



RISK MANAGEMENT PLAN

01/06/2019

v. 1.0.5

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1. Introduction

This document outlines the recommended procedures to be used by affiliated (Kart Clubs) on the actions required under the NSW Work, Health and Safety Act (“Act”) which came into effect on January 1st, 2012.

These recommended procedures are based on an analysis of the Act and the advice given to the Board of Karting (NSW) Inc. They should be utilised in conjunction with KARTING (NSW) Inc. Rulebook and the State Policies which are in place from time to time as notified to the Kart Clubs.

In making these recommendations the Board acknowledges the potential costs of their implementation but points out the cost of non-implementation could be far more substantial. At all times when researching these recommendations, we have endeavoured to be practical, realistic and law abiding.

It is important to recognise that under the Act all karting facilities in NSW may be designated “Workplaces” and subsequently subject to the legislative requirements.

Work health and safety

The New National work health and safety (WHS) laws replaced the previous State occupational health and safety (OHS) laws in NSW on 1 January 2012. The new law provides greater consistency, certainty and clarity across Australia making it easier to understand your workplace health and safety duties. Volunteer organisations that operate over several states will be able to initiate consistent nationwide safety policies and procedures. To assist the transition to the new legislation, transitional arrangements have been implemented. For example, existing OHS committees will become WHS committees and these committees will have 12 months to ensure their membership aligns with the new legislation.

This document is compiled from data extracted from information available from Workcover NSW, SafeWork Australia, Department of Communities, Sport and Recreation, NSW Food Authority, 2012 KARTING (NSW) Inc. Rulebook, Karting NSW current policies and an independent legal assessment. Contact details are; WorkCover NSW telephone 13 10 50 website www.workcover.nsw.gov.au, Safework Australia telephone (02) 6121 5317 website www.safeworkaustralia.gov.au Department of Communities, Sport and Recreation telephone (02)9006 3700 website www.dsr.nsw.gov.au, Karting (NSW) Inc telephone (02)4731500 website www.kartingnsw.com.au

Karting (NSW) Inc Objectives

While the new regulations are quite complex, they require **all of us** to be aware of our responsibilities. It is our objective to provide all affiliated clubs with information and guidelines that will make your volunteers, facilities and equipment as **safe as is reasonably practicable**. We are very much aware of the challenging economic environment we are in a financial success will not come easily in recommending Protocols later in this document we will always apply the

requirements of the Karting (NSW) INC Rulebook, State Karting Policies and Strategies which are already in place. As we go forward with these new Recommended Protocols there is no doubt a new rigor will be applied to checking their implementation and, even though some of the requirements may not be a binding legal obligation, we will focus on the Health and Safety of our volunteers and spectators and ask all clubs to do the same.

2. Definitions

- **TRACK** - The area of competition as defined by **KARTING (NSW) INC. RULEBOOK** and your **TRACK LICENCE**.
- **PIT/Paddock AREA** - The area used by competitors and organisers to prepare, store and work on race and support equipment. Refer to **KARTING (NSW) INC. RULEBOOK** for details.
- **RACING GROUNDS** - All other areas used by the general public and includes canteens, spectator areas and parking contained within the boundary fence of your facility.
- **FOOD SERVICE AREA** - The area where any food is prepared served and sold to any persons within your Racing Ground.
- **MAINTENANCE EVENTS** - These events are where any work or attendance to the Racing Ground takes place. They are typically working bees, facility repairs or cleaning carried out by one or more volunteers. They may also involve tradesmen or contractors.
- **KARTING PROTOCOLS** - protocols and procedures designed to minimise the effects of hazards and risks.

3. Hazard/Risk Classifications

What are common hazards?

The common hazards likely to be found in most workplaces are:

- Electrical work
- Noise
- Falls and Slips
- Hazardous manual tasks
- Plant and Structures
- Hazardous chemicals

WHAT IS INVOLVED IN MANAGING RISKS?

Management commitment

Effective risk management starts with a commitment to health and safety from those who operate and manage the activities. You also need the involvement and cooperation of your

volunteers, and if you show your volunteers that you are serious about health and safety, they are more likely to follow your lead.

To demonstrate your commitment, you should:

- get involved in health and safety issues
- invest time and money in health and safety
- ensure health and safety responsibilities are clearly understood.

A step-by-step process

A safe and healthy environment does not happen by chance or guesswork. You have to think about what could go wrong at your workplace and what the consequences could be. Then you must do whatever you can (in other words, whatever is ‘reasonably practicable’) to eliminate or minimise health and safety risks arising from your activities.

This process is known, **as risk management** and involves the four steps set out below (see Figure 1 below):

- **identify hazards** – find out what could cause harm
- **assess risks** if necessary – understand the nature of the harm that could be caused by the hazard, how serious the harm could be and the likelihood of it happening
- **control risks** – implement the most effective control measure that is reasonably practicable in the circumstances
- **review control measures** to ensure they are working as planned.

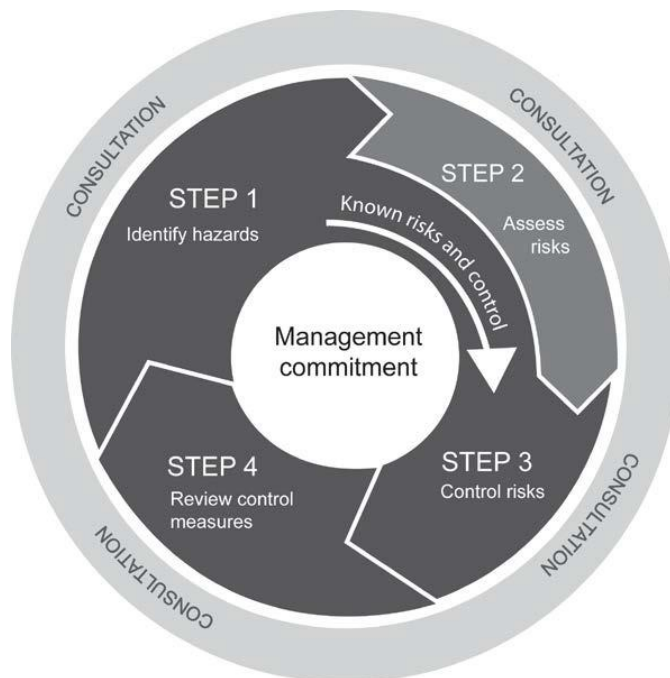


Figure 1: The risk management process

4. Electrical Safety

The regulation mainly applies to **specialist** electrical work but has some **common workplace** application.

- **Electrical Equipment** is defined generally as equipment powered by electricity but does not include vehicles.
- **Electrical installation** is a group of electrical equipment permanently connected. (not plug and socket connection)
- **Electrical work** covers the work done by licensed people and not tasks such as changing a light bulb.

Electrical Work

Must be used if supplying electricity to equipment through a **socket outlet** where:

- The equipment is used in **hostile environments**
- The equipment is **frequently moved** between locations as part of its normal use
- The equipment forms part of an **amusement device**

In relation to Electrical Equipment and Installations the Club must:

- **Ensure unsafe** electrical equipment is disconnected and/or repaired by a qualified person or replaced.
- **Inspect and test** equipment.
- Keep **records of testing** until next tested or permanently removed.
- **Energised Electrical Equipment (equipment that is permanently wired to the electrical supply)**
- Work on energised electrical equipment **prohibited** except in certain circumstances.
- **Must determine** whether equipment is energised.
- De-energised equipment must not be **inadvertently re-energised**.
- **Overhead & Underground Electric Lines**
- Ensure that no person, plant or thing at the workplace comes within an **unsafe distance** of an overhead or underground electric line.
- If it is not reasonably practicable to comply, prepare a **risk assessment**.

Noise

- Ensure that a volunteer is not exposed to noise levels above the **exposure standard** [85DB (A) or 140DB(C) peak].
- Provide **audiometric testing** if a volunteer is **frequently** required to use hearing protection to reduce exposure to noise at a level **above the exposure standard**.

Slips and Falls

Manage the risk of a fall by a person from one level to another by:

- Ensuring so far as is reasonably practicable that any work that involves the risk of a fall is carried out on the **ground or on a solid construction**.
- Providing **safe access to and exit** from the workplace or any area within the workplace with the risk of a fall.

If not reasonably practicable to eliminate the risk of falling, then minimise the risk by providing **adequate protection** such as (in order):

- Providing a **fall prevention** device (stair rail etc) or
- Providing a **work positioning** system or
- Providing a **fall arrest** system.

Hazardous Manual Tasks

Consider **risk factors** including:

- **Postures, force, duration and frequency**
- Workplace **environmental** conditions, **design** and **layout** of workplace.
- **Systems of work** used
- **Nature, size, weight and number** of persons, animals or things involved in the hazardous manual task.

Hazardous chemicals

- Correctly **label** hazardous chemicals used in the workplace.
- Obtain and provide access to **Model Safety Data Sheets (SDS)** for volunteers.
- Display safety **signs**.
- Provide **information, training and supervision** to volunteers.
- Identify risks of **physical or chemical reaction**.
- Keep chemicals **isolated and stable**.
- Eliminate or minimise **ignition sources**.
- Maintain a **register** of hazardous chemicals used at the work site.
- Prepare and display a **manifest** of hazardous chemicals if the quantity requires same.
- Display a **placard** if the quantity exceeds the placard quantity.
- Display a **placard** if the quantity exceeds the placard quantity

Plant and Structures

- Controls risks in **commissioning** and **decommissioning** of plant.
- Ensure **competent persons** are used, provide information and undertake inspections.
- If **guarding** is used to control risks a hierarchy from fixed or interlocked to presence guards is followed.
- Ensure that plant **not in use** does not create a risk to the health or safety of any person.
- Ensure that the maintenance, repair, inspection and, if necessary, testing of the plant and equipment is carried out by a **competent person** and in accordance with **manufacturer specifications**.
- There are **additional controls** such as permission to use, training and operating instructions for some plant (e.g. ride on mowers tractors, earthmoving machinery and industrial lift trucks).
- Certain plant must be **registered** (e.g. motor vehicles tower cranes and lifts) and also have additional controls.

Fire Prevention and Management

The risk of fire is very high at motor racing circuits and their surrounds. In the case of KARTING all clubs and karters should follow the instructions concerning the use of Fire Extinguishers contained in The Australian KARTING (NSW) Inc. Rulebook.

In addition, the local fire authority should be consulted on the type and number of fire prevention devices that should be present in the remainder of your racing ground. If you have questions in relation to your track licence, please contact the State Office.

Issue Resolution

Any procedures you introduce must consider:

- The **degree and urgency of risk** to volunteers or other persons involved.
- The **number and location of volunteers** and other persons affected by the issue.
- The **measures** both (temporary and permanent) that must be implemented to resolve the issue.
- **Who** will be responsible for implementing the resolution measures?

Working Environment Considerations

- **Workspace layout** allows persons to move around and access exit without risk.
- **Work Area** is adequate for the task.
- **Floors** and other surfaces are suitable.
- **Lighting and ventilation** are suitable.
- Work in **temperature extremes** is without risk.
- Work near **essential services** does not create risks.

5. Safe Food Handling

What do volunteers need to know?

- Food handlers should have knowledge and skills appropriate to the type of food they are preparing, particularly if it is potentially hazardous or is not going to be thoroughly cooked immediately prior to consumption
- For instance, a volunteer making vegemite sandwiches would not require any formal training but should observe safe food handling guidelines.
- Whereas a volunteer who was making many hot meals with numerous ingredients would need to understand temperature control and how to avoid cross contamination. This is to protect public health.

What about training for people preparing food?

- People who are preparing food that is sold to raise money for our types of organisations do not require formal skills or knowledge providing the food does not potentially pose a health risk or is eaten immediately after cooking.
- If you wish to train your canteen staff this can be done at your local TAFE or by obtaining the relevant information at NSW Food Authority 1300 552 406 or Email contact@foodauthority.nsw.gov.au.

6. Essential Facilities for Volunteers

We must provide facilities including **toilets, drinking water, washing and eating facilities** relevant to:

- The **nature of the work**.
- The **hazards** in the work area.
- The size, **location and nature of the work area**.
- The **number and composition** of the volunteers.

7. Personal Protective Equipment

- Equipment must be appropriate to the **activity** and **hazard**.
- Must be a **suitable size and fit** and be **maintained** and **replaced** as **required**.
- Volunteers must be **informed about and trained on** the use of Personal Protective Equipment.

8. First Aid

- We must provide **accessible** First Aid **equipment** and **facilities** for volunteers and competitors.
- Ensure adequate numbers of volunteers are **trained** or have **access to others** who are trained.
- First arrangements must consider the nature of the work and the hazards in the workplace; they should also comply with the requirements set out in the KARTING (NSW) Inc. Rulebook.

9. Remote or Isolated Work

- We must manage the risks to the **health and safety of a volunteer** associated with **remote or isolated** work. This would particularly apply to our Flag Point staff.
- We must provide a system of work that includes **effective communications** with and **support** of these volunteers.

10. Emergency Plan

We are required to maintain an accessible **EMERGENCY PLAN**. This plan must include procedures for **rapid response (e.g. fire), evacuations, notification, medical assistance** and **communications**. Volunteers must be informed of its existence and location. All clubs should be using the EMERGENCY MANAGEMENT PLAN for your facility in accordance with current State Policies.

11. Reporting

Who is responsible?

- The President of the Club or his/her delegate must report any safety issues/incidents at any non-race meeting event to the State Office no later than 48 hours after the occurrence.
- The Track Safety Officer, the Clerk of Course or the promoter/staff must report any safety issues/incidents that become apparent at a race meeting to the Chief Steward of the Meeting. The Chief Steward must then decide the severity and impact of the issue and instruct the appropriate people on corrections required.
- A log of all safety issues/incidents must be maintained by all clubs and be available for inspection by karting or government officials. This is in addition to the Track Log Book. A suggested format is available at the end of this document.
- From this point onward, there are two important requirements. These are the **Track Safety Officer must take part in the track walk** with the Chief Steward and the **Track Safety Officer must be named on the Supplementary Regulations submitted with the Race Permit Application.**

12. Training

Availability of training

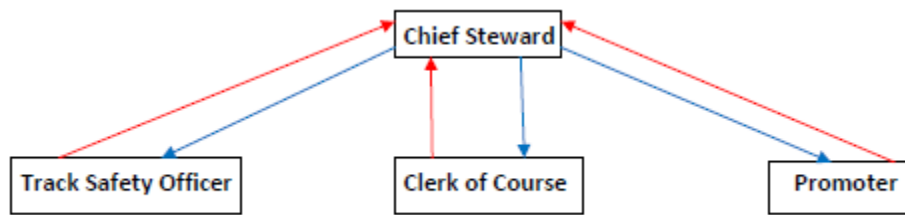
- Training material has been designed to assist employer associations and group training organisations in NSW with the delivery of a program of training for their members on the changes that will be introduced by the Work Health and Safety Regulations.
- Karting (NSW) Inc will include WH&S training in Track Inspectors Training and will make available courses. Should any club wish to train other members in WH&S please contact the State Office and we will arrange it.

Essential Forms and Paperwork

- Karting (NSW) Inc has issued and will from time to time issue new forms to enable Statewide visibility of issues and requirements. We will from time to time issue Recommended Protocols which will address the processes and practices in the karting environment. These will include data received from Department of Communities, Sport and Recreation, NSW Food Authority and Workcover NSW.
- A very important part of our sport is the Stewards Reports from race meetings. These reports must reflect all WH&S issues encountered as well as the data required by KARTING (NSW) Inc. Rulebook and the Karting (NSW) Inc policies. We ask that all Race Officials and clubs pay attention to these new requirements.

13. Lines of Communication

In our sport as in any sport lines of communications at an event are absolutely vital. The drawing below depicts these communications on matters relating to health and safety.



Red arrows depict the reporting of a health or safety issue.

Blue arrows depict the instructions issued by the Chief Steward about the matter.

		RISK RATING KEY			
		LOW 0 ACCEPTABLE OK TO PROCEED	MEDIUM 1 ALARP as low as reasonably practicable TAKE MITIGATION EFFORTS	HIGH 2 GENERALLY UNACCEPTABLE SEEK SUPPORT	EXTREME 3 INTOLERABLE PLACE EVENT ON HOLD
		SEVERITY			
		ACCEPTABLE LITTLE TO NO EFFECT ON EVENT	TOLERABLE EFFECTS ARE FELT, BUT NOT CRITICAL TO OUTCOME	UNDESIRABLE SERIOUS IMPACT TO COURSE OF ACTION AND OUTCOME	INTOLERABLE COULD RESULT IN DISASTER
LIKELIHOOD	IMPROBABLE RISK IS UNLIKELY TO OCCUR	LOW – 1 –	MEDIUM – 4 –	MEDIUM – 6 –	HIGH – 10 –
	POSSIBLE RISK WILL LIKELY OCCUR	LOW – 2 –	MEDIUM – 5 –	HIGH – 8 –	EXTREME – 11 –
	PROBABLE RISK WILL OCCUR	MEDIUM – 3 –	HIGH – 7 –	HIGH – 9 –	EXTREME – 12 –

RISK MATRIX					
		SECTIONS IMPACTED			
		LOW	MEDIUM	HIGH	EXTREME
LIKELIHOOD	LOW	N	D	C	A
	MEDIUM	D	C	B	A
	HIGH	C	B	A	A

RISK MITIGATION BASED UPON GRADE	
GRADE	POSSIBLE ACTION
A	As a priority, mitigation actions reducing both likelihood and seriousness are to be identified and implemented at start of project.
B	Mitigation actions reducing both likelihood and seriousness are to be identified and implemented throughout course of project.
C	Mitigation actions reducing both likelihood and seriousness are to be identified and costed for possible action should funds permit execution.
D	Risk to be noted: No action is required unless grading increases over time.
N	Risk to be noted: No action is required unless grading increases over time.

14. Track Precinct

This document reflects the standards of practice Karting NSW expects from all volunteers and officials whilst working in the area licenced as the **TRACK** at any karting facility.

1. All clubs will appoint a **Track Safety Officer** who is the individual responsible for matters relating to the track as defined in a) the Track Licence and b) the KARTING (NSW) Inc. Rulebook. In addition, the **Track Safety Officer** must accompany race officials on their prerace track inspection.
2. All persons entering the defined track area must wear high visibility clothing as defined in the Karting NSW policy.

3. Access to the track precinct will be restricted as per the KARTING (NSW) Inc. Rulebook and the applicable Karting NSW policies.
4. All track setup and take down vehicles must only be driven by persons holding a NSW Drivers Licence or Learners Permit. Any other person driving must be under the direct supervision of an authorised club official.
5. All operators of machinery used to clean or repair the track must be trained in its use and the record of training kept for inspection if required.
6. All volunteers and officials working in the track precinct must be provided with sun protection supplies and weather protection clothing when required.
7. All race organising clubs must publicly display a copy of the current licence for track facility.

15. Parc Ferme/Dummy Grid

This document reflects the standards of practice Karting NSW expects from all volunteers and officials whilst working in the area licenced as the **Parc Ferme** at any karting facility.

1. All clubs must provide a parc ferme area as defined in the KARTING (NSW) Inc. Rulebook. This area must be properly maintained and be subject to random inspections by the Chief Steward of any race meeting.
2. Fire Extinguishers must be inspected and checked in accordance with the KARTING (NSW) Inc. Rulebook or the manufacturer's specifications.
3. Care must be taken by officials of the club to prevent slips and falls in this area. This care should take the form of the elimination of any rough or uneven surfaces which may cause competitors or pit crew to slip, trip or stumble.
4. All possible effort must be made to eliminate any dangers which may cause injury in the Scale area. This particularly applies to the lifting and movement of karts.
5. Facilities must be provided for the safe storage of old or unwanted fuel. All competitors must be made aware of these facilities and instructed not to dispose of fuel anywhere else at the facility.
6. As per the KARTING (NSW) Inc. Rulebook an engine start area must be defined and display signage warning the general public of the danger of hearing damage.
7. Clear and well-maintained signage must be visible at a) the scale area, b) fuel disposal area, c) fire extinguishers and of course the engine start area.

8. All persons without the appropriate accreditation must not be allowed to enter the Parc Ferme area and in particular the dummy grid area as per the KARTING (NSW) Inc. Rulebook.

16. Pit and Paddock Areas

This document reflects the standards of practice Karting NSW expects from all volunteers and officials whilst working in the area licenced as the **Pits and Paddock Area** at any karting facility.

1. All clubs must provide a pit and paddock area as defined in the KARTING (NSW) Inc. Rulebook. This area must be fenced and properly maintained it will be subject to inspection as part of the track licence renewal process and may be subject to random inspections by the Chief Steward of any race meeting.
2. Fire Extinguishers suitable for the area including potential grass fires must be in this area and inspected and checked in accordance with the KARTING (NSW) Inc. Rulebook or the manufacturer's specifications.
3. Care must be taken by officials of the club to prevent slips and falls in this area. Such things as washaways, mounds and other impediments must be repaired before any race meeting. All karters must not impinge on defined pathways or designated rights of way such as fire or ambulance access ways.
4. Absolute care must be taken in the running of all power leads and cables to prevent contact with persons walking through the area. Cords and cables must be run in accordance with W, H&S regulations.
5. All competitors must be made aware of the safe handling of fuel and the non-smoking requirements as specified in the KARTING (NSW) Inc. Rulebook.
6. All competitors must be advised to provide a fire extinguisher for their pit area.
7. Absolutely no vehicles other than those approved by the organisers or the Chief Steward are allowed in these areas. Only competitor's vehicles will be allowed to enter these areas.
8. Admission of the general public to these areas should not be permitted.

17. Health & Safety Protocols

SPECTATOR AREAS

This document reflects the standards of practice Karting NSW expects from all volunteers and officials whilst working in the area licenced or defined as **Spectator Area** at any karting facility.

1. All clubs must provide spectator areas as defined in the KARTING (NSW) Inc. Rulebook. This area must be fenced and properly maintained it will be subject to inspection as part of the track licence renewal process and may be subject to random inspections by the Chief Steward of any race meeting.
2. Rubbish disposal facilities must be provided in an effort to prevent any form of rubbish entering the racing precinct.
3. Care must be taken by officials of the club to prevent slips and falls in this area. Such things as washaways, mounds and other impediments must be repaired before any race meeting.
4. There must be no running of power leads and cables to prevent contact with persons walking through the area. If essential all cords and cables must be run in accordance with W, H&S regulations.
5. Clear signage must be displayed in this area depicting the dangerous nature of motorsport. These signs must comply with the specifications in the KARTING (NSW) Inc. Rulebook and Karting NSW Policies.
6. If it is at all possible spectators must not be allowed to pass through the pit and paddock areas to get to their designated area. If access can only be achieved via these areas clearly defined access ways must be provided.
7. Public Parking must be provided in a clearly defined area.
8. Absolutely no members of the public will be permitted to park their vehicles in other than the defined public car park.

18. Structures & Facilities

This document reflects the standards of practice Karting NSW expects from all affiliated clubs in the provision of facilities and resources for its members and visiting officials and karters.

1. Clubs are expected to provide structures and facilities as defined in the KARTING (NSW) Inc. Rulebook and required by the laws of NSW. These resources must be defined and properly maintained and they will be subject to inspection as part of the track licence inspection process and may be inspected by the NSW Local Government Authorities in accordance with their rules. All clubs providing these facilities must make themselves aware of the regulations and requirements of the NSW State and Local Government.
2. To prevent adverse legal action a Local Government Development Authority should be obtained. In addition, once this is obtained the Karting NSW Track Safety Committee should be advised.

3. Care must be taken by officials of the club to ensure all structures and facilities do not infringe the requirements contained in the Track Safety Manual and the KARTING (NSW) Inc. Rulebook.
4. All access to such structures and facilities must comply with the W, H&S regulations.
5. Any electrical or communication facilities contained therein must be certified by a qualified tradesman.
6. Training on the use of all tools and equipment which is used at or is part of any facility must be completed and logged. In addition, operating instructions and warnings for all such tools and equipment must be displayed.
7. If applicable officials and volunteers working in or around the structure or facility should be provided with appropriate clothing.
8. When contemplating the provision of structures or facilities the health and safety of volunteers, officials, competitors, pit crew and the general public must be a prime consideration.

19. Food Service & Canteen Areas

This document reflects the standards of practice Karting NSW expects from all volunteers and officials whilst working in the area licenced or defined by law as a **Food Service or Canteen Area** at any karting facility.

1. Clubs are expected to provide food service and canteen areas as defined in the KARTING (NSW) Inc. Rulebook and required by the laws of NSW. This area must be defined and properly maintained it will be subject to inspection as part of the track licence inspection process and may be inspected by the NSW Food Authority in accordance with their roles. All clubs providing these facilities must make themselves aware of the regulations and requirements of the NSW Food Authority and the laws regarding the service of alcohol.
2. Rubbish disposal facilities must be provided to prevent any form of accumulation of rubbish which may present any health issues or slipperiness of surfaces etc.
3. Care must be taken by officials of the club to ensure all facilities are clean at all times and those persons serving food wear the required clothing and hand coverings.
4. All appliances must have compliance labels which are current, and all power cords must also be checked and labelled.

5. All appliances such as stoves, cookers, refrigerators and pie ovens must be cleaned regularly and maintained in good working order.
6. Absolutely no service of alcohol is permitted unless all applicable laws are strictly followed. No alcohol is to be sold by an affiliate Karting NSW club unless a licence is obtained. If a licence to sell alcohol is obtained a copy of the licence must be attached to the race meeting return paperwork.
7. All applicable protective clothing must be provided to volunteers working in the behind the counter areas of any canteen. These may be but not limited to aprons, rubber gloves and oven mitts.
8. All food service and canteen operations should strive to provide karters with value for money services and work at all time to provide food and sustenance to all working officials.

20. Stakeholder Tolerances

Define time and limitations of cost contingency reserves.

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21. Attachments

FILE / DOCUMENT NAME	FORMAT	DESCRIPTION