



Safety 1st Management Plan

For Motorsport Activities
and Events

Plan owner:

Motorsport Australia

Plan application:

National Motorsport Activities and Events

Stakeholders:

Motorsport Australia, Motorsport Organisations, Clubs, Circuits and Event Organisers

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Section 1. General Information

This section provides general information about the intent of this plan, integration with other plans and systems and responsibilities for delivering motorsport activities and events.

1.1 Purpose

Motorsport Australia has developed this health and safety management plan to outline the overarching risk and safety management provisions to be implemented by Motorsport Australia and its stakeholders for the safe and efficient management of motorsport activities and events.

1.2 Scope

This plan is intended to be used nationally and applies to Motorsport Australia, motorsport organisations, clubs, circuits, event organisers, staff, officials, contractors, volunteers and other relevant affiliates.

This plan outlines the minimum risk and safety management provisions and requirements to address motorsport activity and event related risks in a generic context. Specific activities and events will require additional risk management provisions and subsequent plans to eliminate or minimise risk Exposures.

1.3 Objectives

The objectives of the health and safety management plan are to ensure:

- Effective planning of risk and safety provisions for motorsport activities and events;
- A consistent and structured approach is applied to risk and safety management;
- The health and safety of staff, officials, contractors, volunteers and the public;
- Practical information, tools and risk management provisions are established;
- Delivery of Motorsport Australia's policy commitments and safety first strategy; and
- Mechanisms are established for identifying and verifying compliance and continuous improvement.

1.4 Integration with Other Plans and Systems

This plan is intended to be integrated and implemented with the following plans, supporting systems and resources:

- [Motorsport Australia Risk Management Framework Policy](#)
- [Motorsport Australia Safety First Documentation and Resources](#)
- [Motorsport Australia Return to Race \(COVID-19\)](#)
- [Motorsport Australia Permit Compliance Documentation and Resources](#)
- [Targeted Risk Assessment Templates and Guidelines](#)
- [National Competition Rules](#)
- [Tribunals and Judicial Procedures](#)
- [General Regulations](#)

Refer to the [Motorsport Australia](#) website for all motorsport and event related resources.

1.5 Policy Statement

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:

- Conducting risk assessments on hazards and risks relating to the operations undertaken by Motorsport Australia;
- Monitoring the health and safety of staff and volunteers;
- Seeking advice on safety matters when required;
- Promoting safety and welfare to staff and volunteers;
- Working with staff who are returning to work after illness or injury to assist their rehabilitation;
- Providing training to staff on work health and safety and induction and as required;
- Providing training and instruction to volunteers as to the safe performance of their activities as required;
- 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;
- 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;
- Consulting with staff and volunteers on work health and safety matters; and
- Reporting to the Board on work health and safety.

The Motorsport 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:

- 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;
- Having Motorsport Australia Board members, staff, volunteers; and associated and affiliated organisations working together to develop and implement the Program;
- Providing training to staff, volunteers or other stakeholders as required;
- Applying the Program at all events and, to the extent possible, Permitted Events;
- Reviewing the Program annually or more frequently if required; and
- Reporting on compliance and implementation to the Board.

1.6 Motorsport Australia Contacts

The following table details key Motorsport Australia contacts.

Key Contact	Number	Email
Motorsport Australia National Office (VIC)	1300 883 959	info@motorsport.org.au
David Stuart, Division Manager Safety and Race Operations (national)	1300 883 959	dstuart@motorsport.org.au
Daniel Gorgievski, Regional Development Executive (VIC and TAS)	1300 883 959	dgorgievski@motorsport.org.au
Shawn Fitzgerald, Regional Development Executive (NSW, ACT and QLD)	1300 883 959	sfitzgerald@motorsport.org.au
Andrew Rogers, Regional Development Executive (SA, WA and NT)	1300 883 959	arogers@motorsport.org.au

1.7 State and Territory Regulatory Contacts

The following table details State and Territory health and safety regulatory contacts.

State and Territory Regulator	Number	Email
SafeWork NSW	13 10 50	contact@safework.nsw.gov.au
Workplace Health and Safety Queensland	1300 362 128	Online enquiry form
WorkSafe Victoria	1800 136 089	info@worksafe.vic.gov.au
WorkSafe ACT	(02) 6207 3000	worksafe@act.gov.au
SafeWork SA	1300 365 255	help.safework@sa.gov.au
NT WorkSafe	1800 019 115	safetyadvice@nt.gov.au
WorkSafe WA	1300 307 877	safety@dmirs.wa.gov.au
WorkSafe Tasmania	(03) 6166 4600	wstinfo@justice.tas.gov.au

1.8 Roles and Responsibilities

The following table details the roles and responsibilities of key stakeholders.

Roles	Responsibilities
Motorsport Australia	<p>Responsible for:</p> <ul style="list-style-type: none"> Regulating motorsport in Australia on behalf of the FIA; Exercising due diligence and overall governance of motorsport in Australia; Developing, maintaining and communicating competition standards and rules; Establishing risk and safety systems and processes to address risks and prevent harm; Establishing event permit systems and monitoring compliance; Ensuring motorsport events adhere to risk and safety requirements; Ensuring stakeholders are aware of their responsibilities in relation to the Plan; Establishing and delivering training and accreditation of officials and competitors; Maintaining appropriate medical examination standards for competitor licencing; Investigating and reporting serious incidents to the respective regulator; Delivering on WHS responsibilities as required by associated plans and requirements.
Motorsport organisations, clubs, circuits and event organisers	<p>Responsible for:</p> <ul style="list-style-type: none"> Ensuring the location and facilities are approved, fit for purpose and safe; COVID Safe planning provisions and ensuring approvals are in place; Ensuring appropriate event insurance coverage is in place; Ensuring that the health and safety management plan is established and implemented; Ensuring stakeholders are aware of their responsibilities in relation to the plan; Ensuring safety and emergency procedures are implemented and followed; Complying with permit and legal requirements; Ensuring inspection, audit and assurance arrangements are in place; Notification of incidents and issues to Motorsport Australia and relevant authorities; Liaising directly with Motorsport Australia and adhering to reporting requirements; Delivering on WHS responsibilities as required by associated plans and requirements.

Management and supervisory personnel

Responsible for:

- Assisting with the implementation of the health and safety plan;
- Assisting with COVID Safe planning provisions and implementation;
- Demonstrating and influencing the safety culture;
- Communicating the plan with staff, appointed officials, contractors and volunteers;
- Ensuring safety and emergency procedures are implemented and followed;
- Ensuring the appropriate approvals are in place;
- Monitoring and auditing safety and compliance provisions;
- Ensuring health and safety and risk management provisions are effective;
- Contributing to briefings relating to the plan; and
- Delivering on WHS responsibilities as required by associated plans and requirements.

Safety officers and compliance personnel

Responsible for:

- Testing, verifying and improving compliance;
- Demonstrating and influencing the safety culture;
- Actively advising and supporting compliance, safety and training;
- Implementing audit and assurance arrangements;
- Liaising and supporting internal and external audit or review activities;
- Monitoring regulatory change requirements;
- Providing and supporting reporting and monitoring documentation;
- Supporting or facilitating incident investigations; and
- Delivering on WHS responsibilities as required by associated plans and requirements.

Staff, appointed officials and volunteers

Responsible for:

- Participating in briefings and contributing to risk assessments and related activities;
- Maintaining qualifications, inductions and training;
- Implementing risk management provisions in line with this plan;
- Maintaining the integrity and safety of the risk management provisions;
- Complying with policies, procedures, plans and safe systems or work;
- Reporting and escalating issues and incidents; and
- Delivering on WHS responsibilities as required by associated plans and requirements.

Contractors and third parties

Responsible for:

- Compliance with all health and safety policies and procedures;
 - Participating and contributing to consultation forums, briefings and training;
 - Reporting and escalating issues and incidents; and
 - Delivering on WHS responsibilities as required by associated plans and requirements.
-

Section 2. Risk Management

This section provides a general structure for risk management and guidance on some of the common risk areas that must be considered when planning motorsport activities and events.

2.1 Risk and Safety Planning

Risk and safety management processes must commence at the planning phase for any motorsport activity or event to ensure that hazards and risks are identified, assessed and the appropriate treatments / controls are established to mitigate the risks.

Controls are to be established and implemented to minimise or eliminate risks and are subject to regular review and monitoring to verify control effectiveness and continuously improve.

2.2 Risk Framework

Motorsport Australia has an established risk management framework and structure. This plan adopts elements of this framework and applies a tailored risk management framework which has been included to assist with applying a structured risk management and monitoring process.

2.3 Risk and Safety Management Process

This plan provides a structure for the identification and management of risks, this is known as a systematic approach to risk management.

This approach involves stakeholders identifying risks, assessing and prioritising risks, implementing control measures and reviewing the effectiveness of implemented control measures.

- Review effectiveness of controls
- Discuss with workers/stakeholders
- Identify opportunities for continuous improvement

- Implement risk assessments
- Develop safe systems of work
- Implement risk controls
- Communicate and train stakeholders



- Develop a risk assessment
- Identify motorsport activities
- Review incidents/checklists
- Facilitate consultation

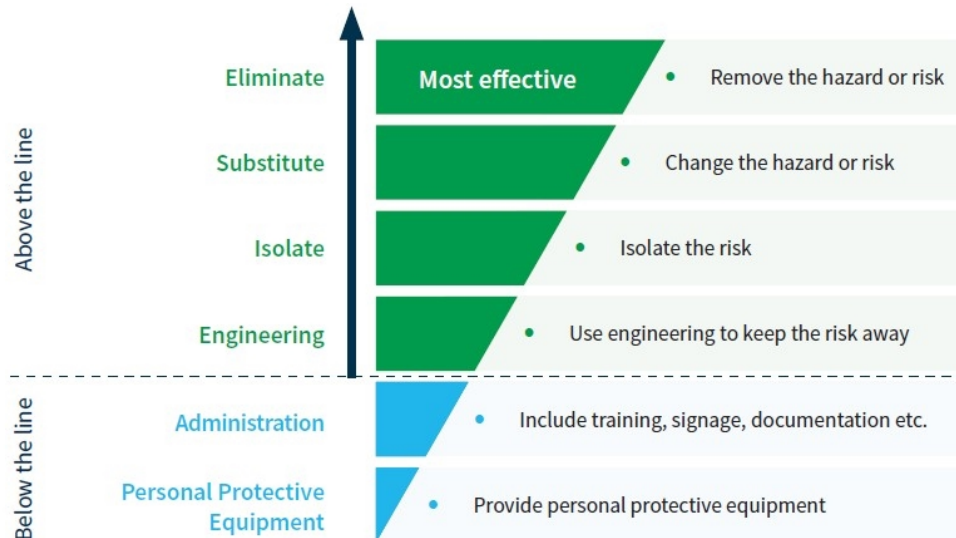
- Use risk assessment tools (TRA)
- Identify what could go wrong/how
- Assess likelihood and consequence
- Prioritise based on risk

- Identify risk mitigation controls
- Identify solutions with staff, officials, other stakeholders and assign responsibility
- Refer to Regulations, Codes of Practice and Standards

2.4 Hierarchy of Control

The hierarchy of control is used in all risk assessment processes to ensure that the highest practical level of protection and safety is selected.

Hierarchy of control:



2.5 Risk Assessment

The risk analysis and evaluation process (risk assessment) involves an assessment of the identified risks which considers the likelihood and consequence of the risk being realised. The following risk assessment criteria is identical to the targeted risk assessment (TRA) to ensure alignment.

Risk Likelihood:

Risk likelihood is the identified probability or frequency of a risk event occurring or being realised.

Likelihood	
Item	Description
5 – Almost Certain	The event is expected to occur in most circumstances
4 – Likely	The event will probably occur in most circumstances
3 – Possible	The event may occur sometime
2 – Unlikely	The event could occur sometime
1 – Rare	The event may occur in exceptional circumstances

Risk Consequence:

Risk consequence is the identified outcome or impact of an event occurring if a risk is realised.

Consequence	
Item	Description
5 – Extreme Consequence	Death or environment effect with significant impact
4 – Major Consequence	Permanent disability, health issue or environment effect with impact
3 – Moderate Consequence	Medical treatment or environment effect requiring assistance
2 – Minor Consequence	First aid treatment or environment effect contained internally
1 – Insignificant Consequence	No injuries, health or environment effect

Risk Assessment Matrix:

Risk assessment matrix is used to assess the risk score using the likelihood and consequence risk criteria.

		Consequence				
		1	2	3	4	5
Likelihood		Insignificant No injuries, health or environment effect	Minor First aid treatment or environment effect contained internally	Moderate Medical treatment or environment effect requiring assistance	Major Permanent disability, health issue or environment effect with impact	Extreme Death or environment effect with significant impact
5	Almost certain The event is expected to occur in most circumstances	Moderate	High	Extreme	Extreme	Extreme
4	Likely The event will probably occur in most circumstances	Moderate	Moderate	High	Extreme	Extreme
3	Possible The event may occur sometime	Low	Moderate	High	High	Extreme
2	Unlikely The event could occur sometime	Low	Low	Moderate	High	High
1	Rare The event may occur in exceptional circumstances	Low	Low	Low	Moderate	Moderate

Risk Actions:

Risk actions including escalation, management and monitoring will be determined by the risk assessment.

Risk Actions (required following the assessment of risk)	
Risk	Actions
Extreme risk	Intolerable, immediate senior management actions required
High risk	Tolerable with robust controls and management oversight
Moderate risk	Tolerable with controls and ongoing management review
Low risk	Acceptable with periodic review

Note: Management and Official are considered to be like terms.

Risk Treatment:

Risk treatment is the identification and selection of options to treat / control risks.

Risk Treatments	
Treatment	Description
Avoid	Don't do the activity
Treat	Reduce by implementing controls
Accept	If risk is low or consequences can be tolerated
Transfer	Transfer with insurance and contracts (caution – it is not possible to transfer duty of care)

2.6 Motorsport Activity and Events Generic Risk Control Considerations

There are many areas of risk that need to be considered in motorsport, most of which require input and collaboration with internal and external stakeholders to achieve the best outcome.

Generic risk control considerations associated with motorsport activities and events include:

Risk areas	Control considerations
Motorsport activities	<ul style="list-style-type: none"> Permit, approval and inspection processes and systems Fit for purpose and compliance vehicles and equipment Trained, licenced and competent drivers and support crews Physical infrastructure, warning systems and barriers Segregation of motorsport activities from people and public areas Controlled movements, safety rules / requirements and monitoring
COVID-19	<ul style="list-style-type: none"> COVID Safe plan and implementation Contact tracing, social distancing and hygiene provisions Instruction, communication and compliance monitoring / management
Infrastructure, inflatables and amusement devices	<ul style="list-style-type: none"> Permit applications and approvals Structural, engineering and safety certification / compliance Capacity planning (including COVID-19) requirements
Contractors (building and construction)	<ul style="list-style-type: none"> Contract, insurance and indemnity requirements Risk assessments, safe systems of work and personal protective equipment Qualifications, competency and compliance (health and safety)
Hazardous substances and dangerous goods	<ul style="list-style-type: none"> Designated storage areas, containment, spill control and safety data sheets Manifest and emergency management plan Firefighting provisions, equipment and compliance
People, vehicles and plant	<ul style="list-style-type: none"> People, vehicles / plant segregation and management Designated loading, unloading and operating areas Controlled movements, safety rules / requirements and monitoring
Public safety and security	<ul style="list-style-type: none"> Crowd safety management (including social distancing compliance) Perimeter fencing, security access control, accreditation and monitoring Exclusion zones / areas, housekeeping and safety monitoring
Entertainment	<ul style="list-style-type: none"> Entertainment stages and equipment level and structurally compliant Lighting, cabling and electrical equipment compliant with safety requirements Fireworks and pyrotechnic permits and fire response provisions (where relevant)
Participants / competitors	<ul style="list-style-type: none"> Terms and conditions and indemnity waivers Safety, equipment and experience requirements Incident reporting, management and escalation

Catering and responsible service	<ul style="list-style-type: none"> • Safe food handling practices, hygiene management and monitoring • Gas, fire safety and electrical compliance • Responsible service of alcohol and liquor licence compliance
Amenities	<ul style="list-style-type: none"> • Amenity provisions aligned to patron capacity • Toilet facilities installed away from catering areas • Plumbing tested prior to commissioning
Emergency and crisis	<ul style="list-style-type: none"> • Command centre monitoring and management • Planning and incident response arrangements for an emergency or crisis • Critical incident response plans and procedures • Police and emergency services provisions and deployment • Communication arrangements and protocols

2.7 COVID-19 Provisions

Motorsport Australia, motorsport organisations, clubs, circuits, event organisers, staff, officials, contractors, volunteers and other relevant affiliates have shared responsibilities to ensure that COVID Safe provisions are established, implemented and closely monitored at motorsport events.

Motorsport Australia has developed resources available to clubs, officials and participants, to enable the gradual and safe return of motorsport. Refer to the Motorsport Australia [COVID-19 Resource Centre](#).

Specific resources include:

- [Motorsport Australia Return to Race Strategy](#)
- [COVID-19 Event and Venue Plan](#)
- [COVID-19 Medical Guidelines](#)

COVID Safe provisions should be implemented in conjunction with this plan and other relevant management plans, supporting systems and safe systems of work to enable an integrated approach.

Refer to the table below for State and Territory COVID-19 information and planning requirements.

State	Website
Federal	https://www.health.gov.au/
National safety	https://www.safeworkaustralia.gov.au/covid-19-information-workplaces
QLD Government	https://www.covid19.qld.gov.au/
NSW Government	https://www.nsw.gov.au/covid-19/covid-safe
VIC Government	https://www.coronavirus.vic.gov.au/
NT Government	https://coronavirus.nt.gov.au/
SA Government	https://www.covid-19.sa.gov.au/
WA Government	https://www.wa.gov.au/government/covid-19-coronavirus
TAS Government	https://coronavirus.tas.gov.au/

2.8 Targeted Risk Assessments

Targeted risk assessments (TRA) must be completed for all motorsport events, particularly for high risk activities and activities that have the potential to cause harm.

Motorsport Australia has developed a TRA template which provides a consistent structure to:

- Capture the event information and work being performed;
- Identify the risks relating to the work being performed;
- Assess the risks using the assessment matrix (refer to [section 2.5](#));
- Identify controls and treatments; and
- Assign responsibilities and verification of implementation.

Refer to the following links for access to the TRA template and information on completing the TRA:

- [Targeted risk assessment template](#)
- [Understanding and conducting a targeted risk assessment](#)

TRA will be periodically checked as a part of Motorsport Australia's audit and assurance program. Refer to [section 9](#) for further information on audit and assurance activities.

2.9 Legal and Compliance References

The following key Legislation and Standards have been considered in the preparation of this plan.

Type	Applicability	References
Legislation	NSW	<ul style="list-style-type: none"> • Work Health and Safety Act 2011 • Work Health and Safety Regulations 2017
Legislation	QLD	<ul style="list-style-type: none"> • Work Health and Safety Act 2011 • Work Health and Safety Regulations 2011
Legislation	VIC	<ul style="list-style-type: none"> • Occupational Health and Safety Act 2004 • Occupational Health and Safety Regulations 2017
Legislation	ACT	<ul style="list-style-type: none"> • Work Health and Safety Act 2011 • Work Health and Safety Regulations 2011
Legislation	SA	<ul style="list-style-type: none"> • Work Health and Safety Act 2012 • Work Health and Safety Regulations 2012
Legislation	NT	<ul style="list-style-type: none"> • Work Health and Safety (National Uniform Legislation) Act 2011 • Work Health and Safety (National Uniform Legislation) Regulations 2011
Legislation	WA	<ul style="list-style-type: none"> • Occupational Safety and Health Act 1984 • Occupational Safety and Health Regulations 1996
Legislation	TAS	<ul style="list-style-type: none"> • Work Health and Safety Act 2012 • Work Health and Safety Regulations 2012
Standard	National	<ul style="list-style-type: none"> • ISO 31000 Risk Management Guidelines
Standard	National	<ul style="list-style-type: none"> • ISO 45001 Occupational Health and Safety Management Systems

*Refer to the respective State and Territory Regulator for supporting codes and guidelines.

Section 3. Governing Committees and Consultation

This section provides an overview of the established committees that govern motorsport and guidance on consultation arrangements for health and safety.

3.1 National Track Safety Advisory Committee

The National Track Safety Advisory Committee (NTSAC) oversees the licensing for all venues for which track licences are issued by Motorsport Australia. Track licences fall into three categories:

- Category A – Tracks on which International races may be held;
- Category B – Tracks on which competitions, other than international race meetings, may be held; and
- Category C – Tracks on which competitions other than races may be held.

NTSAC prepares and issues guidelines, regulations and standards for the design of motorsport venues.

NTSAC analyses the safety performance of all venues for which a Category A or B track licence has been issued by Motorsport Australia. It also makes recommends to the Motorsport Australia administration for any modifications deemed appropriate to improve safety for spectators, officials and competitors.

The committee also delegates the appropriate authority and responsibility, to, and provides the educational resources for State Track Inspectors, to enable the licensing of Category C tracks.

A Motorsport Australia employee who is also a member of the NTSAC represents the interests of Motorsport Australia at an international level through their membership of the FIA Circuits Commission. This ensures a bilateral exchange of information and continued consultation between Motorsport Australia, the FIA and similar organisations in other countries on issues dealing with track and venue safety.

3.2 Technical Administration

The Technical Administration department within Motorsport Australia (and its Commissions and Committees) assesses all technical aspects of vehicle construction and modifications to vehicles, reviews equity in performance and rules for safety, and ensures that technical aspects follow in the tradition of the true philosophy of competition – safety and fairness. It achieves this through:

- Development of regulations for automobiles involved in the sport which are relevant to the level of competition and are commensurate with the risks to the participants;
- Monitoring trends and progress of technological advances of similar processes adopted by similar organisations in other countries;
- A member of the Motorsport Australia Technical administration department representing the interests of Motorsport Australia at an international level through the appointment to the FIA Homologation Regulation Commission and the FIA joint exchange of information and consultation between Motorsport Australia and the FIA on technical issues;
- The actions and processes of the professional staff in the Motorsport Australia Technical administration department;
- Continual interaction with the other stakeholders within Motorsport Australia and other relevant sporting disciplines;
- Publishing rule changes and relevant requirements in a timely manner through the Motorsport Australia Manual website;
- Maintaining a judicial process, and

- Auditing of safety and technical-related issues of automobiles conducted in a variety of ways in activities held under Motorsport Australia sanction. This is provided through scrutiny of vehicles, targeted scrutiny and technical commissioners across the motorsport spectrum.

3.3 Rules and Regulations

There are several groups that have been appointed by, and organised within, Motorsport Australia that are vested with the responsibility of making rules and regulations for the National Competition Rules. These include:

- **Commissions** – A number of National Commissions have been delegated power by the Board to plan and administer specific disciplines or functions of the organisation. Commissions, in general, have executive authority and responsibility over areas that affect only their discipline or function and they are entrusted to govern their relevant area of motorsport.
- **Committees** – a designated group of volunteer experts that act in an advisory capacity to the Board. Committees make recommendations relevant to their area of motorsport including but not limited to officiating, stewards, track safety, vehicle eligibility and medical. Established by the Motorsport Australia CEO (CEO) under delegations by the Board and in accordance with the CEO's powers, to support the efficient administration of the organisation and motorsport across Australia and who report directly to the CEO.
- **State Councils and State Advisory Panels** - At grassroots level, State Councils assist with the administration of Motorsport Australia authorised activity. State Councils are comprised of appointed delegates from each Motorsport Australia affiliated club in that region. Each State Council is supported by various state Advisory Panels which provide expertise in their relevant area of motorsport.
- **Australian Institute for Motor Sport Safety (AIMSS)** – Motorsport Australia founded AIMSS to research and promote improvements in the safety of motorsport.

3.4 Consultation and Communication

Motorsport Australia recognises its legal obligations and the benefits of consulting with staff, contractors, volunteers and affiliate stakeholders on health and safety matters. It is expected that all stakeholders participate in these forums and that contractors and affiliates establish their own similar arrangements.

The following table summarises standard health and safety consultation and communication arrangements.

Mechanism	Details	Frequency	General Focus
Health and safety committee	Formal consultation arrangements with a set agenda and made up of management and staff (or equivalent) stakeholders.	Quarterly	<ul style="list-style-type: none"> • Strategy implementation • Risk assessments • Policy and procedure • Changes to Legislation • Incidents and lessons learned • Audits, actions and improvements
Site discussions / briefings / toolbox talks	Designated onsite forum or meeting to discuss health and safety matters with staff, contractors, volunteers and other relevant stakeholders	Pre-event / as required	<ul style="list-style-type: none"> • Risk assessments • Health and safety focus areas • Safe systems of work • Issues and resolution • Lessons learned
Team or stakeholder meetings	Integration of health and safety into established team or stakeholder meetings	As per meeting frequency	<ul style="list-style-type: none"> • Health and safety focus areas • Risk management planning • Issues and resolution • Lessons learned
Site audit and assurance activities	Specific and targeted activities to test and validate health and safety compliance and control / treatment effectiveness	As per audit / assurance plan	<ul style="list-style-type: none"> • Compliance • Health and safety controls • Continuous improvement
Motorsport Australia website	Access to health, safety and compliance information, resources and templates	NA	<ul style="list-style-type: none"> • General information • Rules, requirements and guidelines • Tools and templates • Other resources and contacts

Section 4. Education and Training

This section outlines the training provisions that Motorsport Australia has established for health and safety awareness and are specific to motorsport as an FIA Accredited Regional Training Provider.

4.1 General Health and Safety Awareness

Motorsport Australia has established a number of provisions and resources to ensure that adequate information and general health and safety awareness is provided to staff, contractors, volunteers and affiliates.

These provisions and resources include but are not limited to:

- Staff, contractor and volunteer inductions;
- Health and safety policies and procedures;
- Safety management plan and supporting resources;
- Specific training programs, modules and resources;
- Safe event package and related resources; and
- Established consultation and communication forums.

Motorsport Australia has developed the following resources to assist event organisers with site inductions:

- [Site Induction for trackside officials](#)
- [Site Induction for competitors](#)
- [Site Induction for small race teams](#)

Refer to the [Safety First](#) page on the Motorsport Australia website for more information on health and safety and supporting resources.

4.2 National Officiating Program

The National Officiating Program (NOP) has been established for the training, licensing and grading of motorsport officials. Motorsport Australia has the responsibility to ensure the competency level for officials is established, implemented and maintained.

In order to do this, the NOP aims to:

- Ensure that motorsport officials are highly skilled in relevant areas;
- Foster personal pride and respect for the sport and all participants within the officiating and competitor group;
- Provide efficient management by having a formal competence and recognition system, supported by training and administration processes;
- Achieve national and international recognition of the NOP by both motorsport organisers and governments of other countries;
- Facilitate awareness of the impact of legal and sporting requirements on officials, including health and safety obligations; and
- Ensure that officials are appointed to a level of participation appropriate to the competence demonstrated by their licence grade.

The NOP encompasses all categories of officials and all disciplines of Motorsport Australia authorised motorsport activities. The program complies with relevant policies, legislation and directions in officials training set by Sport Australia.

Training modules are reviewed and updated based on feedback from presenters and participants.

To underline the importance which Motorsport Australia and Sport Australia place on the NOP, Motorsport Australia has been inducted into the Sport Australia National Officiating Accreditation Scheme (NOAS) administered by the Sport Australia Coaching and Officiating Unit.

Refer to the [Training](#) page on the Motorsport Australia website for training information and registration forms.

4.3 E-Learning Modules

E-Learning Modules provide officials with a higher level of interactivity in an online learning environment through the use of simulations, videos and user-friendly activities.

The E-Learning Modules are an additional learning delivery method for Motorsport Australia officials and members nationally who may not be able to access instructor-led training.

All training content has been developed with E-Learning education specialists, and subject matter experts pooled from Motorsport Australia officials and members nationally to ensure currency, accuracy and validity of training materials.

Refer to the [Training](#) page on the Motorsport Australia website for training information and registration forms.

4.4 Young Officials Team

The Young Officials Team program aims to introduce motorsport enthusiasts between the ages of 16 and 25 to the world of motorsport officiating. Participants are trained in a safe and supportive environment supervised by some of the best motorsport officials reinforcing safe habits and techniques. The program is conducted on a two year basis.

The first year involves attending an event for the entire weekend, working in groups at various officiating positions supported by senior officials. The second year invites the participants back to the same event to work in one particular position all weekend with their teammates.

4.5 Road Safety

Road safety is one of the biggest issues in Australia and Motorsport Australia is committed to playing a role to influence and promote road safety through the wider motorsport network.

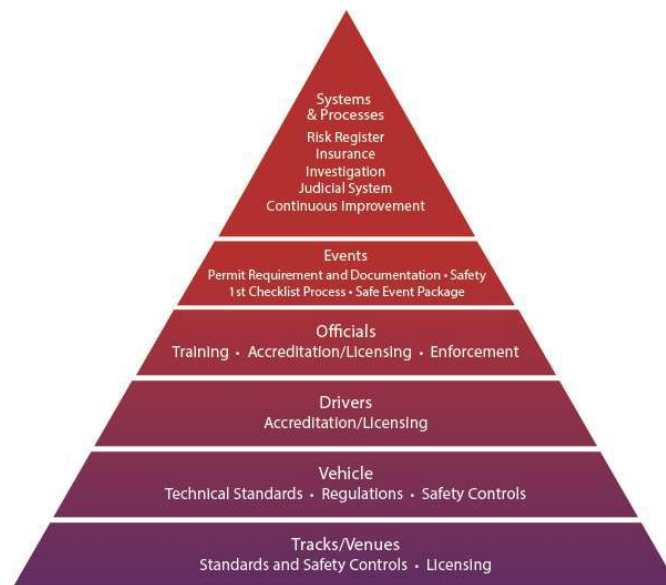
Motorsport Australia focuses on promoting road safety and driver education through its existing training programs and communications channels, particularly to young people aged between 12 and 18 years old who are the most at risk age group on Australian roads.

Section 5. Planning, Approvals and Safety

This section provides guidance on some of the key planning structures, considerations and requirements that will support the delivery of well-planned, safe and compliant motorsport activities and events.

5.1 Motorsport Australia Safety Oversight

The following summarises the key focus areas and systems used by Motorsport Australia for risk and safety management, monitoring and assurance of motorsport in Australia.



5.2 Event Organiser Expectations

This plan has been developed to assist event organisers identify and implement the overarching risk and safety management provisions required for motorsport activities and events in Australia.

It is expected that event organisers implement these provisions as a minimum and in conjunction with other relevant event management plans (including their own) and regulatory requirements.

5.3 Planning Considerations

Effective planning involves the establishment of clear management processes, delivery structures and risk management provisions to ensure the success of the motorsport activities and events.

Key areas of planning can be summarised as:

- Approvals and compliance
- Event layout or overlay planning for all locations and infrastructure
- Infrastructure, equipment, facilities, services and contractor resources
- Sales and marketing of the event and tickets
- Staff and volunteer resourcing
- Competitor and teams management
- Accreditation and access controls for staff, contractors and patrons
- Risk management and workplace health and safety
- Traffic, transport and pedestrian management
- Emergency preparedness and response (fire, recovery assets, medical, emergency services)

An event specific risk management plan and consultation structure should be established to identify and control event related risks. The plan should be aligned to the event specific risk assessment.

5.4 Permits and Approvals

The Motorsport Australia permit process involves event organisers submitting event-specific documentation to Motorsport Australia Permit Administrator(s) for approval prior to distribution to officials and competitors, to ensure there is compliance with the National Competition Rules as far as possible.

As a part of this process Motorsport Australia has in place safety related information that is provided to event organisers and there is an expectation that the organisers utilise this information and assess risks to provide a systematic approach to health and safety obligations and duty of care, as it applies to their events.

Where possible, Motorsport Australia provides safety advice to organisers but there is the acknowledgement that Motorsport Australia is limited to an advisory role in these circumstances.

Promoters, organisers or affiliated car clubs can apply for a Motorsport Australia permit by:

- Accessing the [Application Portal](#) on the Motorsport Australia website
- Selecting the relevant event permit application
- Complete the application information and provide the required plans
- Download the event related plans, forms and checklists
- Implement the event plans, forms and checklists at the event
- Comply with the permit conditions

Completed applications and supporting documentation are to be submitted to permits@motorsport.org.au

5.5 Safety First Event Checklist

Motorsport Australia requires event organisers to complete a safety first checklist which will assist with establishing and maintaining a safe event. This checklist has been designed to meet the needs of typical motorsport activities and provide a simple process.

The checklist establishes a process for addressing health and safety, duty of care requirements and the use of on-site contractors attending the event who provide goods and services.

There are two stages to applying the checklist:

- Planning - for consideration prior to the event period, this must be submitted before a Motorsport Australia permit is issued; and
- Operations - to be completed at the event and to be handed to the steward of the meeting upon completion with all other post event documentation.

All checklist(s) are required to be returned to Motorsport Australia for assessment by Motorsport Australia Permit Administrator(s). Answering the questions as applicable in the planning stages of an event is required before final approval can be given by Motorsport Australia's Permit Administrator(s) to issue an Organising Permit.

If the action required by the checklist cannot be confirmed or the risks have changed since the planning stages (or during operation) it should be recorded and assessed by the utilisation of a Motorsport Australia TRA.

Refer to the relevant [Safety First Checklist](#) on the Motorsport Australia website.

5.6 Safe Event Package

Motorsport Australia has developed a safe event package for the following event organisers:

- Motorkhana
- Khanacross; and
- Non-competitive activities

The safe event package is intended 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.

Event organisers are expected to:

- Download the safe event package
- Review and consult with relevant stakeholders on the risk assessment process
- Complete the risk assessment process and targeted risk assessment
- Implement risk controls / treatments and monitor their effectiveness

Refer to the [Safe Event Package](#) on the Motorsport Australia website.

It is important to note that the permit process requires event organisers to:

- Acknowledge that they have read and understand the safe event package;
- Have a copy available at the event; and
- Conduct the event in accordance with the policy and risk management provisions identified.

5.7 Other Permits, Approvals and Compliance

Motorsport event organisers are expected to identify and obtain all the relevant permits, approvals and compliance requirements applicable to the activities and event.

These may include but are not limited to:

- Local government or venue approvals
- COVID-19 safety plan approvals
- Location and occupancy permits including traffic management arrangements
- Engineering certification of temporary structures and facilities
- Track inspection approvals
- Compliance approvals for health and hygiene requirements and public safety provisions
- Liquor licences for bar facilities and food safety compliance

It is important that these are identified during the planning process to ensure that sufficient time is allowed for application submissions and approval activities.

5.8 Resourcing Event Staff and Volunteers

Planning considerations should be made for event staffing requirements and volunteer resource needs to ensure adequate event delivery personnel are available.

Resource needs will depend on the scale of the event and may consider the following areas:

- Security and emergency services (first aid, ambulance, police, fire)
- Customer service, operations and officials
- Safety officers and COVID-19 compliance personnel

Sufficient time should be given to run recruitment campaigns and processes.

5.9 Competitor, Contractor and Vendor Management

Competitor, contractor and vendor management processes must be established to ensure service delivery, health and safety, compliance and insurance provisions are in place.

This should verify the following is in place:

- Contracts, service agreements, indemnity waivers, terms and conditions
- Insurance coverage (competitor insurance, public liability, personal accident)
- Medical plans and provisions
- Circuit safety, risk assessments and safe systems of work
- Competitor and vehicle licencing
- Appropriately trained and qualified staff, contractors and volunteers
- Fit for purpose and compliant vehicles, plant and equipment
- Permits and approvals in place (including catering and alcohol service)

Motorsport Australia has established a contractor checklist. Refer to the [Contractor Checklist](#) on the Motorsport Australia website.

Copies of risk and compliance documentation should be provided and records maintained.

5.10 Traffic, Transport and Pedestrian Management

Traffic, transport and pedestrian management provisions must be established to ensure the protection of people, assets and competitors and to minimise travel congestion or disruption.

Planning provisions should consider:

- Vehicle movement paths, loading and unloading zones and parking areas
- Segregation of people from loading and unloading zones
- Clear paths for competition assets away from people and other vehicle movements
- Traffic control and management arrangements

5.11 Public Safety, Security and Emergency Preparedness

Public safety, security and emergency preparedness provisions must be identified as a part of the planning process to ensure that adequate resources, infrastructure and supporting response structures are in place for the event.

Public safety, security and emergency considerations include:

- COVID-19 safety plan, hygiene provisions and compliance monitoring
- Event access control and monitoring provisions
- Public safety and compliance inspections and monitoring
- Public safety infrastructure, restricted access, marshalling and monitoring
- Incident and emergency response resources and plans
- Command centre for centralised communications, management and monitoring (and media liaison)
- Contingency planning in the event of severe weather conditions

Motorsport Australia has established specific public safety and control procedures. Refer to the respective [Permit Application](#) on the Motorsport Australia website (Other Forms section).

Section 6. Critical Procedures

This section provides information on the critical processes and procedures that are required for motorsport activities and events.

6.1 Medical Processes and Procedures

Whilst the rules, regulations and approved procedures which govern the conduct of motorsport are designed to minimise the potential for accidents and injury, it is necessary that each and every motorsport event be conducted in a manner not only designed to reduce any risk prior to injury occurring, but to also provide an appropriate environment to achieve desirable outcomes in patient care.

With this in mind the following processes and procedures exist:

- The National Medical Advisory Committee (NMAC) defines medical standards and examination processes which are utilised to determine the medical status of competitors who are holders of Motorsport Australia competition licences.
- NMAC also defines standards to ensure that there is a medical service of a suitable standard for each event conducted under Motorsport Australia sanction.
- NMAC comprises volunteer medical practitioners, medical professionals and associated members of Motorsport Australia staff and it is advisory by nature and reports directly to the CEO.
- A member of the NMAC represents the interests of Motorsport Australia at international level through their appointment to the FIA Medical Commission and the FIA Anti-Doping Disciplinary Commission.
- Member(s) of the NMAC are currently Chief Medical Officers for the Australian Grand Prix and the Australian World Rally Championship.
- The Motorsport Australia Anti-Doping Policy is compliant with the regulations of the World Anti-Doping Agency (WADA) and approved by Sport Australia. One of the most visible areas of the Motorsport Australia Anti-Doping Policy is the actual detection process, or drug testing.

Tests are always carried out by an Australian Government authorised organisation and are undertaken with the highest level of professionalism, security and privacy. Participants in motorsport are required to provide a urine or saliva sample in accordance with Motorsport Australia's Anti-Doping and Illicit Drugs in Sport policies during events in which they have been involved. Dependent on the policy, testing can be overseen by Sport Integrity Australia (formerly ASADA), the FIA and Motorsport Australia.

- The Motorsport Australia illicit Drugs in Sport (IDIS) program is a fully funded initiative of the federal government and was released in 2011. It aims to educate motorsport participants about the dangers of illicit drugs and to equip them with the skills and knowledge to make informed choices about their use. Presently the IDIS program is educational and since 2014, in field testing has taken place using contracted services.
- Medical Response Plans are submitted to Motorsport Australia by event organisers as part of the approval process to gain a Motorsport Australia event permit. These plans ensure that proper planning and forethought in respect to trackside or 'on the spot' emergency medical responses have been undertaken prior to the conduct of the event. They also guide the practical emergency medical response to any accident resulting in injury that may occur during an event.

Refer to the following specific policies:

- [Anti-Doping Policy](#)
- [Illicit Drugs in Sport \(Safety Testing\) Policy](#)
- [Alcohol Testing Policy](#)

6.2 Judicial and Supervisory Process

The Motorsport Australia judicial process ensures that an independent resource and process is available for, and appointed to, the motorsport competition held under the Motorsport Australia sanction. These are the 'Stewards of the Meeting'.

The duty of the Stewards of the Meeting is to act as the arbiter of any matter brought before them, be it of a compliance matter in respect of driving standards, technical regulation or matters of safety.

For club and multi-club events where the Stewards are not appointed, decisions may be taken by the Clerk of Course and any protest against a decision of the Clerk of the Course maybe escalated to the Duty Officer for a subsequent Stewards Hearing.

Stewards of the Meeting also have the authority to withdraw the Motorsport Australia Sanction (the Organising Permit) from an event should they determine that the risk of continuing the activity – be it for sporting, commercial or for public health and safety reasons – is of an unacceptable level.

Stewards of the Meeting have the ability to impose sanctions on Motorsport Australia Licence holders varying from reprimands to monetary penalties and disqualification from the event.

A hierarchy of judicial processes above the Stewards' level also exists in order to ensure the principles of natural justice are maintained.

This includes the following:

- Appellate Tribunals;
- Australia Motor Sport Appeal Court; and
- FIA International Court of Appeal.

6.3 Other Policies, Procedures and Information

Motorsport Australia has developed a suite of policies, procedure and general information to support motorsport activities and events, these include the following areas:

- Integrity and legal;
- Media;
- Motorsport;
- Safety; and
- Volunteers.

Refer to the following links on the Motorsport Australia website to access key policies, procedures and information:

- [Policies](#)
- [Motorsport Australia Manual](#)
- [Motorsport Australia Return to Race \(COVID-19\)](#)
- [National Competition Rules](#)
- [Tribunals and Judicial Procedures](#)
- [General Regulations](#)

Section 7. Managing Specific Aspects and Risks

This section provides general information and requirements for managing specific aspects, hazards and risks that are relevant to motorsport activities and events.

7.1 Track Licence

Category A tracks on which international races may be held must meet FIA certification requirements, a rigorous licencing process is applied and commences in the track design phase.

The Category A track licence process can be summarised as:

- Track designers prepare and submit a dossier to Motorsport Australia;
- Motorsport Australia review and propose dossier to the FIA Circuits Commission;
- The FIA Circuits Commission provides feedback. Once the changes recommended in the FIA Circuits Commission feedback is agreed, an in-principle approval will be provided in order for circuit works to commence;
- The track is constructed in accordance with FIA homologation and circuit requirements;
- The FIA appoints an inspector (not from the same region) who will oversee the inspection and review process; and
- The FIA inspects the track, makes recommendations and issues licence once the track complies with the relevant guidelines.

Category B and C tracks follow a similar process and use a similar criteria to that of the FIA and as developed by Motorsport Australia to ensure consistent safety standards are applied. Motorsport Australia inspects and licences Category B and Category C tracks.

7.2 Track Safety Inspection

Motorsport Australia appoint trained and competent inspectors who conduct track safety inspections in line with the Motorsport Australia Track Operators Safety Guide

Inspections may be conducted by Motorsport Australia directly or by appointed personnel including Regional Track Inspectors, Stewards or the Race Director.

The frequency of track safety inspections is dependent on the level of the circuit and either conducted:

- Annually; or
- Tri-annually.

The level of circuits and frequency has been provided in the table below:

Circuit Level	Inspection Frequency	Conducted By
Category A and B	Tri-annual	Motorsport Australia or Regional Track Inspectors, Stewards (pre event)
Category C	Annual	Motorsport Australia, Regional Track Inspectors or Stewards (pre-event)
Formula One	Annual	Motorsport Australia (build-phase), Formula 1 Race Director/Safety Delegate (pre-event)

In addition to the formal track safety inspections, Stewards are also obligated to conduct a pre-event track safety inspection ensure safety installations are in place and the track is fit for purpose.

7.3 Public Safety

Public safety must be closely monitored throughout the duration of the event to address hazards and mitigate the risk of injury or harm.

The following should be checked and monitored pre and during the event:

- Safe access, contact tracing, hygiene provisions and social distancing (1.5m)
- Walkways and common areas remain unobstructed and free from trip hazards
- Seating (temporary and fixed) are installed properly, free from damage and safe
- Marquees and similar temporary infrastructure are setup properly and secure
- All gates and access points to tracks are secure and monitored
- Track perimeter and marshal areas are clearly signed warning spectators not to enter
- Emergency response plans and procedures are in place for unauthorised track access
- Severe weather monitoring and management provisions are in place
- No electrical leads, cords or wires are on the ground where they pose a trip hazard

7.4 Security

Security provisions must be closely monitored to ensure they are effective for protecting the public, preventing unauthorised access and responding to security related incidents.

The following should be considered and monitored to manage security risks:

Focus areas	Considerations
Access control	<ul style="list-style-type: none"> • Perimeter fencing, internal barriers / containment and no access signage • Security personnel placement at access points • Ticket / access checking and prohibited items inspections and management
Track and bar areas	<ul style="list-style-type: none"> • Track perimeter management and monitoring • Unauthorised access / no access signage • Persons under the age of 18 not permitted to access bar areas or consume alcohol • Alcohol not to be taken outside of designated bar areas
Public areas, track perimeter and car parks	<ul style="list-style-type: none"> • Roaming security and security sweeps • Regular monitoring of public areas, track perimeter and car parks • Monitoring and control of public movements, fencing and signage • Report or escalation of security issues, incidents or threats
Disruptive behaviour and intoxication	<ul style="list-style-type: none"> • Security assist to diffuse potential situations of conflict • Report and work with police and emergency service to manage escalated issues
Communication, monitoring and management	<ul style="list-style-type: none"> • Communication protocols and equipment (radios) • Police and emergency services on site to support security • Command centre monitoring and coordination of emergency situations

7.5 High Risk Activity Monitoring

Inspection and monitoring arrangements must be established for high risk activities, particularly during the bump in and bump out (arrival, setup and pack up) stages of the event.

The following is expected to be checked and closely monitored:

- Working at heights activities
- Build and dismantle of temporary grandstands and seating
- Build and dismantle of marquees and other temporary structures
- Amusement device setup, operations and pack up
- Hazardous substances and dangerous goods storage and management
- Forklift, plant and high risk equipment operations
- Entertainment stages and equipment installation and pack up

- Electrical installations and electrical safety
- Access points, loading / unloading areas and movement paths
- Personal protective equipment and site safety rules compliance

7.6 Bars and Catering

Bar and catering services must adhere to a number of compliance requirements in order to address liquor licence and safe food handling expectations.

The following should be considered:

Bar operations:

- A liquor licence must be in place
- Bar areas must be fenced off to meet license requirements
- Patrons must be over the age of 18
- Responsible service of alcohol requirements must be implemented
- Refuse service to intoxicated patrons.
- Adhere to liquor license (license, intoxication poster, under 18 poster).
- Ensure security is in place as per liquor license (prior to opening)

Catering operations:

- Ensure hygiene and safe food handling practices are in place (food safety compliance)
- Clean all food preparation areas and utensils after use
- Do not cross contaminate foods or utensils
- Wear aprons, hair nets / hats, gloves and other required equipment
- Utilise mechanical aid for heavy manual handling (e.g. trolleys)
- Ensure gas and energy safety compliance
- Keep front and back of house areas clean

Motorsport Australia has established safe food handling guide. Refer to the [Safe Food Handling Guide](#) on the Motorsport Australia website.

7.7 Personal Protective Equipment

Personal protective equipment (PPE) requirements and provisions must be established and communicated with motorsport and event stakeholders.

The following should be considered:

Staff, contractors, volunteers and third parties:

- Improved / high visibility garments and enclosed footwear (bump in and out periods)
- Appropriate PPE for high risk activities (helmet, gloves, harness, hearing protection etc)
- Adherence to site safety requirements

Competitors and marshals:

- Approved helmets
- Approved footwear, gloves and other specialised garments
- Communications devices and hearing protection
- Improved visibility coveralls and tabards

7.8 Fatigue Management

Motorsport Australia recognises that a number of strategies and approaches need to be considered for managing fatigue, these may include the following.

Strategy	Actions
Workforce Planning	<ul style="list-style-type: none"> • Rostering a sufficient number of workers and contingency workers • Work scheduling for the cooler parts of the days (if remote) • Prioritise physically demanding and high risk work at the coolest part of the day
Self-Identification	<ul style="list-style-type: none"> • Know your limits, discuss personal limits with manger / supervisor • Cease work when fatigue is impacting ability to work safely • Report to Supervisor / Manager • Assess / discuss management plan (rest, rotate, home, hotel, hydrate, meal)
Regular Check-ins	<ul style="list-style-type: none"> • Regularly communicate with peers / manager • If fatigued, cease work • Report to Supervisor / Manager • Assess / discuss management plan (rest, rotate, home, hotel, hydrate, meal)
Management Identification	<ul style="list-style-type: none"> • Regularly communicate with workers • If workers are identified as fatigued, cease work • Assess / discuss management plan (rest, rotate, home, hotel, hydrate, meal) • If workers are experiencing heat related fatigue, arrange for them to rest in a cool area and monitor the situation – call 000 if they experience any health concerns

It is recognised that fatigue impacts everyone differently and that a singular approach cannot be applied to manage fatigue. Effective fatigue management is reliant on managers, supervisors and workers to work collaboratively through supervision, active monitoring and self-management.

7.9 Electrical

Electrical equipment must be maintained in a safe condition and used it in accordance with manufacturer's instructions. Only licenced electricians may carry out electrical work.

The main risks of working with electricity are:

- Electric shock and burns from contact with live parts;
- Exposure to arcing;
- Fire from faulty equipment or installations;
- Explosion caused by unsuitable electrical apparatus; and
- Explosion caused by static electricity igniting flammable vapours or dusts.

Electrical equipment must be stored and protected from damage, checked before use and regularly inspected (test and tagged). Only qualified and authorised personnel are to perform installation, inspection and testing of electrical appliances and safety switches.

7.10 Temporary Structures, Infrastructure, Plant and Equipment

Temporary structures, infrastructure, plant and equipment must be fit for purpose, safe and have the appropriate approvals or certification in place.

Safety and compliance requirement include but are not limited to:

- Qualified personnel completing installation / dismantle and operation of plant and equipment
- Risk assessments established and implemented (SWMS or TRA)
- Occupancy permits and engineering certification / sign-off (where required)

- Safety inspections and final approvals (where required)
- Compliance documentation, manufacturing design certificate or maintenance records in place

7.11 Hazardous Substances and Dangerous Goods

Hazardous substances and dangerous goods require strict management and handling provisions to ensure safety, security and environmental protection requirements are achieved.

The following safety requirements should be considered where they are applicable.

Hazardous Substance / DG	Actions
Fuels	<ul style="list-style-type: none"> • Stored in fuel compounds • Manifest available and emergency management plan • Bunding or spill containment in place • Fire-fighting equipment in place • Safety data sheets available and in date
LP Gas	<ul style="list-style-type: none"> • Stored upright and secure • Manifest available and emergency management plan for large quantities • Compliance certificate for caterers • Fire-fighting equipment in place • Safety data sheets available and in date
Oils and Lubricants	<ul style="list-style-type: none"> • Stored in fuel compounds (large quantities). • Bunding or spill containment in place (drip tray) • Fire-fighting equipment in place • Safety data sheets available and in date

*Smoking is prohibited in proximity to hazardous and flammable substances.

Large quantities of these hazardous substances and dangerous goods are to be stored in designated fuel compounds or areas and adequately secured and controlled.

These areas must be equipped with the required bunding, spill kits, fire-fighting equipment and safety signage.

Gas and fuel compounds are typically required to have a dedicated manifest which is used by emergency services (in the event of an emergency) to identify what is on location and where. The manifest will generally include but is not limited to:

- Location maps or details of:
 - Hazardous substances and dangerous goods locations
 - Firefighting equipment positioning
 - Access and egress
- Types and quantities of hazardous substances / dangerous goods
- Emergency management plan and contact numbers
- Wardens and designated emergency assembly areas
- Spill control procedures
- Safety data sheets

Contractors who bring small quantities of hazardous substances to the event are required to hold current safety data sheets and use accordingly.

7.12 Manual Handling

It is expected that processes are established to eliminate or reduce manual handling activities to a reasonable level, particularly for heavy and repetitive manual handling activities.

Basic controls to reduce or improve manual handling practices include:

- Delivering equipment as close to the work location as possible
- Use forklifts or lifts to move materials to elevated levels / work areas

- Use mechanical aid such as trolleys, wheel barrows and other lifting devices
- Staff trained, monitored and rotated
- Two person lift where possible, rotate lifting roles
- Staff trained, monitored and rotated

7.13 Adverse Weather

Weather monitoring should form part of the emergency management planning arrangements to ensure that the workforce, participants and public are protected.

Monitoring and management arrangements typically include:

- Weather monitoring such as radar or other similar systems
- Inclement weather escalation procedures
- Escalation communications
- Triggers for cessation of activities or event and evacuation protocols

In the event of severe inclement weather, a coordinated management and response approach should be applied with management and emergency response stakeholders.

Section 8. Incident and Emergency Management

This section provides an overview of the incident and emergency management arrangements and requirements for motorsport activities and events.

8.1 General Incident Reporting and Emergency Management

Incident reporting and emergency management arrangements and procedures must be established to report and respond to incidents and emergency situations, an emergency management plan should be established.

Incident reporting arrangements are expected to address:

- Notification, reporting and recording (documenting) incidents using report forms
- Response and escalation of incidents to internal and external stakeholders
- Review, investigation and resolution of incidents
- Notification of serious incidents or dangerous occurrences to regulators and Motorsport Australia
- Notification of potential and actual claims following claims procedures and incident forms

Emergency management arrangements are expected to address:

- Centralised communication, management and monitoring such as a command centre
- People and equipment resources for police, fire, first aid and ambulance
- Emergency response procedures for:
 - First aid
 - Medical emergency
 - Natural hazards and severe weather
 - Security or threat response
 - Major incident or emergency
- Public communications
- Media communications and liaison

8.2 Critical Incident Response and Management

Critical incidents require the implementation of specific procedures and management arrangements to ensure an efficient, effective and coordinated response is applied.

An incident will be identified as a Critical Incident by the Senior Medical Officer where the incident results in:

- Fatality to competitor, crew member, official or spectator as a result of a motorsport incident;
- Injury (of significance) to a member of the public; or
- Serious injury to any person (including a member of the public) which is likely to result in death.

Motorsport Australia has developed the following procedures and resources for critical incidents:

- [Critical Incident Response Chart – Non-Club Events](#)
- [Critical Incident Response Briefing Notes for Officials](#)
- [Critical Incident Response Procedures for Club Motorsport Events](#)

Refer to the respective [Permit Application](#) page of the Motorsport Australia website for access to critical incident procedures and other information.

8.3 Notifiable Incidents to the Regulator

Serious incidents, near misses and dangerous occurrences must be reported to the respective State and Territory regulator. Each regulator has specific criteria for what a notifiable incident is and how it is reported.

Refer to [section 1.7](#) for state and territory regulator contacts to access their websites and identify the specific criteria and reporting requirements.

It is critical that Motorsport Australia is notified of any critical and notifiable incidents immediately.

Section 9. Audit and Assurance

This section provides an overview of the audit and assurance arrangements used to audit, assess, monitor and continuously improve risk and safety management provisions, systems and compliance requirements.

9.1 Audit and Assurance Activities

Motorsport Australia has established the following monitoring, audit and assurance activities to monitor compliance, validate risk management control effectiveness and to continuously improve.

Audit and Assurance Activity	Frequency	Responsibility
Track safety – verification of track safety and permit compliance prior to the motorsport event commencing.	Prior to commencement	Clerk of course
Event safety – inspection and monitoring of event safety provisions relating to staff, contractors and the public.	Duration of event	Event organiser
COVID-19 safety – compliance monitoring of COVID Safe provisions relating to staff, contractors and the public.	Duration of event	Event organiser
Plant, equipment and infrastructure compliance – audit and inspection of plant, equipment and infrastructure compliance.	Duration of event	Event organiser
Hazardous substances and dangerous goods – safety assessment of provisions for storage, spill containment, security and firefighting.	Duration of event	Event organiser / Emergency Services
Targeted risk assessments – periodic audit and verification of TRA utilisation, control implementation and effectiveness.	Quarterly	Motorsport Australia
Permit compliance – audit and verification of the implementation of permit conditions and compliance at the motorsport event.	All major events annually All other events every 2 years	Motorsport Australia

9.2 Continuous Improvement

Outcomes of audit and assurance activities will be used to continuously improve:

- The health and safety management plans and supporting systems
- Capacity and capabilities of stakeholders involved in the process

Event organisers should conduct a complete review post event to identify opportunities to improve the event as a whole. The following sources of information may be used to inform the review:

- Outcomes of post event debrief meetings / session
- Community feedback (positive, complaints, social media)
- Incident reports and data
- Planning and operational activities that could be more efficient

Section 10. Plan Review, Control and Definitions

10.1 Monitoring and Review

This management plan will be subject to review every 2 years or in the event of:

- Legislative changes or changes to risk management standards;
- Serious incident or event disruption;
- Regulatory directive;
- Outcomes from audit and assurance activities; or
- Process improvement initiatives.

10.2 Document Control

Revision No	Date	Comments and Change References	Revised By
V3	15/02/2021	Complete review and restructure of the plan.	Simplifyrisk

10.3 Definitions

Term	Definition
AIMSS	Australian Institute for Motor Sport Safety
ASADA	Australian Sports and Anti-Doping Agency
Board	The Board of Motorsport Australia
Commissions	Specific National Commissions with delegated power by the Board to plan and administer specific disciplines or functions of the organisation
Committees	A designated group of volunteer experts that act in an advisory capacity to the Board.
Duty of Care	An obligation owed to all by taking reasonable steps to avoid causing harm to others
Event Organisers	The person or body having responsibility for the organisation of a meeting including but not limited to technical and sporting matters in accordance with the National Competition Rules
FIA	Federation Internationale de l'Automobile the governing body of motorsport worldwide
Motorsport Australia Event	Motorsport events conducted by Motorsport Australia excluding Permitted Events. (i.e. The Australian Grand Prix)
Motorsport Australia Sanction	Run under the authoritative permission and procedural framework of Motorsport Australia
NOP	National Officiating Program

Term	Definition
Organising Permit	A Motorsport Australia organising permit is the documentary authority to hold a motorsport competition. No competition can be held under the sanction of Motorsport Australia without the issue of an organising permit. The permit is designed to ensure that all events are run to a consistent standard in the areas of safety, competition and regulations.
Permitted Events	Motorsport events that are not conducted by Motorsport Australia but are conducted pursuant to a licence, permit or authority issued by Motorsport Australia.
Promoters	Except where the promoter is also an organiser, the promoter of an event is a person or body with responsibility for the financial and commercial matters only. A promoter who is not also the organiser cannot intervene during a meeting in respect of matters covered by the National Competition Rules
Risk	The effect of uncertainty on objectives where an effect is a deviation from the expected in both positive and negative circumstances.
Risk Assessment	The process applied for the identification, analysis, identification of risk treatments / controls and monitoring / review arrangements.
Risk Management	A formal process of managing the uncertainties associated with the pursuit of organisational objectives. The process and structure that is used to realise opportunities and mitigating adverse effects or exposures.
Risk Mitigation / Control	The steps or options for treating risks or avoiding adverse effects (avoiding, accepting, controlling or transferring / sharing).
Scrutineering	Is a process responsible for checking the compliance of vehicles with eligibility requirements by suitably licensed/accredited persons
TRA	Targeted Risk Assessment
WADA	World Anti-Doping Agency
WRC	World Rally Championship

Appendix A – Generic Motorsport Hazard and Risk Profile

Hazard / risk descriptor	Contributing factor summary	Controls summary
Event / race activity compliance requirements not understood or met	<ul style="list-style-type: none"> Adequate planning provisions not in place Compliance requirements not identified and implemented Permit process not followed or approved Verification of compliance provisions not conducted 	<ul style="list-style-type: none"> Motorsport Australia permit system, process and support Event / race planning committees Permit and targeted risk assessment compliance checks
Track or track protection provisions are not adequate or fit for purpose for competitor, official and public safety	<ul style="list-style-type: none"> Track condition does not meet the required standards Track infrastructure including barriers are damaged or worn Patron areas / infrastructure close to track and not protected Absence of inspection, approval and monitoring provisions 	<ul style="list-style-type: none"> Track construction in accordance with circuit requirements Track licence (FIA / Motorsport Australia certification) Track safety inspection (annual or tri-annual) Pre-event track and infrastructure inspection
Officials located in compromising position or access the track without authorisation resulting death, serious injury and or race disruption	<ul style="list-style-type: none"> Officials unaware of their roles and safe positioning Officials positioned in strike zone (vehicle or debris) Unauthorised track access during race activities Absence of personal protective equipment 	<ul style="list-style-type: none"> Motorsport Australia formal training Designated positions and protective infrastructure Onsite briefing including communications protocols Communication equipment and personal protective equipment Supervision, monitoring and response procedures
Media personnel and contractors located in compromising position or access the track without authorisation resulting in death, serious injury and or race disruption	<ul style="list-style-type: none"> Media unaware of safe positioning and un-supervised Media positioned in strike zone (vehicle or debris) Unauthorised track access during race activities Absence of protective barriers for media locations / points 	<ul style="list-style-type: none"> Onsite briefing and inductions (for contractors) Designated positions and protective infrastructure Escort, communication protocols and supervision
Patrons located in compromising position or access the track without authorisation resulting in death, serious injury and or race disruption	<ul style="list-style-type: none"> Patron viewing areas / infrastructure in close proximity to track Patron viewing areas / infrastructure not adequately protected Restricted access provisions not established Breach points not identified or controlled 	<ul style="list-style-type: none"> Viewing areas / infrastructure installed at a safe distance and protected Physical barriers and warning signage for restricted areas Spectator marshals and security managing access Breach points identified and actively monitored
Unauthorised track breach (intentional and unintentional) resulting in death, serious injury and or race disruption	<ul style="list-style-type: none"> Restricted access provisions not established or communicated Security and access management not maintained or monitored Breach points not identified or controlled Absence of unauthorised track breach response procedures 	<ul style="list-style-type: none"> Physical barriers and warning signage for restricted areas Spectator marshals and security managing access Breach points identified and actively monitored Unauthorised track breach response procedures
Officials and or competitors seriously injured while conducting recovery operations	<ul style="list-style-type: none"> Recovery response occurs prior to race activities ceasing Absence of training and experience in recovery operations Absence of personal protective equipment Presence of fire, fumes, hot debris and sharp objects 	<ul style="list-style-type: none"> Motorsport Australia formal training Established and competent recovery crews Fit for purpose recovery plant and equipment (including firefighting) Recovery authorisation and communication protocols and equipment Personal protective equipment and response procedures

Hazard / risk descriptor	Contributing factor summary	Controls summary
Competitor major vehicle incident resulting in death, serious injury, debris projectiles, fire and or entrapment	<ul style="list-style-type: none"> • Collision with other competitors • Collision with barriers, infrastructure or other structures • Vehicle major malfunction • Competitor serious health incident while driving 	<ul style="list-style-type: none"> • Competitor personal protective equipment • Vehicle safety specifications / design • Emergency response equipment and dedicated resources • Emergency response procedures and coordination
Competitors vehicles do not meet safety requirements	<ul style="list-style-type: none"> • Vehicles not fitted with the required safety specifications • Vehicles not inspected or maintained • Absence of personal protective equipment • Absence of inspection, approval and monitoring provisions 	<ul style="list-style-type: none"> • Vehicle safety standards / regulations • Vehicle inspection or verification of compliance
Noncompliant / unsafe fuel and dangerous goods handling, storage and management resulting in injury / exposure, fire, explosion and or environmental contamination	<ul style="list-style-type: none"> • Absence of fit for purpose fuelling and storage facilities • Absence of handling and spill containment provisions • Sources of ignition in close proximity to flammables • Absence of inspection, management and monitoring provisions • Unauthorised access (intentional / unintentional / threat) 	<ul style="list-style-type: none"> • Designated and compliant fuelling and storage facilities • Area secure to prevent unauthorised access • Bunding, spill containment and firefighting equipment • Sources of ignition prohibited from fuel / DG storage areas • Emergency management plan, data sheets and response procedures

Appendix B – Health and Safety Plan Implementation Checklist

The following checklist has been developed to assist with the implementation of the Health & Safety Management Plan for Motorsport Activities and Events. The criteria is referenced to the relevant parts of the plan.

1. PLANNING		
Criteria:	Plan Ref:	Complete:
Event / race organising committee has been established.	-	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Insurance arrangements have been established with Motorsport Australia.	-	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Motorsport Australia permit and documentation requirements have been identified.	Section 5	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
A health and safety plan has been developed in consultation with stakeholders.	Section 2.3	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
A COVID Safe plan has been developed in line Motorsport Australia return to race requirements.	Section 2.7	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Targeted risk assessment requirements have been identified and completed.	Section 2.8	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Health and safety consultation and communication arrangements have been established.	Section 3.4	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Infrastructure, equipment and facilities layout and contractor resources have been identified and secured.	Section 5.3	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Local government and regulatory permits, certification and compliance requirements have been identified.	Section 5.7	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Staff, officials and volunteer resources have been identified and secured.	Section 5.8	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Competitor, contractor and vendor management processes have been established.	Section 5.9	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Traffic, transport and pedestrian management equipment, resources and plans have been identified.	Section 5.10	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Public safety and security infrastructure, equipment and resources have been identified and secured.	Section 5.11	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
A medical response plan has been developed in consultation with stakeholders.	Section 8	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
An emergency management plan has been developed in consultation with stakeholders.	Section 8	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
2. PERMIT DOCUMENTATION AND APPROVALS		
Criteria:	Plan Ref:	Complete:
Motorsport Australia permit completed and submitted with the required documentation.	Section 5.4	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Safety first event checklist completed and submitted with permit.	Section 5.5	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Targeted risk assessment(s) completed and submitted with permit.	Section 2.8	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Safety first contractor checklist completed and submitted with permit.	Section 5.9	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Health & safety management plan completed and submitted with permit.	Section 2.3	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Medical response plan completed and submitted with permit.	Section 8	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Emergency management plan completed and submitted with permit.	Section 8	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
3. IMPLEMENTATION AND COMPLIANCE		
Criteria:	Plan Ref:	Complete:
Track safety inspection conducted by authorised person pre-event.	Section 7.2	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Briefings and or safety inductions completed for staff, officials, volunteers, competitors and contractors.	Section 2.3	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Officials, communication and response provisions in place for race / event control, trackside operations, signalling, emergency response, recovery equipment and personnel.	Section 5.8	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>

Public safety provisions in place for safety instruction, controlled access, health and hygiene, physical distancing, temporary infrastructure compliance, prevention of track access, first aid, emergency response.	Section 7.3	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Security provisions in place for access control, fencing and signage, management of track and bar areas, response to disruptive behaviour and venue monitoring.	Section 7.4	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Compliance inspection and monitoring provisions in place for high risk activities including electrical, working at heights, build / dismantle, trackside operations and plant operations.	Section 7.5	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Bars and catering provisions in place for responsible service of alcohol, safe food handling and hygiene, prevention of cross contamination, manual handling and gas and energy safety compliance.	Section 7.6	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Personal protective equipment available and utilised by staff, officials, volunteers and contractors.	Section 7.7	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Hazardous substances and dangerous goods provisions in place for storage, fuelling and handling, spill containment, information and instruction, protection and controlled access, fire and emergency response.	Section 7.7	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Emergency management and response provisions in place for first aid, critical incident, adverse weather, incident reporting and escalation, interagency coordination and central communication and control centre.	Section 8	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Audit and assurance provisions in place for high risk activities, public safety and compliance.	Section 9	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>

ACTIONS REQUIRED

Corrective Actions (reference the relevant section and actions to be taken)		Complete
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
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		Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>
Completed by:	Signature:	Date: