



## Karting Australia – First Aid Checklist

This checklist is provided by Karting Australia, in partnership with Gallagher, as part of the Karting Australia Risk Management (KARM) program. The purpose of this checklist is to provide a basic list of equipment and supplies for a first aid kit at your club.

### Checklist Requirements

The checklist can be downloaded and modified as contents of the kit will vary depending on things such as;

- Budget
- Number of members
- Type of event

It is important that there is an accredited first aider or sports trainer at your club able to use the equipment in the kit.

On a regular basis your club's first aid kit should be audited, using the checklist, to make sure that all materials are contained and that they are in date. If a material is out of date it should be disposed of and replaced. A tip to make sure this audit occurs is to place several checklists in the front of the first aid kit so that when someone goes to complete the audit, the checklist is right there.

It can be expensive to keep a first aid kit stocked, try building a relationship with your local pharmacy for discount or sponsored materials. Once you have been auditing the kit for a while you will get a feel for what needs to be replaced more often.

The first aid kit should be visible, easy to access (e.g. not locked away in the office) and near the medical emergency plan of the club.

All medications, including Panadol or aspirin, Ventolin or other asthma medications, anti-inflammatory tablets, anti-fungal creams and powders, antibiotic creams and ointments should be provided by the individual. You can ask competitors to bring their own sunscreen, however at peak times we would recommend that it is provided.

The list below has been divided into two sections

- Required basics for a club first aid kit.
- Additional items for setting up a first aid room.

### First Aid Qualifications

As per Karting Australia Rules, qualified First Aid Personnel must be in attendance at all meetings. The minimum recommended qualification is Level 2 First Aid (HLTAID003). For further information regarding First Aid Qualifications, please visit [St. John First Aid Training](#).

It is highly recommended that Karting Clubs have a cardiac defibrillator – Automatic External Defibrillator (AED) – on-site during all club activities. Whilst this is not yet mandatory, this may be a requirement within future KARM Accreditation Levels.

*For further information regarding First Aid Kits relevant to the size and scope of your club operations, please refer to [St John First Aid Kits](#).*

**This checklist is compulsory**

Karting Australia requires all organisers and clubs to properly fulfill 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.

### Insurance

The Karting Australia National Insurance Program, arranged by 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 an event/activity or for club facilities generally 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.

### How to complete this checklist

Physically assess both the First Aid Kit in addition to the designated First Aid room, reviewing each item in the checklist. Based on your observations and assessment of each item, consider the following:

### First Aid Kit

Consideration	Task
If the kit <b>DOES NOT</b> have a certain supply in stock and there is no way to re-stock through immediate action.	Record the supply issue by marking the <b>"NO"</b> column <b>AND</b> document your decisions / actions in the space provided in the checklist.
If the kit <b>DOES NOT</b> have a certain supply in stock but immediate action can re-stock the First Aid Kit.	Record the supply issue by marking the <b>"NO"</b> column <b>AND</b> document your decisions / actions in the space provided in the checklist.
If the kit <b>DOES</b> have a certain supply in stock, but the stock levels are low and further actions are required.	Record the supply issue by marking the <b>"YES"</b> column <b>AND</b> document your decisions / actions in the space provided in the checklist.
If the kit <b>DOES</b> have a certain supply in stock and the stock levels are adequate.	Record the supply item by marking the <b>"YES"</b> column.

## First Aid Room

Consideration	Task
If the conditions are <b>NOT FIT FOR USE</b> and cannot be made safe through immediate action.	Record the risk/hazard by marking the <b>“NO”</b> column <b>AND</b> document your decisions/actions in the space provided in the checklist
If the conditions are <b>NOT FIT FOR USE</b> but immediate actions can reduce the risk to an acceptable level.	Record the risk/hazard by marking the <b>“NO”</b> column <b>AND</b> document your decisions/actions in the space provided in the checklist.
If the conditions are <b>FIT FOR USE</b> but further actions are required.	Record the risk/hazard as acceptable by marking the <b>“YES”</b> column <b>AND</b> document your proposed actions in the space provided in the checklist.
If the conditions are <b>FIT FOR USE</b> and no further actions are required.	Record the risk/hazard as acceptable by marking the <b>“YES”</b> column

### What do I do if a concern is identified?

If, during your inspection, you identify a concern (i.e. you marked the 'NO' column), you must record your decisions / actions in the space provided.

You may consider the following as possible actions to address the identified risk:

Consideration	Task
Control the risk	Re-stock items from the local pharmacy or re-stock from first aid kits in attendees motor vehicles.
Avoid the risk	Relocate the First Aid Room into a more suitable location or postpone an event if there are no onsite First Aid supplies.
Transfer the risk	Engage a local St John's field medic or other contracted paramedic service to coordinate the first aid response.
Monitor the risk	Where there is an unlikely outcome to occur, it is recommended you monitor the risk throughout an event for any change in circumstances, i.e. deterioration in stock levels.

### Important Safety Notice

Where a risk is identified but cannot be addressed to an acceptable level, you should seriously consider whether an event should proceed. An event should not proceed where a threat to life has been identified.

### Submitting your completed checklist

Once completed, it is not a requirement that you forward your checklist to your State Karting Office, however the completed checklist should be stored for record keeping to protect the club and its committee members in the event of a liability claim against the club. The National Insurance Program relies upon clubs demonstrating risk management via checklists such as this.

# Karting Australia – First Aid checklist

Please refer to the checklist instructions prior to completing this form. As you assess your first aid kit / room, place a  mark in the appropriate column as per the table below:

YES = ACCEPTABLE	NO = ACTION REQUIRED
<b>First Aid Kit</b> – You are satisfied that the supplies are in stock, in date and acceptable for use in the event of an emergency	<b>First Aid Kit</b> – You have identified either no stock, low stock levels or out of date supplies. You must record in the space provided.
<b>First Aid Room</b> – You are satisfied the room & equipment required is in place, safe and acceptable for use in the event of an emergency	<b>First Aid Room</b> – You have identified either inadequate equipment or environment is in place. You must record in the space provided.

Race Track: \_\_\_\_\_

Event: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

(DD/MM/YY) *Time of inspection*

		Yes	No	Actions
<b>SECTION 1: REQUIRED BASICS FOR A KART CLUB FIRST AID KIT</b>				
1.1	Cardiac Defibrillator – Automatic External Defibrillator (AED) RECOMMENDED			
1.2	Bandages of various sizes (e.g. Crepe)			
1.3	Triangular bandages / slings			
1.4	Wound dressings (e.g. Combine, absorbent)			
1.5	Non-adherent dressing (small & large)			
1.6	Wound strips (e.g. Bandaid, Elastoplast)			
1.7	Strapping tapes			
1.8	Gauze swabs			
1.9	Plastic wrap for burns (e.g. Gladwrap, Clingwrap)			
1.10	Saline Ampoules 15-30 mls			
1.11	Eye Wash			
1.12	Eye Pad			
1.13	Ice packs			

		Yes	No	Actions
<b>SECTION 1: REQUIRED BASICS FOR A KART CLUB FIRST AID KIT</b>				
1.14	Non-sterile medical gloves			
1.15	CPR mask / face shield			
1.16	Scissors			
1.17	Tweezers			
1.18	Safety Pins			
1.19	Disposable bags			
1.20	Alcohol wipes			
1.21	Antiseptic swabs (e.g. Betadine, Chlorhexedine)			
1.22	Thermal survival / space blanket			
1.23	Sunscreen			
1.24	Antibacterial Hand Rub (alcohol based)			
1.25	First Aid Instruction handbook			
<b>SECTION 2: FIRST AID ROOM</b>				
2.1	Wash basin with hot and cold water			
2.2	Disposable hand towels, soap and nail brush			
2.3	Seats for waiting patients or their accompanying family or friend			
2.4	Movable screen for privacy			
2.5	Refuse containers for sharps			
2.6	Clock with second hand			
2.7	Bed and/or examination bench or table at a height where the first aider or trainer does not have to bend down or strain to assess an injury			
2.8	Clean, non-slip surfaces (washable)			
2.9	Fridge / freezer for ice, fluids			

		Yes	No	Actions
<b>SECTION 2: FIRST AID ROOM</b>				
2.10	Good lighting			
2.11	Easy access for emergency services, wheelchair or stretcher			
2.12	Well ventilated			
2.13	Accessible to amenities			
2.14	Hazardous waste bin / bag			
2.15	Injury report forms / pens			

**Commencement declaration**

*I, the undersigned, declare that I am an authorised official of the event. I have completed the above inspection and accurately recorded all applicable safety concerns. All safety concerns identified have been addressed to an acceptable level and I declare the nominated race track (above) and the associated conditions are satisfactory for competition to commence.*

Your name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

A copy of this checklist must be submitted to Karting Australia or the State Office. Please retain a copy of this checklist for your own records.