



## Karting Australia - Pre-event 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 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.

### 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 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.

### How to complete this checklist

Physically walk around the track/venue and review each item in the checklist. Based on your observations and assessment of each item, consider the following:

| Consideration   | Task  |
|---|---|
| If the conditions are <b>NOT SAFE</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 SAFE</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>SAFE</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>SAFE</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 safety concern is identified?

If, during your inspection, you identify a safety 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:

| Possible action   | Description   |
|-------------------|---|
| Control the risk  | Using signs, witch’s hats, bunting or modifying the situation, you may reduce the likelihood of this risk occurring.  |
| Avoid the risk    | Removing the object this is causing the risk or delay or postpone the event may prevent the risk from occurring at all.   |
| Transfer the risk | Provide notice to spectators or drivers via signage or waivers and ensure your insurance is up to date means that if the risk occurs you may share or transfer responsibility to a third party. |
| Monitor the risk  | Where the risk is unlikely to occur, it is recommended you monitor the risk throughout the event for any changes in circumstance..  |

### Important Safety Notice:

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

### Submitting your completed checklist:

Once completed, you must forward your checklist to your State Karting Office for record keeping. The National Insurance Program relies upon clubs demonstrating risk management via checklists such as this. Failure to submit your checklist may be considered a breach of the Karting Australia Rules.

# Karting Australia - Pre-event checklist

Please refer to the checklist instructions prior to completing this form. As you walk around the track/venue, place a  mark in the appropriate column as per the table below:

|   |   |
|---|---|
| <b>YES = ACCEPTABLE</b>   | <b>NO = ACTION REQUIRED</b>   |
| You are satisfied the conditions are safe and acceptable for competition to commence. | You have identified a safety concern. You must record in the space provided |

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

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

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

(DD/MM/YY)

Time of inspection

|   |   | Yes | No | Actions |
|---|---|-----|----|---------|
| <b>SECTION 1: EVENT ORGANISATION</b>              |   |     |    |         |
| 1.1   | The supplementary regulations have been supplied to KA or State Office.         |     |    |         |
| 1.2   | The 'Essential Officials' are present and have signed on                        |     |    |         |
| 1.3   | The Designated Officials are present and have signed on                         |     |    |         |
| <b>SECTION 2: SAFETY &amp; EVENT COMMAND</b>      |   |     |    |         |
| 2.1   | The Key Officials Briefing has been conducted                                   |     |    |         |
| 2.2   | The high visibility vests have been distributed to the appropriate Officials    |     |    |         |
| 2.3   | The 2 Way Radios have been distributed  |     |    |         |
| 2.4   | The 2 Way Radios have been checked and are operational                          |     |    |         |
| 2.5   | The allocated Fire extinguishers are in place, accessible and are ready for use |     |    |         |
| <b>SECTION 3: IN GRID, OUT GRID AND TECHNICAL</b> |   |     |    |         |
| 3.1   | The Out Grid gate/s are functioning appropriately                               |     |    |         |
| 3.2   | Suitable Safety Structures separate the grids from the Race Track               |     |    |         |
| 3.3   | A Mechanical Breakdown Lane has been set up and is available                    |     |    |         |
| 3.4   | The Race Direction sign in place and clearly visible to the drivers             |     |    |         |

|                              |  | Yes | No | Actions |
|------------------------------|--|-----|----|---------|
| <b>SECTION 4: RACE TRACK</b> |  |     |    |         |
| 4.1                          | The Safety Fence is secure and functioning appropriately                                     |     |    |         |
| 4.2                          | The Safety Catch Fences are operational  |     |    |         |
| 4.3                          | The Catch Traps are non-compacted and ready for use  |     |    |         |
| 4.4                          | Safety Structures (including tyre barriers) are in place and appropriately secured           |     |    |         |
| 4.5                          | The Track surface is visibly clear of hazards, obstructions and/or debris                    |     |    |         |
| 4.6                          | The Track surface is visibly clear of any puddles or water pooling                           |     |    |         |
| 4.7                          | Safety Flags are accessible at all Flag Points   |     |    |         |
| 4.8a                         | An appropriate number of Flag Marshalls are in attendance for the race to commence <b>OR</b> |     |    |         |
| 4.8b                         | All Safety lights are operational  |     |    |         |
| <b>SECTION 5: FIRST AID</b>  |  |     |    |         |
| 5.1                          | First Aid personnel are on-site and prepared   |     |    |         |
| 5.2                          | First Aid radio check has been completed   |     |    |         |
| <b>SECTION 6: WEATHER</b>    |  |     |    |         |
| 6.1                          | The Weather Conditions are acceptable  |     |    |         |

### 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.