

Operations Rule Interpretation or Procedure

No. OPR 17- 02

PRE-EVENT SAFETY CHECKLIST – FOR DISTRIBUTION TO ALL OFFICIALS

Date: 26 January 2017

Procedure Number	OPRI 17-02	Drafted By	National Official's Co-ordinator
Version	V1 - 26 01 2017	Approved by CEO On	26 January 2017
Implementation Date	Immediate	Scheduled Review	As Required

Background

In November 2016 the Board approved the:

- Karting Australia **Safety 1st Policy**
<http://www.karting.net.au/wp-content/uploads/2014/03/KA-Safety-1st-Policy-Final-8-Nov-2016.pdf> and the
- Karting Australia **Risk Management Policy**
<http://www.karting.net.au/wp-content/uploads/2014/03/KA-Risk-Management-Policy-Final-8-Nov-2016.pdf>

Shortly thereafter we launched the KARM program (Karting Australia Risk Management)
<https://www.ajg.com.au/karting-australia-risk-management>

In conjunction with our insurers, we have identified that karting will benefit greatly by taking some simple steps that will progressively enhance and document our collective approaches to safety and risk management both prior to and during events that are conducted under KA Permits and in accordance with our Rules.

Safety 1st Policy and Risk Management Policy/Program

All State Associations need to be familiar with these Policies. All Clubs need to be familiar with these Policies and to actively commence the simple KARM Level 1 accreditation process.

One of the most important elements and one of the simplest procedures that must now be followed at all events – no matter whether the event be a Club Day or a National Championship or every level of event in between is the **completion of the Pre-Event (Safety) Checklist**. See the extract of the preamble on the form below:

KARTING AUSTRALIA – PRE-EVENT CHECKLIST

This checklist is provided by Karting Australia, in partnership with Arthur J. Gallagher, as part of the Karting Australia Risk Management (KARM) Program. The purpose of this checklist is to assist kart clubs in identifying potential hazards and risks prior to the commencement of any on-track activity.

Checklist requirements

The Pre-Event Checklist should be used as tool or aid in the identification of safety concerns prior to the commencement of on-track activities. This checklist is a *visual* inspection tool only.

Once a safety concern has been identified, you must record how you will address the risk to a satisfactory level. Please refer to the instructions provided.

This checklist is compulsory

Karting Australia requires all organisers and clubs to properly fulfil their duty of care obligations to participants and spectators. The Karting Australia National Insurance Program may not extend cover for clubs and officials who demonstrate intentional negligence and/or contempt for these responsibilities.

Clubs should address all known risks to an acceptable level. This checklist allows clubs to identify risks and record actions in a simple manner.



The Checklist (that is stored online) **MUST BE COMPLETED BY THE MOST SENIOR OFFICIALS of the Race Meeting** prior to the commencement of on-track activity on every day of the Race Meeting.

The completed form/s (one for each day of the event) must be returned to the body that issued the Permit for the event (either Karting Australia for National level events, of your State Secretary for all other State level events) – note that this does include Club meetings.

The form can be found here: www.karting.net.au/administration/forms

Procedure

For National level events:

1. KA will issue a copy of the Checklist at the same time that they issue the Supplementary Regulations and the Race Permit to the organising Club.
2. The Stewards of the Race Meeting must ensure that pages 4 and 5 of the Checklist (the checklist itself) are completed during the morning track inspection and prior to the commencement of any on-track activity for each day of the event.
3. The completed and signed checklist/s must be returned to the KA National Office along with the Stewards report and the associated race paperwork following completion of the event.

For State level events:

1. State Secretaries are required to issue a copy of the Checklist at the same time that they issue the Supplementary Regulations and the Race Permit to the organising Club.
2. The Stewards of the Race Meeting must ensure that pages 4 and 5 of the Checklist (the checklist itself) are completed during the morning track inspection and prior to the commencement of any on-track activity for each day of the event.
3. The completed and signed checklist/s must be returned to your State Secretary along with the Stewards report and the associated race paperwork following completion of the event.

As **BEST PRACTICE** it is advisable and desirable for all Stewards who will be officiating at an event to have downloaded a copy of the Checklist prior to arriving at the Race Meeting and to be familiar with the requirements of completing the checklist. **Identifying, addressing and documenting response to risk reduces exposure should an incident occur.** See the extract of the preamble on the form below:

Insurance

The Karting Australia National Insurance Program, arranged by Arthur J. Gallagher, recommends the use of these checklists to record your club's actions in addressing known risks. By completing this checklist, you can reduce your club's exposure to potential legal action resulting from injury or property damage.

Who should complete this checklist?

In general, any official who is responsible for safety on the day of the event/activity may complete this checklist. This may include, but is not limited to:

- Stewards
- Clerks of Course
- Safety/Risk Officer

By completing this checklist and signing it, you are demonstrating that you have taken reasonable steps to identify and address risk. This puts your club in a stronger (not weaker) position should an incident occur.

Protection for club officials

The Karting Australia National Insurance Program provides protection for club officials who complete this checklist. It is important clubs can demonstrate, via this checklist, they have upheld their duty of care through action.



Distribution To:

State Secretaries
State Officials Co-ordinators for distribution to all
Officials

Board
State President
National Office
