



Safety First Checklist Process

V2/21

1. Introduction

The safety first checklists have been developed to assist organisers with adopting a consistent and structured approach for addressing health and safety requirements as a part of the planning, permit and operational processes.

The safety first checklists have established criteria which ask a series of questions. There are two stages to answering the Safety First Checklist questions:

- Planning questions- to answer before the event, and
- Operational questions-to be answered on the day of the event

The checklists are supported by a set of guidelines for the respective checklist which provide further context and prompting questions to assist with answering and addressing the questions.

2. Planning Questions (before the event)

These are questions/prompts that should be considered before the event, by the person utilising the checklist.

Some questions may not be applicable to an individual event, in these areas a N/A in the box provided is sufficient and other questions may be ticked off after the point has been addressed/discussed with the organisers.

The person responsible for completing the checklist may need to contact or meet with the Event Organiser/Clerk of Course prior to the event to ensure all questions in the checklist are appropriately addressed and actions validated.

Answering the questions where applicable in the planning stages of an event is required before final approval from National Permits Administrators to issue an Organising Permit.

3. Operational Questions (on the day of the event)

On the day of the event it is important to follow up some of the questions initiated in the planning stages to complete the risk management process.

Only some of the planning questions need to be followed up on the day of the event.

The Safety First Checklist contains two columns, one for planning and one for operations.

Looking down the column titled Operation; it is only those boxes that are not totally greyed out that need to be considered on the day of the event.

This part of the process requires the relevant actions to be verified that they have or are in the process of being actions/addressed. Once verified, the box can be checked.

If the action cannot be validated, or the risks have changed since the planning stages, it may be recorded and assessed by using the Targeted Risk Assessment (TRA).

If contractors are to be engaged for the event, the Safety First Contractors Checklist is also required to be completed. The contractor checklist is also supported by a guideline.



4. Completed Checklists and Documentation

After completion of the Safety First Checklist (on the day of the event) it must be handed to the Stewards to be included with the post event paperwork.

It is a Motorsport Australia requirement to provide a copy of the document in the planning stages to the National Permits Administrators via email or mail.

All these documents are available at motorsport.org.au/regulations/safety-integrity/safety-first with the Safety First checklists for the required discipline available in a fillable document, to filled out online and sent in via email.

Fill out the planning questions and then send a copy to the Permit Administrators and on the day fill out the operational questions on the checklist and hand it over to the Motorsport Australia Steward.