



# Safety First Checklist Process

Guidance for  
Contractors at Events

SF2.3

21/V2

# Guidance to Checklist Questions

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 (SF-2.2).

## **C1.1 Is there written or a firm agreement or contract between the organiser and this organisation for the provision of the required services?**

Is there a verbal agreement between the contractor and the organisation/organiser to provide services? You might consider that a written agreement may be more appropriate as it provides a record. A copy of it should be available at the event.

All documents relating to contractors should be kept in one place which is readily available to both the Secretary of the Meeting and the person completing the Safety First Checklists. This location or file will be referred to in this document as the "Safety First Compliance File."

Contractors can create a major risk exposure to event organisers and venue operators (both from a property and liability stand point) due to issues such as:

- the work that they carry out on your behalf, and of which you are responsible for their workplace.
- their interaction with the public (e.g. works taking place in public area).
- injuries which may occur to the contractor or their staff while working on your premises

## **C1.2 Does the contractor have a Public Liability Insurance policy?**

It is important to note that contractors are not included as a covered entity under the Motorsport Australia Public Liability Insurance policy. Therefore it is essential to ensure that they have their own adequate insurance coverage.

This type of insurance covers the contractor's legal responsibility for loss or injury the contractor might inflict inadvertently on a Third Party or to a Third parties' property.

A copy of the Public Liability Certificate of Insurance should be obtained. General details include:

- Policy Number
- Insured Name
- Insurer
- Period of Insurance/Expiry Date
- Limit Liability
- Excess
- Interested Parties or Named Parties

## **C1.3 Have you sighted the contractors Public Liability Insurance Policy to ensure that it is appropriate?**

Does the insurance policy cover injury to the public? Does it have adequate cover (at least \$10 million)? Is it current and valid for the event? Does the policy actually cover the duties and actions that the contractor will be performing at your event? Is there any exclusion for motorsport on the policy? If there are motorsport exclusions then, the policy is not acceptable.

## **C2.1 Does the contractor have an OH&S Policy?**

Each organisation – especially commercial organisations such as contractors who provide a service to your event in exchange for a fee, or are to carry out their normal work at a venue which your organisation is responsible for – is required by Law (in each State) to have an Occupational Health and Safety policy.

An Occupational Health and Safety policy sets out the commitments to all persons in regards to health and safety. The Contractor's OH&S policy should be based on a firm commitment to provide all persons with a structured environment, which when followed results in minimal risks to the health, safety and welfare of employees and volunteers and the public.

Behind that policy, there needs to be a "system" which is often referred to as an *Occupational Health and Safety Management System*.

An Occupational Health and Safety Management System is a documented process of planning allocation of responsibilities and implementation and review of risk and controls relating to the contractors activities.

This will prove that they are following what they have stated in their policy to satisfy OH&S legislative requirements.

Most effective Occupational Health and Safety Management System will include the following elements. These are:

### **Commitment and responsibilities**

Commitment by senior management that includes well defined roles in system planning, and clearly defined duties for senior management

### **Policy and procedures**

Occupational Health and Safety Management System procedures are documented and implemented

### **Consultation - joint approach**

Involvement of employees in decision making about OHS matters.

Effective ways of involving all employees such as meetings, local 'workplace' inspections and issue resolution.

### **Information and training**

All employees have access to relevant information and adequate time to consider that information.

Written work procedures are available and used, and include what to do if a problem occurs.

Training needs are identified and a training strategy is established in regard to any hazards that are relevant to the tasks that they are performing.

### **Hazard identification and risk assessment**

This is extremely important part of the process.

Due to the very nature of motorsport events it is difficult to foresee all the hazards and risks.

Identification of all hazards through a systematic process involving all of the stakeholders is the objective appropriate to take place. This is what the Safety 1st Targeted Risk Assessment form is used for.

Contractors may not be familiar with this document however they may be utilising their own risk assessment documents which incorporate a risk analysis matrix (likelihood and consequence).

Accident and incident reports are recorded, investigated and analysed with the aim of initiating steps to prevent recurrence.

### **Risk control**

Risk controls are implemented in the context of the risk that has been identified.

This is where the hierarchy of controls are implemented.

The hierarchy of controls is a formal process which is a 'priority list' of things which should be considered to lessen the risk. There is a standardised order to in which controls should be considered:

- Avoid the hazard - don't do it
- Substitute the hazard - do something else
- Isolate the hazard - do it somewhere else
- Reduce the hazard by using physical controls - put barriers round it
- Reduce the hazard by administrative warning of controls - put a sign up in front of it
- Use a form of PPE (Personal Protective Equipment) - wear earplugs or overalls while you do it

### **Monitoring, review and improvement**

Regular inspections and audits against a specific checklist. This will enable you to monitor the system and thus provide continual improvement.

### **Record keeping**

Documentation on hazardous procedures which are accessible to all. Investigation and recording of accidents and incidents.

## **C2.2 Has the contractor been issued a copy of the Event's OH&S Policy?**

The Organiser of the event should issue a copy of the Event's OH&S Policy to any contractors so that they have an understanding of any particular requirements that may be imposed in their organisation. If the event does not have a stand-alone OH&S policy, the MOTORSPORT AUSTRALIA OH&S Policy is available from Motorsport Australia House (national office) or is easily downloadable from the Motorsport Australia website [motorsport.org.au/regulations/safety-integrity/safety-first](http://motorsport.org.au/regulations/safety-integrity/safety-first)

All policies should be available with other documents in the Safety First Compliance File.

## **C3.1 Does the Contractor have a Safety Management System? If so, obtain a copy. If not, a risk assessment should be carried out for all major activities.**

A Safety Management System documents the standards, practices and procedures to promote and maintain safety, and the associated responsibilities of for implementation and compliance.

The safety management system generally includes, policies, procedures, training requirements and risk management including Job Safety Analysis and Safe Work Method Statements.

## **C3.2. Does the work required of the Contractor require any involvement with the event infrastructure (eg. fuel dump, fire precautions, emergency access etc)? Access to Land Owners, Circuit Operators, and Local Council may be required names and contact numbers should be provided.**

There may be a need for the Contractor to have access to parts of the event infrastructure to proceed or to conduct work. This needs to be addressed when the site induction takes place in regard to access provisions and relevant procedures to be followed.

For example, a painting contractor may not be permitted to undertake works in pit lane while the track is closed for competition.

### **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 undertaken?**

It is particularly important that Contractors should know and understand how the following may impact on hazards and risks:

- the potential failure of equipment, systems of work or risk control measures e.g. equipment not being sufficiently maintained in a correct working order, working areas not being effectively cordoned off, allowing the general public to enter the contractors work area;
- the potential for human error, misuse, panic, fatigue or stress e.g. staff working long hours without breaks causing fatigue, staff not understanding what to do in case of an emergency; and
- the potential interaction between different hazards that when put together may cause different risks i.e. welding near fuel storage facility

It is also an obligation for contractors to review hazards and risks whenever the original circumstances of hazards or risks change.

There are certain times when a review of hazards and risks is particularly important including:

- commencement of work at a new venue or location
- a change in conditions/new work systems or practices at the 'workplace'
- the introduction of untrained or inexperienced staff or other persons to the 'workplace'
- when an incident or hazardous event occurs
- when health and safety issues are raised by staff, or by health and safety representatives (which may be the Motorsport Australia Stewards).

The designated Motorsport Australia appointed Steward(s) will fulfill the role of the events OH&S Representative by default; however an event organiser may nominate their own OHS Representative. If this is to be the case, the organiser's appointee must be appropriately briefed on their duties.

Motorsport Australia chose to appoint the Steward(s) as the default OH&S representative because many of the decisions made by the Steward relate to a "duty of care." If however the organiser wishes to appoint an OH&S Representative which is not the Steward of the event, the Stewards of the event must be advised and they will then formally relinquish the role and delegate it to the nominated person.

Note: The responsibilities of the Stewards of the Meeting arising from their "duty of care" do not change by adding "OH&S Representative" description to their title.

The key requirements of an OH&S Representative are similar to the duties already performed by the Stewards of the Meeting. They include obligations to review how the event is running and investigate matters that pose a risk to health and safety are common between their obligations to Motorsport Australia are to those of OH&S.

### **C3.4 Is the contractor aware of the event's OH&S reporting requirements?**

Contractors need to be informed of health and safety issue and incident reporting processes, including escalation and key contacts.

This should be covered in the contractor induction or briefing.

### **C3.5 Is the contractor aware of the system used by the event for identifying, assessing and controlling risks (TRA Form)?**

Contractors need to be informed of the Targeted Risk Assessment (TRA) process so that it may be utilised for identifying, assessing and controlling risks.

This should be covered in the contractor induction or briefing.

#### **C4.1 Is the Contractor aware of Emergency Procedures for the site?**

An essential part of the site induction/briefing that must take place should include instructions in relation to an evacuation and the plans for emergency procedures.

Plans for Medical response should also be discussed.

#### **C4.2 Has the Event Organiser arranged to conduct a Site Induction for this Contractor?**

The site induction is a forum for the event organiser to communicate the key health and safety information and requirements.

This generally includes:

- Roles and responsibilities
- Site safety rules/requirements
- Site general orientation
- Access protocols
- Consultation arrangements
- Hazard, risk and compliance information
- Hazard and incident reporting
- Emergency management

This must take place before the contractor starts work and particular attention must be given to new contractors to the venue/area.

#### **C4.3 Has the Event Organiser requested all appropriate SWMS (Safe Work Method Statement) and JSA (Job Safety Analysis) from the contractor?**

There are two types of risk assessments that are typically used by contractors.

- A job safety analysis (JSA); and
- Safe work method statement (SWMS)

A job safety analysis (JSA) is a form of risk assessment, which details step-by-step how a task is to be carried out safely, it has three components that captures tasks, hazards and controls.

The job safety analysis is typically used for work that is not identified as high risk or legally requiring a safe work method statement.

A safe work method statement is a more detailed risk assessment. It details each job step, the hazards associated with each job step, control measures for each job step and responsibilities for implementation.

Safe work method statements will often include inherent and residual risk ratings and references to standards, regulations and training used to inform the document.

A safe work method statement is a legal requirement for all high risk works including electrical, working at heights, construction, mobile plant, hazardous substances etc. This information is detailed on State and Territory Regulator websites.

#### **C4.4 Has the Contractor confirmed that SDS are to be available for hazardous materials on site?**

A safety data sheet (SDS) are documents that provide critical information about hazardous chemicals. For example, they include information on:

- The chemical's identity and ingredients
- Health and physical hazards
- Safe handling and storage procedures
- Emergency procedures
- Disposal considerations.

Copies of SDS for chemicals in use must be readily accessible for all workers involved in using, handling or storing the chemical at the workplace, emergency service workers, and anyone else who may be exposed to the chemical.

#### **C4.5 Has the Contractor confirmed that Fuels/Lubricants/Solvents /Resins will be stored/handled safely?**

Safe work practices are to be established for storage and handling, this should be guided by the applicable safety data sheet, Australian Standards and risk assessment.

Careful consideration needs to be given potential sources of ignition and the prevention of fire and explosion risks.

The storage and handling of flammable and combustible liquids such as fuels are to be managed in accordance with AS 1940:2017 The storage and handling of flammable and combustible liquids.

#### **C5.1 Is the Contractor generally demonstrating an OH&S focused attitude and conduct??**

Contractors are required to ensure the safety of workers and others who may be affected by their activities.

This may be demonstrated by following safe systems of work, managing hazards and risks and leading by example such as following site safety rules and wearing protective equipment.

Contractors who are not complying with safety requirements or following safe systems of work must be addressed immediately, corrective actions may be assisted with a targeted risk assessment (TRA).

#### **C5.2 Did you receive any reports about the Contractors' conduct?**

If yes, please provide information with this report to the Stewards of the Meeting.

#### **C5.3 Did these reports require investigations to be made?**

If any investigations were made, please provide the results of the investigations, together with any other appropriate material to the Stewards of the Meeting.