

## 1. Objective of Policy

- (a) The objective of this Policy is to confirm Motorsport Australia's commitment to safeguarding the health, safety and welfare of all people who interact with the organisation and complying with its occupational health and safety (and work health and safety) obligations.
- (b) Motorsport Australia commits to:
  - (i) achieve a safe and incident free workplace;
  - (ii) consider OHS/WHS in project planning and work activities;
  - (iii) involve Staff and Volunteers in the decision-making process through regular communication and consultation;
  - (iv) ensure Staff and Volunteers identify and control risks in the workplace;
  - (v) monitor and review the elimination or control of potential risks;
  - (vi) enhance employees' OHS/WHS knowledge through a program of education and training.

## 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) **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;
- (b) **Board** means the Board of Directors of the Motorsport Australia Board and includes the FIA delegate;
- (c) **Contractor** means a contractor or subcontractor engaged by Motorsport Australia;
- (d) **Event** means a motorsport event conducted by Motorsport Australia excluding a Permitted Event;
- (e) **Motorsport Australia** means the Confederation of Australian Motor Sport Ltd trading as Motorsport Australia;
- (f) **Permitted Event** means a motorsport event that is not conducted by Motorsport Australia and is conducted pursuant to a licence, permit or authority issued by Motorsport Australia;
- (g) **Senior Volunteer** means a Chair of any Motorsport Australia Commission, Committee, State Executive, Working Group, Panel or is otherwise appointed by Motorsport Australia to a senior volunteer position;
- (h) **Staff** means a paid employee of Motorsport Australia who conducts work for Motorsport Australia including at Events and Permitted Events;

- (i) **Volunteers** means unpaid/honorary representatives engaged by Motorsport Australia on authorised and approved Motorsport Australia business, including Senior Volunteers, Commission and Committee members and Motorsport Australia Appointed Officials.

## 4. Policy Statement

### (a) The Working Environment

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

- (i) conducting risk assessments on hazards and risks relating to the operations undertaken by Motorsport Australia;
- (ii) monitoring the health and safety of Staff and Volunteers;
- (iii) seeking advice on safety matters when required;
- (iv) promoting safety and welfare to Staff and Volunteers;
- (v) working with Staff who are returning to work after illness or injury to assist their rehabilitation;
- (vi) providing training to Staff on work health and safety on induction and as required;
- (vii) providing training and instruction to Volunteers as to the safe performance of their activities as required;
- (viii) ensuring Contractors comply with their health and safety obligations by requiring them, pursuant to Motorsport Australia contracts, to address risks and have in place control measures to eliminate or reduce risks arising from their work;
- (ix) ensuring those conducting Permitted Events adopt 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;
- (x) consulting with Staff and Volunteers on work health and safety matters;
- (xi) reporting to the Board on work health and safety.

### (b) The Motor Sport Environment

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

- (i) having a Safety First Health and Safety Program ('the **Program**'), which will protect and enhance the health and safety of all relevant Motorsport Australia stakeholders;
- (ii) having Motorsport Australia Board Members, Staff, Volunteers; and associated and affiliated organisations working together to develop and implement the Program;
- (iii) providing training to Staff, Volunteers or other stakeholders as required;

- (iv) applying the Program at all Events and, to the extent possible, Permitted Events;
- (v) reviewing the Program annually or more frequently if required;
- (vi) reporting on compliance and implementation to the Board.

## 5. Commitments and Responsibilities

### (a) Best Practice

- (i) Motorsport Australia commits to be recognised as the motorsport leader in safety.
- (ii) Policies will be made available on the Motorsport Australia website and Intranet, with updates shared via email, newsletters or meetings.
- (iii) Health and safety will be maintained through the following roles: Fire wardens, first aiders, a social, wellbeing and activities team, and a safety representative.

### (b) Leadership

All Motorsport Australia managers and those in leadership positions, including Senior Volunteers, will provide the leadership required to meet this commitment to safety first.

### (c) 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:

- (i) consult and participate with Staff, Volunteers and associated stakeholders in the Program;
- (ii) use risk identification, assessment and control principles to achieve Motorsport Australia health and safety objectives;
- (iii) inform and train Staff and Volunteers and associated stakeholders in relevant policies, procedures and health and safety obligations;
- (iv) participate in Motorsport Australia's induction and training, and implement all safety procedures;
- (v) allocate appropriate resources for the Program.

### (d) Staff and Volunteers

Staff and Volunteers will:

- (i) participate and support Motorsport Australia in its efforts to achieve its health, safety and where relevant, rehabilitation objectives;
- (ii) follow reasonable health and safety instructions from managers, supervisors or Senior Volunteers;
- (iii) report any serious incidents, accidents, injuries or hazards in the workplace to supervisors or designated representatives;
- (iv) work in a way that does not endanger the safety of themselves and/or others;
- (v) properly use and maintain safety equipment;

- (vi) ensure other Staff and Volunteers and visitors follow safety rules in the workplace;
- (vii) participate in all Motorsport Australia induction and training programs when required, and follow all safety procedures.

**(e) Staff and Appointed Officials at Permitted Events**

- (i) Staff and 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.
- (ii) Staff and Appointed Officials have the right to cease work at any Permitted Event if the Staff member or Appointed Official has concerns that risks to health and safety have not been appropriately eliminated or reduced.

**(f) 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 our Consultation Policy.

**(g) Dispute Resolution**

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

## 6. 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.

## 7. Related Rules, Policies or Procedures

- (a) Motorsport Australia Consultation Policy
- (b) Motorsport Australia Occupational Health and Safety Management System
- (c) Work Health and Safety Act (2011) (Cth)
- (d) Occupational Health and Safety Act 2004 (OHS Act) (Vic)
- (e) Occupational Health and Safety Act 2004 (OHS Act)
- (f) Work Health and Safety Act 2011 (ACT)
- (g) Work Health and Safety Act 2011 (NSW)
- (h) Work Health and Safety (National Uniform Legislation) Act 2011 (NT)
- (i) Work Health and Safety Act 2011 (Qld)
- (j) Work Health and Safety Act 2012 (SA)
- (k) Work Health and Safety Act 2012 (Tas)

- (l) Occupational Safety and Health Act 1984 (WA)

## 8. General

- (a) The Policy Manager is the General Manager – People and Culture. Any questions in relation to this Policy should be directed to the General Manager – People and Culture.
- (b) This Policy will be reviewed every 2 years if not sooner.

Policy Creation Date	8 September 2016
Policy Review Date	July 2020
Policy Review Date	
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