and protocols
- Evacuation triggers, routes and meeting points
- Public safety management and messaging
- Awareness and training in the plan

It is important that the evacuation plan is known by every senior race official, so that it may be activated as soon as required without hesitation.

Using the officials briefing is a good place to communicate the plan and reinforce the key messages/information.

### **4.3 Discuss and consider with the Event Organiser/Clerk of the Course the appropriateness of fire equipment provided by the event to ensure its suitability and where appropriate, compliance to relevant regulations?**

Consideration should be given to any portable fire extinguishers that may be available. The service park should be provided with sufficient portable extinguishers.

A compliance tag is attached to the portable fire extinguisher and is used to indicate the last service date of the extinguisher; usually 6 monthly intervals are required.

See AS/NZS 1841.1 Portable Fire Extinguisher-General Requirements.

### **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”**

It is important that emergency management planning and response provisions take into consideration remote locations/parts of the course.

Planning should address:

- Primary and alternate routes (fastest route)
- Maps and directional support
- Support from traffic management personnel
- Escort and support requirements
- Access to medical facilities and hospitals
- Communications and monitoring
- Stakeholder awareness and training

### **5.1 Discuss with the Event Organiser/Clerk of Course arranged to have adequate stocks of all relevant Motorsport Australia forms, including Accident Report Forms; Australia Incident Report Forms; Injury Report Forms; TRA forms; TRA completion procedure?**

All the listed forms are available from the Motorsport Australia Website [motorsport.org.au/regulations/safety-integrity/safety-first](http://motorsport.org.au/regulations/safety-integrity/safety-first) These are also available from Motorsport Australia House (national office).

These documents provide a consistent structure and formal records to support reporting requirements and decision records.

The report forms are to be returned to the Stewards at the end of the event, this information along with other event documentation will be provided to Motorsport Australia.

Targeted risk assessments (TRA) are used to identify, assess and address hazards and risks or unplanned issues. TRA's are not required if the matter under consideration is subject to a rule or regulation of the NCR, the Supplementary Regulations for the event or the like.

Copies of completed TRA's are to be provided to the Stewards so that they can be forwarded to Motorsport Australia. Motorsport Australia will use this information to inform continuous improvement and the organisational risk register.

A TRA is intended to be a simple process that applies the principles of THINK-TALK (RECORD)-DO-REVIEW.

### **6.1 Having undertaken the course check, is it considered that the competition areas (the course or track) is suitable for the use of competitors or crew?**

After a check of the course or track, does the checker feel that it is suitable for the event for "competitive motoring" and is in accordance with the instructions to be followed?

Much of this is covered in the competition regulations, and these have been developed over time with significant stakeholder input.

### **6.2 Has consideration been given to non-competition areas (service areas/parks/pit/refuelling area etc) regarding their suitability and general acceptability for the purpose?**

The event organiser must consider the appropriateness of any area that will be used during the event to establish if the area set aside is reasonably suitable for the task.

Considerations may include:

- Vehicle work areas
- Pit areas
- Hot works/work areas
- Fuel and chemical areas
- Access, parking and egress

### **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?**

The event organiser must give consideration to sensitive and restricted areas that may be accessed by the public.

Considerations may include:

- Signage
- Security and escort
- Provision of PPE
- Physical infrastructure
- Barriers and other protection
- Communication
- Designated and protected spectator areas

#### **6.4 Discuss with the Event Organisers/Clerk of the Course the plans for the establishment of Event/Rally Headquarters, scrutineering areas and service parks/pit/paddock to ensure smooth set up and running of these operation.**

It is important that at any location where more than the normal amount of traffic (cars or persons) will be expected that there are some plans considered to deal with the additional traffic.

Consideration should be given to such issues as where will the various facilities be housed? Are they sited in a logical order for use by competitors or spectators? Are the requirements for spectators different to the competitors? Will the traffic flow for the competitors into a service park conflict with that of spectators? Can a relocation of offices reduce the congestion in a corridor?

Is there any need for “way signs”? Do they need to be set up one day or one hour before the arrival of the first car? Where will the course markers be placed? Who will bring the equipment?

#### **6.5 Has consideration been given by the Event Organiser/Clerk of the Course to the location of areas for competitors once they arrive e.g. start, staging areas, service points/parks/pit/paddock etc. in regard to the “traffic management system” plans (access, routes in and out, parking etc)?**

Security of the high-profile areas of a Rally and Off Road event is very important, although this will depend upon the status and level of the event.

Some events may not need any security arrangements or personnel passes to obtain access to different areas. Where there may be a need for separation of the public and the competitors (cars, or crews or service crews) consideration should be given to who will check their passes?

In virtually all rally and off road events there are service crews, so consideration needs to be given to:

- Where they park/tender their cars or trailers
- Specific trailer car park
- Security arrangements
- Ability to unload cars

Some events advise competitors of suitable locations near the start for loading/unloading cars, so this sometimes stressful and risky operation can be carried out in an appropriately risk-free area.

#### **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?**

Areas that are set aside for camping need to be separated/isolated from the general public.

Often competitors have cars/trailers/equipment/substances that need monitoring.

When camping areas are assessed for suitability, it is worthwhile to mark out the area to camp- this may be done on a map which possibly could be given to participants or placed on the notice board.

Has there been consideration to the toilet and shower facilities? Is it adequate for the amount of people that are expected?

Some locations may be unsuitable for camping i.e. next to a river (which is subject to rapid level change), near a rocky cliff face (rock falls) and/or under drought affected trees (often they lose branches).

It is always advisable to speak to the Landowner/Council on suitable areas.



### **7.1 Discuss and consider with the Event Organiser/Clerk of the Course arrangements for a briefing/site induction for officials and competitors/crew**

All persons attending any event to undertake any specific activity required by the organisers of that event must be instructed in the circumstances surrounding the area in which they will operate. For example there may be some careful attention which must be paid by a road closure official to local residents travelling along a particular road, which the set up official will advise the road closure about; there may be a key for a toilet located in a special position at a Rally HQ, and the like. These are particulars which are the specific for the location, or site.

These instructions are usually given in the form of a briefing, either collectively to a group of officials or as and when a key set up official meets or drops off the officials at their designated operation location. These briefings are site inductions because they advise any specific information that is required to carry out their tasks.

Particular attention must be given to persons who may not have been at the “venue” or location before. An opportunity should be given to those receiving the induction to ask questions. A record of the site induction (who was present and what was said) must be kept. It may be beneficial for the official giving the site induction to make a few notes to refer to during the briefing

Motorsport Australia has provided various examples of site inductions. Please refer to the web site. [motorsport.org.au/regulations/safety-integrity/safety-first](http://motorsport.org.au/regulations/safety-integrity/safety-first)

### **8.1 Has consideration been given by the Event Organiser/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?**

The Event Organiser must consider the appropriateness of any building or structure that will be used during the event to establish if it is suitable for its intended purpose.

The assessment of suitability may include:

- Condition (is it fit for purpose);
- Structural integrity (where required);
- Capacity needs (can it accommodate everyone);
- Storage and equipment needs; and
- Location

Example A, if the floor of the building in which scrutiny is taking place has damaged and deteriorating floorboards and is covered with oil, it is likely to be unsuitable for the intended task. If it's wet and cold on the day of scrutiny, the officials and competitors may fall over on the oily floor and sustain an injury.

Example B, if an office being used for the event command/HQ is small and cannot accommodate the required personnel and equipment, it may impact the command centres ability to respond to incidents, evacuate the area and general ergonomics.

Other considerations may include the supply of temporary structures and facilities such as shelters for officials. Are they suitable for the location and expected conditions (stability and wind rating).

### **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.org.au/regulations/safety-integrity/safety-first](http://motorsport.org.au/regulations/safety-integrity/safety-first)

Consider all the external contractors who will be on site during the event, including competitor support organisations, venue/area support organisations, crowd control providers, security providers, plumbers,

electricians, medical suppliers, tow truck contractors, hire organisations, government organisations (eg police, ambulance local council etc) and what services they will be providing.

#### **9.4 Has the event organiser made arrangements to be notified if non-event contactors are entering the event?**

It is always important to know who is at your event and what job they are performing e.g. you do this with all of your officials).

Sometimes Landowners/Councils will have additional contractors entering the area to provide additional services e.g. (plumbers, electricians, waste removals, traffic management operators) There should be a system in place to know who is coming on site and in particular into the Service Park area. This would require discussions with the Landowners/Councils in regard to additional services that they often utilize.

#### **12.1 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 minimized area/environment as is reasonably practicable?**

Consideration should be given to all groups of officials, including office workers and field personnel to seek out the most practicable area from which the official can operate.

Setting of control officials and road closures so that they are located in areas where not only are they free of risk of approaching cars, but also of other environment issues such as tree limbs which may be likely to fall, or steep banks, gullies and ravines which may be close to the officials area of operation should be taken into consideration and avoided where possible. If it is not possible to avoid some high-risk locations, consider what else could be done to minimize the risk of people getting hurt.

#### **12.2 Has consideration by the Event Organiser/Clerk of the Course been given to the departure of officials from their designated areas?**

With officials sometimes located in outlying areas at spectator points or road closures are their arrangements in place for those persons to be picked up by somebody? Do they have the transport or the means to return to Event/Rally H.Q.?

Has consideration been given to the method of communication to be used? Will there be a reliance on two-way radio or are mobile phones to be utilised? Will there be adequate cover for mobile phone reception?

Will this be communicated by the sweep car? If they are not returning will contact be made with them at the end of the event and the relevant paperwork is handed over.

#### **13.1 Discuss and consider with the Event Organiser/Clerk of the Course that all reasonable precautions to ensure electrical equipment planned to be used on the site is in working order**

It is important to be aware that there are differing State and Territory requirements for electrical safety.

By way of example:

- Queensland – Electrical Safety Regulations 2013;
- New South Wales – WHS Regulation 2011; and
- Victoria – Electrical Safety Act 1998

It is expected that legal requirements are complied with along with consideration of the following electrical safety principles:

- Electrical equipment is fit for purpose, tested and tagged;
- Electrical equipment is protected from damage (work related and environmental);
- Electrical leads are maintained, covered and don't create trip hazards;
- Electrical leads are not piggy-backed; and
- Power sources are protected and not overloaded

A process for checking and monitoring electrical compliance and issue resolution may include:

- Routine visual checks by equipment user
- Formal visual inspections
- Maintenance schedule
- Repair and replacement

It may be beneficial to electrical safety requirements in your event regulations, so competitors are aware. This type of consultation and communication is vital in managing risks.

#### **14.1 Discuss and consider with the Event Organiser/Clerk of the Course for the exiting of the public from areas such as spectator points and service parks.**

Does there need to be any contact with Police to control traffic at the public exit from the Rally/Event HQ or a spectator point? Does there need to be a sign pointing the way back to a nearby town (for example on exiting a rally spectator point)?

#### **14.2 Discuss and consider with the Event Organiser/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?**

Generally, arrival (of competitors, spectators and crews) is far less congested than is departure. Crews are tired and want to get home. Some things need to be considered to see what can be done to reduce risks of injury and damage to property (cars and trailers, tools and the like). Will there be mass confusion in the trailer park? Will the public be separated from the competitors loading/unloading cars? Is there any need for additional lighting?

#### **14.3 Discuss with the Event Organiser/Clerk of the Course plans to ensure any temporary structures or areas used by the event are appropriately restored and secure at the completion of the event.**

When the competitors have left the Finish and the organiser begins the long task of disassembling and packing up and preparing and restoring the site of the event, the need to have a systematic approach and a plan does not diminish.

When will the tear down commence? Will it be in the dark? If so arrangements for adequate lighting will need to be made. Could it be better to delay this activity to daylight, which may reduce the risk of slips, trips and falls?