

INVITATIONALS



The Invitionals

OCCUPATIONAL HEALTH AND SAFETY POLICY

CONTENTS

Glossary of Terms, Abbreviations and Contact Information

1. Introduction to the OH&S Plan
 - 1.1. Scope
 - 1.2. Purpose
 - 1.3. Review
 - 1.4. Document Control
 - 1.5. OH&S Policy
 - 1.6. Organisational Structure
2. Managing Risk in our Work Areas
 - 2.1. In the Office
 - 2.2. At the Track
 - 2.3. Compliance Codes / Codes of Practice
 - 2.4. Contractors
3. Accident and Incident Reporting
 - 3.1. Reporting Process
 - 3.2. Corrective Action
 - 3.3. Public Liability Insurance / Public Safety
4. Emergency Procedures
 - 4.1 Emergency Exits
 - 4.2 Fire Extinguishers
 - 4.3 First Aid
5. Consultative Process
 - 5.1. When to Consult
 - 5.2. Steps for Consultation
6. Basic Safety Policies and Procedures
 - 6.1. Bullying and Occupational Violence
 - 6.2. Dangerous Goods and Refuelling
 - 6.3. Disclaimers
 - 6.4. Electrical Safety
 - 6.5. Falls Prevention
 - 6.6. Manual Handling
 - 6.7. Pit Lane
 - 6.8. Noise
 - 6.9. Incompressible Jacks
 - 6.10 General
7. Induction and Implementation
8. Appendix

GLOSSARY OF TERMS, ABBREVIATIONS AND CONTACT INFORMATION

Act, The

Refers to the Occupational Health and Safety Act 2004

Category Administrator

Is Qmedia Group also referred to as The Invitationals (TI)

Championship / Category

2009 The Invitationals

Contractors

Persons who provide goods or services by contract or by way of sub-contract

Drug and Alcohol Crisis Line

P: +61 (2) 6205 4545

Event

Includes all races as per the 2009 season

Event Regulations

Refers to the Supplementary and Further Regulations of the Event as provided by the promoter

Health

Includes psychological health

Life Line

P: 13 11 14

Poisons Hotline

P: 13 11 26

Police Ambulance Fire

P: 000

Qmedia Group (Category Administrator)

2 Roche St

Hawthorn, VIC 3122

P: +61 (3) 9818 3077

Reasonably Practicable

As defined under Part 3, Section 20 of the Act

Regulations

Refers to the Occupational Health and Safety Regulations 2007 made under the Act

Session

Any on-track part of an Event including practice, qualifying and races

St John's (for First Aid Kits)

170 Forster Rd

Mount Waverley, VIC 3149

P: +61 (3) 8588 8367

Teams

Includes the crew members, drivers, competitors/entrants, their families, visitors or sponsors

Work Areas

Area where The Invitationals operate activities. Office or at race Events

Worksafe Victoria

222 Exhibition St

Melbourne, VIC 3000

P: +61 (3) 9641 1555

1. INTRODUCTION TO THE OCCUPATIONAL HEALTH AND SAFETY PLAN (OHSP)

1.1 Scope

The Occupational Health and Safety Plan (OHSP) applies to all personnel involved in the Invitationals. This includes employees of Qmedia Group (QMG), individual contractors, crew members, drivers and competitors. This plan also incorporates all visitors to the Invitationals offices and/or the Invitationals facilities at each event including Pit Lane, Marshalling Area, Parc Ferme, Scrutineering, Corporate Hospitality, Teams Lounge and/or Marquee Bays.

Failure to comply with the requirements of the OHSP and any related policies, procedures, rules or legal acts or regulations may lead to disciplinary action. For direct employees of QMG these actions could include disciplinary action up to and including termination of employment. In the case of contractors, crews and drivers such action may include exclusion from a session or entire event, fines, loss of contract, loss of points, legal action or a combination of these. Competitors may have their Teams Agreement cancelled and excluded from any further association with the Championship.

1.2 Purpose

The purpose of this plan is when reasonably practicable-

- a. to secure the health, safety and welfare of employees and other persons at work
- b. to eliminate, at the source, risks to health, safety or welfare of employees and other persons at work; and
- c. to ensure that the health and safety of the members of the public is not placed at risk by the conduct of our employers, employees or associated contractors through our business activities

This plan has been developed to act in accordance with the following documents:

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2007 made under the Act 2004, and

Compliance Codes declared under the Act 2004

1.3 Review

QMG will review this Plan prior to the commencement of the season. More frequent reviews will take place in response to organisational and legislative changes. Management will undertake the reviews and the Occupational Health and Safety Manager shall endorse the subsequent results.

1.4 Document Control

This document and all associated documents and forms relating to the Occupational Health and Safety Plan will be controlled by QMG. It will be signed off by the director and circulated to all associated personnel of the Invitationals as well as being housed on the Invitationals website

www.theinvitationals.com.au .<http://www.cupcar.com.au/>

1.5 OH&S Policy

As far as is reasonably practicable, QMG is committed to ensuring the health, safety and welfare of its employees, contractors, crew members, drivers, competitors, visitors and any other people who may be affected by QMG's operations. In securing workplace health and safety, QMG promises to pursue best practice in OH&S and to fulfil its statutory obligations with regard to OH&S at all times. QMG will actively keep up to date on changes to regulations and will update this policy as necessary.

Employer Rights and Responsibilities

As an employer QMG and team owners/managers have the responsibility, where reasonably practicable, to provide workers and contractors with a safe environment. This includes:

- a. Providing safe equipment and systems of work for its employees (such as controlling entry to high risk areas, controlling work pace and frequency and providing systems to prevent falls from heights)
- b. implementing arrangements for the safe use, handling, storage and transport of chemicals (such as dangerous goods and other harmful materials including fuel and oil)
- c. maintaining the workplace in a safe condition (such as ensuring fire exits are not blocked, emergency equipment is serviceable, and the work area is generally tidy)
- d. providing workers and contractors with adequate facilities (such as clean toilets, cool and clean drinking water, and hygienic eating areas)
- e. making sure workers have adequate information, instruction, training and supervision to work in a safe and healthy manner
- f. consult with employees on matters that may directly affect their health, safety or welfare and report back to them; and
- g. enforce teams to abide by the regulations and to conduct work in a manner which is not harmful to themselves or others

Employee (including contractors) Rights and Responsibilities

All employees and contractors have a duty of care to ensure that they work in a manner which is not harmful to their own health and safety or the health and safety of others. They must also:

- a. Cooperate with measures introduced in the interests of workplace health and safety.
- b. Undertake any training provided in relation to OH&S.
- c. Immediately record and report all matters that may affect workplace health and safety.
- d. Correctly use any information, training, personal protective equipment and safety devices provided.
- e. Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons; and
- f. Undertake only those tasks for which they have authorisation and/or the necessary training, and for which all-necessary safety arrangements are in place.

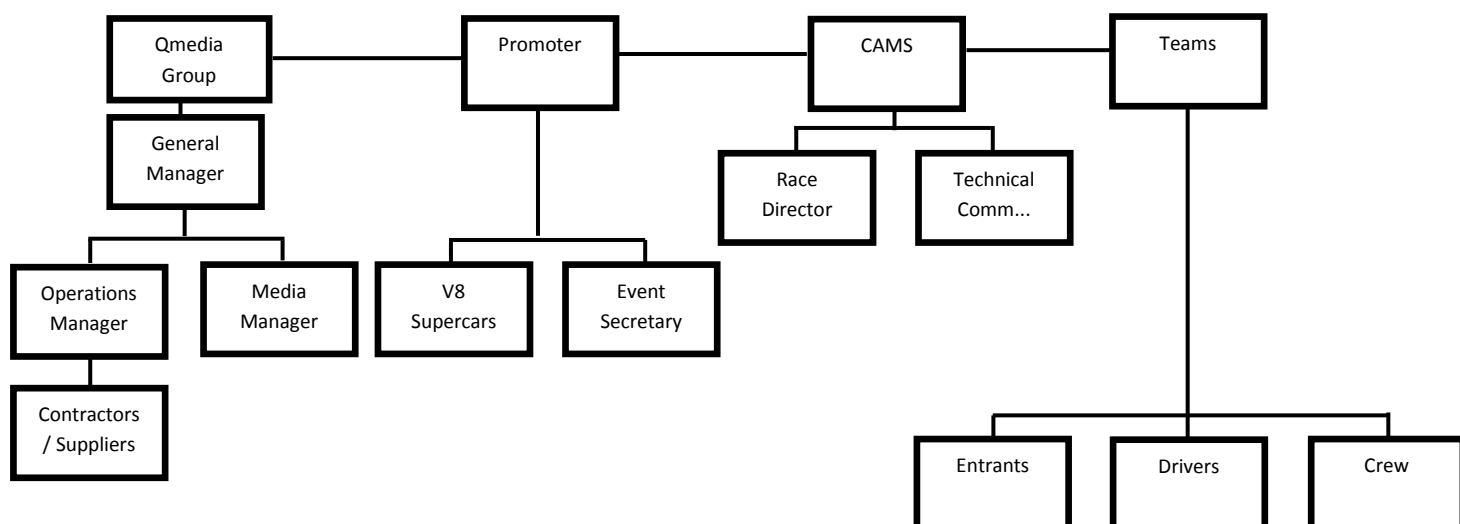
QMG will carry out all necessary measures to ensure employees, contractors and visitors are safe at all times.

QMG take no responsibility for the actions of individual teams, drivers and crews and will enforce penalties and/or fines for any unsafe behaviour during events.

1.6 Organisational Structure

The Invitationals is structured according to the following chart.

Organisational Chart



2. MANAGING RISK IN OUR WORK AREAS

QMG have introduced risk management techniques by ensuring all workplace hazards and associated risks have been appropriately identified, assessed and controlled. This will be achieved by:

- Establishing a register of hazards for the reporting of all risks – [Appendix A](#)
- Ensuring effective formal investigation and follow-up of accidents/incidents or hazardous occurrences is carried out as soon practicable, on-track and off
- Training all Employees in the use and application of all controls introduced for each identified risk; and
- Employing specific techniques to ensure risks are managed effectively.

The hazard register will be available via the OH&S board in the Teams Lounge at each event. All hazards must be recorded on the register and immediately reported to the OH&S representative for corrective action.

2.1 In the Office

QMG have found the following areas must comply with the Act 2004

- Drinking water – an adequate supply of clean drinking water should be accessible to all employees and located away from bathroom areas
- Toilets – these must be kept clean and employees must have access to them at all times
- Washing Facilities – including soap and hygienic drying facilities located in or near the toilets

- d. Dining Areas – workers need access to a hygienic area for preparing and eating meals while at work.
- e. Ergonomically Designed Work Areas – ensure there is sufficient lighting, chairs and tables are at the correct height and computers are at the correct eye level and brightness
- f. First Aid Information and kits – ensure there is a fully stocked first aid kit on site and that employees know how to use it.

2.2 At the Track

There are a number of areas at the track where QMG employees and contractors operate business, and where potential risks to health and safety can be identified, including:

- a. Pit Lane – ensure safety of people in pit lane during on track sessions
- b. Marshalling Area – ensure the safety of people in the marshalling area
- c. Parc Ferme – ensure the safety of personnel near hot and moving cars and car parts
- d. Scrutineering – the safety of personnel near hot and moving cars and car parts
- e. Corporate Hospitality – ensure the safety of guests in the Corporate Facility
- f. Teams Lounge – ensure the safety of employees, contractors, teams, drivers and visitors
- g. Marquee Bays – ensure the safety of teams and visitors

2.3 Compliance Codes / Codes of Practice

QMG have identified the following Compliance Codes from the Act which relate to business operations and where they are addressed in the OHSP

- a. Workplace amenities and work environment – Section 2 and 8
- b. First aid in the workplace – Section 4 and 8

There are only eight (8) Compliance Codes currently written for the Occupational Health and Safety Act 2004. To comply with the Act we have referred back to the Codes of Practice from the 1985 Act until the 2004 Act is complete. These Codes of Practice include:

- c. Bullying and Occupational Violence – Section 6
- d. Consultation – Section 5
- e. Dangerous Goods – Section 6
- f. Falls Prevention – Section 6
- g. Forklifts – Section 6
- h. Incident Reporting – Section 3
- i. Job Safety Analysis (JSA) – Section 8
- j. Manual Handling – Section 6 and 8
- k. Noise – Section 6
- l. Public Safety – Section 3
- m. Smoking – Sections 6
- n. Sun Protection – Section 6

2.4 Contractors

All contractors who come on site prior to QMG occupying the area must submit a copy of their company's OH&S policy to the promoter or circuit owner. All contractors are required to sign in with reception prior to commencing work.

Contractors who come onto site after QMG have occupied the area must sign in with the OH&S rep prior to commencing any work – [Appendix G](#)

3. ACCIDENT AND INCIDENT REPORTING

Accident: an unplanned or undesired event that results in injury or illness to a person. This may also involve damage to plant, equipment and/or the environment.

Incident: an unplanned or undesired event that could have resulted in harm. It is often called a 'near miss' or 'near hit', e.g. a container of corrosive is dropped when being delivered but does not break or open.

3.1 Reporting Process

All accidents/incidents must be reported immediately. Timely recording of an incident will help determine the cause of the incident and the true circumstances in which the incident took place as well as assisting in developing a process to prevent the incident from occurring again.

Appendix B shows an example of an Accident/Incident report for events which happen off-track

Appendix C shows an example of an Accident/Incident report for events which happen on-track

An OH&S notice board will be hung in the entry to the Teams Lounge at each event. A copy of the OH&S plan, safety bulletins and the hazard register will be posted on this board for access by teams. Other forms relating to the OHSP can be requested from the OH&S Rep.

ALL incidents and accidents must be reported, no matter how minor they may seem.

3.2 Corrective Action

There are a number of activities common at an event which QMG, in consultation with teams, will review by taking the following steps:

- a. Define the activity being conducted
- b. Identify the risks
- c. Assessing the risk
- d. Control / Treat the risk
- e. Assign an 'Owner'; and
- f. Conduct a review of the process

These assessments will be in the form of a Job Safety Analysis (JSA) – Appendix D

3.3 Public Liability Insurance / Public Safety

At events, teams are covered by CAMS insurance only when the 'wheels (of their race car) are in motion'. This means crew are covered while the car is moving to the marshalling area, in pit lane and while on track until the car returns back to the paddock area garages. At all other times QMG has limited public liability insurance. QMG recommended that teams take out their own public liability insurance to ensure crew, drivers, family and sponsors of teams are covered in the case of an incident or accident.

QMG also insists that all drivers take out life insurance and general motor vehicle cover.

QMG has a duty of care to crew and visitors of the Invitationals work areas and will therefore ensure signs are posted on the marquee which read something to the effect of 'Enter at your own risk'. Teams may wish to place barriers outside their garages to stop the general public from entering their work area.

4. EMERGENCY PROCEDURES

QMG is committed to providing a safe working environment and to protect the health of employees, contractors, teams and visitors to QMG's work areas. All contractors are required to provide QMG with a copy of their most current OH&S Plan prior to each event.

Dial 000 in the case of an emergency.

4.1 Emergency Exits

An emergency evacuation plan will be placed in the following areas by the contractor who erects these structures:

- a. Teams Lounge
- b. Garage Marquee
- c. Corporate Facility

It will include exit points and an assembly point. It will be the responsibility of the individuals to familiarise themselves with this plan at each event, although QMG will induct teams prior to them occupying their work area.

4.2 Fire Extinguishers

For the safety of employees, contractors, teams and visitors, fire extinguishers have been installed in the following areas:

- a. Teams Lounge x 2
- b. Garage Marquee x 6
- c. Race car – 1 per car (responsibility of the team)
- d. Corporate Facility x 1 (where applicable)

Pit Lane, Parc Ferme and the Scrutineering Bay are monitored by the track marshals and are managed via their own OH&S plan.

4.3 First Aid

QMG will provide training for at least one (1) employee in First Aid. Charts will be put up in the Teams Lounge and marquees in case of emergency – Section 8

5. CONSULTATIVE PROCESS

To comply with the Act it is a requirement that QMG consult with employees, contractors and teams about health and safety in their work areas. Consultation

- a. Encourages healthier and happier work areas
- b. Allows for better decisions to be made
- c. Stronger commitment from employees in implementing decisions; and
- d. Greater cooperation and trust between employer and employee

QMG will nominate a Health and Safety Representative who will be responsible for speaking on behalf of employees, contractors and teams. This person will report issues to Management and once an outcome has been determined they will report back to all parties via a notice, bulletin, JSA or meeting.

5.1 When to Consult

Consultation will occur when:

- a. identifying or assessing hazards or risks
- b. making decisions on how to control risks
- c. making decisions about the adequacy of facilities for employee welfare
- d. making decisions about procedures to:
 - i) resolve health and safety issues
 - ii) consult with employees on health and safety
 - iii) monitor employees' health and workplace conditions
 - iv) provide information and training
- e. determining the membership of any Health and Safety Committee (HSC) in the organisation
- f. proposing changes that may affect employees' health and safety, such as changes to:
 - i) the workplace
 - ii) plant, substances or other things used in the workplace
 - iii) the work performed at the workplace
- g. doing any other thing prescribed by the OHS Regulations relevant to this workplace

5.2 Steps for Consultation

- a. A health and safety discussion will be held after each event to determine if there were any hazards or risks to employees. The OH&S Rep will meet with QMG management and discuss issues raised by the teams at the event.
- b. Additional discussions will be held where required on particular issues.
- c. Affected employees will be provided with all relevant information, such as an explanation of what the matter involves, what action is being proposed and why.
- d. Employees will be given adequate time to consider the information, provide their views and give feedback to management.
- e. All comments and suggestions received from affected employees will be taken into account, and feedback will be provided to affected employees by management.
- f. Affected employees will be informed of final decisions and the reasons for them as soon as possible. This information will also be sent via email, bulletin or any other necessary way
- g. Minutes will be taken to record matters that employees are consulted on, who was in attendance, agreed timeframes and actions, etc.

6. BASIC SAFETY POLICIES AND PROCEDURES

As previously mentioned under Compliance Codes/Codes of Practice, there are a number of Safety Policies and Procedures implemented to ensure a safe and healthy work environment.

6.1 Bullying and Occupational Violence

The Invitationals is a bullying and violence free environment. QMG is committed to providing all employees with a healthy and safe workplace free from bullying, intimidation and violence.

Bullying is repeated and unreasonable behaviour directed towards an employee or group of employees that creates a risk to health and safety. It can include behaviour such as: victimising particular employees, verbal abuse, initiation practices, sabotaging someone's work, physical violence and ridiculing someone's opinions.

Anyone who experiences or witnesses bullying should report it as soon as possible. When bullying is reported, it will be investigated quickly and in accordance with our procedures. Where necessary, a formal investigation will be undertaken and disciplinary action may result.

Every manager and employee has a responsibility to comply with this policy and to treat everyone who works with the Invationals with dignity and respect.

If anyone associated with the Invationals experiences bullying or violence, they must report it to QMG immediately where it will be actioned with all necessary means.

6.2 Dangerous Goods and Refuelling

This safety process has been developed to comply with the Dangerous Goods Act 1985. The storage of fuel at race meetings is as per the Supplementary and Further Regulations for that event.

Crews involved in the transportation and the refuelling of vehicles in the paddock area must comply with NCR 141 and Schedule D, Section 3 Clothing (a) (ii) of the CAMS manual.

Information pertaining to fuel storage, transport and filling will be provided to teams prior to each event via the teams notes sent out by the Operations Manager. These rules are made in conjunction with CAMS, the promoter, local fire authorities and the Dangerous Goods Act 1985.

The process below is applicable at all rounds:

- a. It is considered essential that each entry provide one (1) x 9kg Dry Chemical Powder Fire Extinguisher in their garage area
- b. It is considered essential that one (1) x 9 kg Dry Chemical Powder Fire Extinguisher and operator be provided by each team during refuelling
- c. It is essential that the members of each team are trained in the use of first attack fire fighting equipment
- d. It is essential that the crew member responsible for the fire extinguisher performs no other duties during the refuelling of the cars
- e. In the interest of the general public's safety, it is extremely important that the teams refuel in their garage area
- f. Refuelling in pit lane is not permitted

Waste Oil and products must be disposed of in the appropriate waste reciprocal provided by the promoter at each event. Look for the signs at the individual events. Waste must not be poured down sinks and drains. Penalties will be imposed for any wrong behaviour.

6.3 Disclaimers

QMG, in collaboration with CAMS, will ensure that every entrant and driver signs a disclaimer form prior to competing which indemnifies CAMS and associated entities in the event of injury or death to the driver/entrant. That entry form will be provided to the Promoter prior to the first session.

QMG, in collaboration with CAMS, will also ensure that all passes issued to crew and/or guests will have the following disclaimer printed on the pass.

DISCLAIMER
EXCLUSION OF LIABILITY, RELEASE AND ASSUMPTION OF RISK

MOTOR SPORT IS DANGEROUS

In exchange for being able to attend or participate in the event, (and as a condition of the purchase or issue of this ticket), you agree:

- to release Confederation of Australian Motor Sport Ltd ("**CAMS**") and Australian Motor Sport Commission Ltd, promoters, sponsor organisations, land owners and lessees, organisers of the event, their respective servants, officials, representatives and agents (collectively, the "**Associated Entities**") from all liability for your death, personal injury (including burns), psychological trauma, loss or damage (including property damage) ("**harm**") howsoever arising from your participation in or attendance at the event, except to the extent prohibited by law;
- that CAMS and the Associated Entities do not make any warranty, implied or express, that the event services will be provided with due care and skill or that any materials provided in connection with the services will be fit for the purpose for which they are supplied; and
- to attend or participate in the event at your own risk.

You acknowledge that:

- the risks associated with attending or participating in the event include the risk that you may suffer harm as a result of:
 - motor vehicles (or parts of them) colliding with other motor vehicles, persons or property;
 - acts of violence and other harmful acts (whether intentional or inadvertent) committed by persons attending or participating in the event; and
 - the failure or unsuitability of facilities (including grand-stands, fences and guard rails) to ensure the safety of persons or property at the event.
- motor sport is dangerous and that accidents causing harm can and do happen and may happen to you.

You accept the conditions of, and acknowledge the risks arising from, attending or participating in the event and being provided with the event services by CAMS and the Associated Entities.

Disclaimers will also be printed on Hot Lap forms – [Appendix E](#), which will be kept by QMG for a period of no less than 7 years as required by law.

6.4 Electrical Safety

The Act 2004 addresses Electrical Safety under the Australian New Zealand Standard AS/NZS 3760 which requires employers to test all electrical equipment regularly. Here are some points to consider regarding safety around electricity:

- Do not overload power points or power boards by "piggy backing" plugs into one socket or by using double adaptors as all power boards have maximum current ratings. Instead, arrange for another power point to be installed by a registered electrical contractor
- If there is a build up of dirt, moisture, grease or oil on or around power points and switches, arrange for a registered electrical contractor to have them tested
- Place power boards in ventilated areas and keep them free of dust and dirt

- Do not plug high wattage appliances (such as heaters) into power boards as they could overheat the circuit wiring through overload and cause a fire
- Do not spray household cleaners, detergents and insecticides on switches and power points
- Do not wipe power points or switches with a wet cloth
- Place extension cords carefully around equipment preferably securely taped to the floor, or along wall edges
- Extension leads should have plugs with three metal cores (pins). Plugs with two cores are not earthed and therefore are dangerous and should be used only with double insulated electrical equipment
- Only use extension leads as a temporary measure
- Extension leads that are damaged, frayed or have the inner wires exposed should be thrown away or repaired by a qualified repairman or licensed electrician
- Do not place extension leads near heaters and cookers
- Do not connect a piggyback plug to the end of an extension lead to make it longer as the pins will be live. This can be extremely dangerous
- If using extension leads outdoors check them regularly for signs of damage or age
- Do not attempt to repair electrical leads yourself, and never join them by twisting or taping
- Do not make up a long extension lead from a series of shorter ones
- Never place extension leads under carpet or rugs as they may overheat
- Fully extend leads on reels when in use

Leads must be tested in accordance with each state's legislation. The Invitionals will travel to TAS, QLD, NSW and VIC in 2009.

6.5 Falls Prevention

It is the responsibility of the teams and contractors to ensure they have adequate systems in place for the prevention of falls. When unloading transporters it is recommended that safety harnesses are used to prevent falling off the tail lift of the transporter. Ladders should only be used for the purposes they are intended for.

6.6 Manual Handling

To prevent injury to yourself or others, the following process is recommended when lifting heavy objects:

1. Assess the load
2. Clear the path
3. Move in close to the load
4. Place feet shoulder width apart
5. Secure you grip
6. Maintain normal curves of the spine
7. Hold your head upright
8. Power the lift with your legs and body weight not your back
9. Don't twist
10. Use smooth controlled movements

Heavy lifting trolleys are recommended for items too heavy lift manually.

6.7 Pit Lane

Pit Lane is dangerous. QMG will provide a pit lane disclaimer to each team to complete prior to the first on-track session. Once completed, a wristband will be given to each person who has signed the

disclaimer; a maximum of 4 per entrant unless stated otherwise in the Event Regulations. The completed disclaimers will be given to the scrutineering officials.

6.8 Noise

Noise is probably the most widespread and underestimated of workplace hazards. All workers exposed to high noise levels are at risk of suffering permanent noise induced hearing loss. Regulations in Victoria limit exposure to 85 decibels (A) averaged over 8 hours. Exposure to noise levels over this will lead to permanent damage. Cars in the Invitationals can reach up to 95 decibels but are not run for 8 hours a day.

QMG complies with this regulation, however, QMG recommend teams provide ear plugs for crew and sponsors when around cars that are running.

6.9 Incompressible Jacks

When working on a car where the crew need to place their body underneath the car (other than hands or forearms) it is compulsory that incompressible components be placed under the car in the event the air jacking system fails. This does not include standard wheel changing operations.

6.10 General

Forklifts	Only those persons who hold a current forklift licence may operate forklifts.
Fumes	Fumes are a hazard at all events especially in the marquee garages. It is recommended that where practical, cars are started up outside the marquee or hoses are connected to the exhausts and filtered outside.
Lighting	QMG recommend teams provide lighting for when they are required to work on cars before and after daylight hours. Adequate lighting will provide better visibility and reduce the chance of injury.
Smoking	Smoking is NOT permitted in any areas where The Invitationals operate or near the storage of flammable liquids. Smoking areas will be communicated to employees, contractors and teams prior to each event. Failure to comply with these directions can result in disciplinary action including fines.
Sun Protection	It is the responsibility of the individual to ensure they are wearing protective clothing to shield them from the elements. It is advised that hats and sunscreen are bought to each event

7. INDUCTION

At the commencement of the season the OHSP will be:

- a. sent out to teams via email, including all forms
- b. posted on the teams centre at www.theinvitationals.com.au
- c. handed out as a hard copy at the first event
- d. discussed with team managers at the first event

Prior to occupying the paddock area, the Event Checklist – Appendix F – will be completed and assessed for any risks or hazards by the OH&S rep and actioned as required.

Teams are requested to cooperate with all reasonable requests made by the OH&S Rep and QMG

First Aid Chart, Emergency Evacuation Procedures and Health and Safety Bulletins will be posted on the Teams Notice Board inside the Teams Lounge at each event.

8. APPENDIX

These Documents form part of the OHSP. They will be completed as per the requirements in Section 7 – Induction and will be archived for 7 years.

- A – HAZARDS REGISTER (THE INVITATIONALS OHS001_HR)
- B – INCIDENT REPORT OFF-TRACK (THE INVITATIONALS OHS002_IROFFT)
- C – INCIDENT REPORT ON-TRACK (THE INVITATIONALS OHS003_IRONT)
- D – JOB SAFETY ANALYSIS (THE INVITATIONALS OHS004_JSA)
- E – HOT LAP DISCLAIMER (THE INVITATIONALS OHS005_HLD)
- F – EVENT CHECKLIST (THE INVITATIONALS OHS006_EC)
- G – CONTRACTOR CHECKLIST (THE INVITATIONALS OHS007_CC)
- H – BRIEFING SIGN ON FORM (THE INVITATIONALS OHS008_BSOF)



A. HAZARD REGISTER

Who uses this form? All staff, teams and contractors associated with the Invitationals
Purpose? To record all potential hazards at any location where the Invitationals conducts business and/or operations
Distribution and Action: The original is to be returned to the OH&S representative and a copy kept for the person reporting the hazard

RISK MATRIX

Likelihood	Consequence			
	1 - Insignificant	2 - Minor	3 - Moderate	4 - Major
A – almost certain	HIGH	HIGH	EXTREME	EXTREME
B – Likely	MEDIUM	HIGH	HIGH	EXTREME
C – Possible	LOW	MEDIUM	HIGH	EXTREME
D – Unlikely	LOW	LOW	MEDIUM	HIGH

ACTIONS REQUIRED FOLLOWING RISK ASSESSMENT
 Extreme – Immediate action required
 High – Senior Management attention needed
 Medium – Management responsibility specified
 Low – Manage with current procedures / continue with current process

IDENTIFIED RISKS

Date	Location	Hazard	Risk L/M/H/E	Control Method Implemented	By Who?	Check (OHS Rep) Sign
EG 1 January 2009	Clipsal paddock area	Metal edging missing from pro-floor	HIGH	Order more edging, put warning sign out	Category Manager	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

B. INCIDENT REPORT – OFF TRACK

This form should be completed by the worker injured OR a witness. The completed form must be handed to the OH&S representative or Category Management for action.

ENTRY DETAILS

Name of injured worker _____ Age _____ Marital Status _____

Address _____

Employee of PCC _____ Sub/Contractor (Company Name) _____

Address of Sub/Contractor _____

Name of person reporting the incident _____

Date of reporting incident _____ Time of reporting incident _____ AM / PM (circle)

INCIDENT DETAILS

Date of Incident _____ Time of incident _____ AM / PM (circle)

Nature of Injury _____

Part of body Injured (arm, leg, eye, head etc) _____

Location of Incident _____

Activity engaged in at time of incident _____

Cause of Incident _____

Names of witness(es) _____

Was First Aid administered? Yes / No

If yes, what first aid was given to the injured person? _____

What action was taken? (ambulance / hospital by car / doctor surgery) _____

What action has been taken to prevent the injury from happening again to others? _____

Additional Comments _____

Is there a JSA (Job Safety Analysis) for the task performed? Yes / No

*Once completed, please hand this form to Category Management or the OH&S Rep for review and action.



C. INCIDENT REPORT – ON TRACK

This form should be completed by the complainant and returned to the Driver Standards Observer or Operations Manager for action.

TEAM DETAILS

Team Name _____

Driver Name _____ Car No. _____

Name of person reporting Incident (Manager or Driver ONLY) _____

Contact Number (mobile ONLY) _____ Time of submission _____

INCIDENT DETAILS

Track / Event _____ Round No. _____

Day _____ Session P1 / P2 / Q1 / Q2 / R1 / R2 / R3 / R4 (circle) Lap No. _____ Turn No. _____

Other cars involved (please list) _____

Describe the incident (use this space to draw if required)

Additional Comments _____

*Once completed, please hand this form to the Driver Standards Observer or the Operations Manager for review and action.



D. JOB SAFETY ANALYSIS

Who uses this form? All staff, teams and contractors associated with the Invitationals

Purpose? To record step by step, the process in preventing a hazard from becoming an injury

Distribution and Action: The original is to be returned to the OH&S representative and a copy will be emailed out to employees, teams and contractors

RISK MATRIX

Likelihood	Consequence			
	1 - Insignificant	2 - Minor	3 - Moderate	4 - Major
A – almost certain	HIGH	HIGH	EXTREME	EXTREME
B – Likely	MEDIUM	HIGH	HIGH	EXTREME
C – Possible	LOW	MEDIUM	HIGH	EXTREME
D – Unlikely	LOW	LOW	MEDIUM	HIGH

HOW TO COMPLETE A JOB SAFETY ANALYSIS (JSA)

Step: Number in sequence from 1

Activity: Briefly describe the activity outlined in each step

Hazards: Identify what could cause harm to a person, the job, materials or environment

Risk: The severity of the risk posed by the hazard (refer to the risk matrix)

Controls: What precautions or actions need to be taken to control the risk

Responsibility: The name of the person assigned to complete the task

JOB SAFETY ANALYSIS

TASK PERFORMED _____ JSA COMPLETED BY _____

STEP	ACTIVITY	HAZARD(S)	Risk L/M/H/E	Control Method Implemented	By Who?
1					

OHS Representative Sign Off _____ Date _____ Version _____



E. HOT LAP DISCLAIMER

DISCLAIMER

EXCLUSION OF LIABILITY, RELEASE AND ASSUMPTION OF RISK

PASSENGERS IN VEHICLES

In exchange for being able to attend the circuit or activity location and ride as a passenger in a vehicle (whether during a motor sports event or otherwise), I agree:

- to release Confederation of Australian Motor Sport Ltd ("**CAMS**") and Australian Motor Sport Commission Ltd, V8 Supercars Australia ("**V8SA**"), Qmedia Group ("**QMG**"), The Invitationals ("**TI**"), promoters, sponsor organisations, land owners and lessees, organisers of the event, their respective servants, officials, representatives and agents (collectively, the "**Associated Entities**") from all liability for my death, personal injury (including burns), psychological trauma, loss or damage (including property damage) ("**harm**") howsoever arising from my attendance at the circuit and riding as a passenger, except to the extent prohibited by law;
- that CAMS and the Associated Entities do not make any warranty, implied or express, that the event services will be provided with due care and skill or that any materials provided in connection with the services will be fit for the purpose for which they are supplied; and
- to attend the circuit or activity location and ride as a passenger at my own risk.

I acknowledge that:

- the risks associated with attending the circuit or activity location and riding as a passenger in a vehicle (whether during an event or otherwise) include the risk that I may suffer harm as a result of:
 - motor vehicles (or parts of them) colliding with other motor vehicles, persons or property;
 - acts of violence and other harmful acts (whether intentional or inadvertent) committed by persons attending or participating in the event; and
 - the failure or unsuitability of facilities (including grand-stands, fences and guard rails) to ensure the safety of persons or property at the event.
- motor sport is dangerous and that accidents causing harm can and do happen and may happen to me.

I accept the conditions of, and acknowledge the risks arising from, attending the circuit or activity location and riding as a passenger and being provided with services by CAMS and the Associated Entities.

To be completed by Participant

.....
Name (please print)

.....
Signed

.....
Date

For persons under the age of 18 years the following parent/guardian consent must be completed.

PARENT/ GUARDIAN CONSENT – PERSONS UNDER 18 YEARS OLD

I of [Address] am the parent/ guardian* of the above-named ("the minor") who is under 18 years old. I have read this document and understand its contents, including the exclusion of liability and assumption of risk, and have explained the contents to the minor. I consent to the minor attending/ participating in* the event at his/her own risk

Signed..... Date.....
Parent / Guardian*

* Delete whichever does not apply

To be completed by Organiser

Organisation or Organiser:
Event or Circuit:
Circuit or location of activity:
Description of activity:
Car Details:
Driver:
CAMS Licence No. of Driver:

F. EVENT CHECKLIST

To be completed at each event by the OH&S Rep prior to the area being occupied.

ITEM	AREA					
	TEAM MARQUEE	PADDOCK AREA	GARAGES	KITCHEN	OFFICE	CORPORATE HOSPITALITY
ELECTRICAL SAFETY						
Power leads and boards are tagged						
Leads are not lying in water						
Double adapters and boards are not 'piggy backed' on each other						
Air conditioners / Heaters are not plugged into power boards – straight to Distribution board (high wattage)						
Loose extension cords taped to the floor or cable tied above head height						
No frayed or damaged leads						
Cords are away from hot elements and not under carpet – overheat						
FIRE SAFETY						
Extinguishers are available						
Signs for Extinguishers						
Fuel Storage – Teams						
Fuel Bund						
Fuel Transport						
Rubbish Bins are available / empty						
Waste Oil Drums are sign posted						
Exits aren't blocked						
Area is free from debris and clutter						
Emergency Exit Signs are in place						
GENERAL						
Vehicles are not parked in Emergency Exit lanes						
No low overhead wires						
Ample Lighting						
Toilets and clean water available						

