

CLUB SAFETY OFFICER PACK

January, 2018



WELCOME

Why this information pack?

- Consistency of approach across all Circuit safety approaches and Circuit inspections.
- Alignment with Best Practice Targeted Risk Assessment methods used in Motorsport.
- Consistent documentation pathways for clubs, SKCs and KA to measure and improve Circuit development and safety across the sport nationally.
- To provide assistance to Club Safety Officers on approaches that work and to inform on the processes used by KA Authorised Circuit Inspectors.

Where does this fit in KA structure?

- This pack and the information it includes are part of an overall structure within KA
- Key parts of the structure include:
 - Circuit Construction and Safety Guide
 - Policy for development, approval and delivery of new Circuits
 - Development of Circuit drawings showing all safety measures
 - Safety 1st policy
 - KARM (Karting Australia Risk Management) program
 - Building Better Kart Clubs program
 - Critical Incident procedures and checklist
 - Structured checking process for officials
 - Safety Grants program

INFORMATION OBJECTIVES

- Principles of Karting Safety
- Holistic Approach to Karting Safety
- Priority of Protection
- Process for and role of Club Safety Officers
- Expectations of Club Safety Officers
- Assessing & prioritising risks
- Assessing your venue generally

RISKS OF KARTING

Uncontrolled – Karting is Dangerous.

With Controls, Karting can be very safe.

Our job is to determine **appropriate controls** to make a venue as risk free as possible.

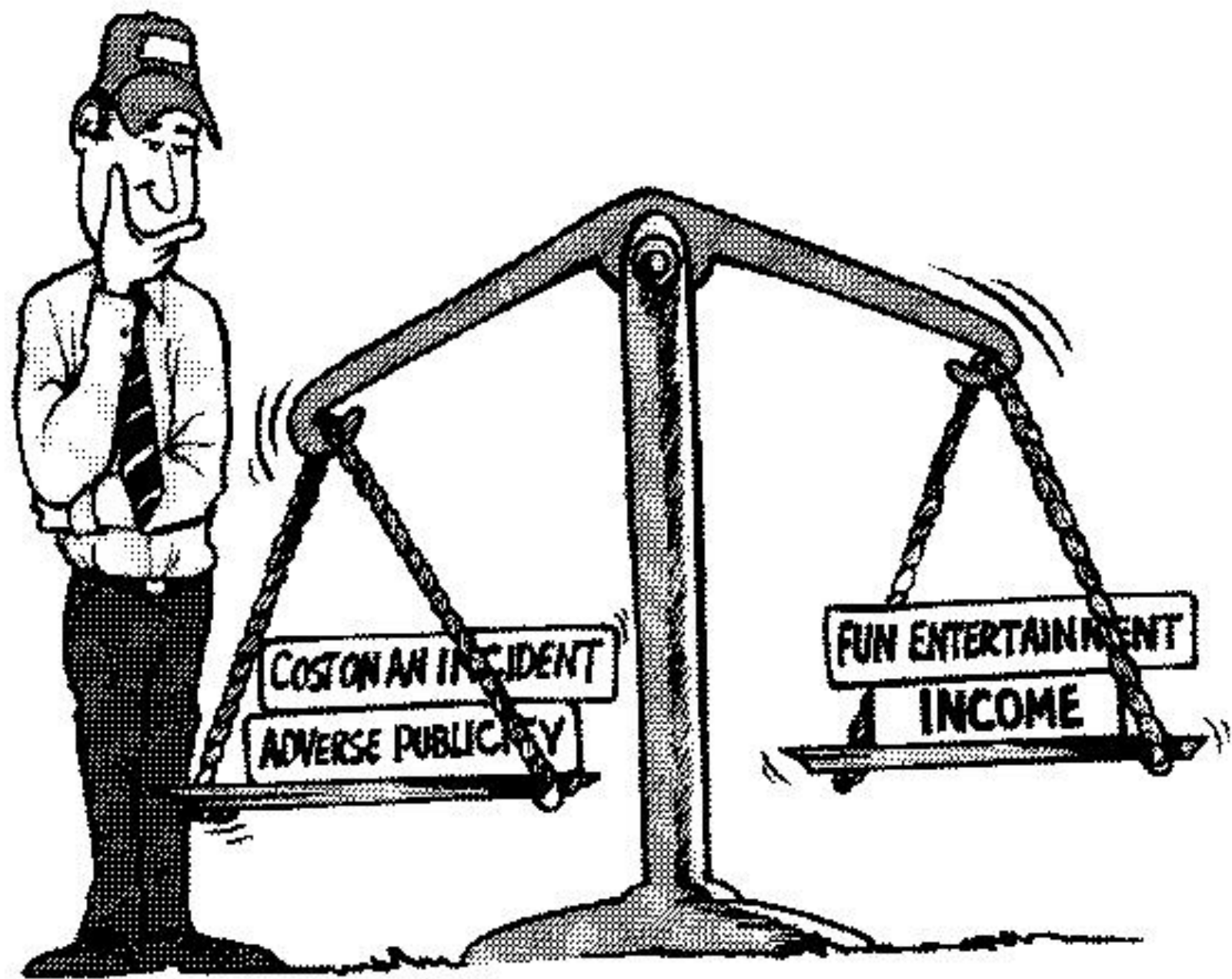
However

Karting must continue to **offer a challenge**.

Commercially Karting must **be interesting** for Spectators, Media and Sponsors.

To achieve this

We need to **balance** thrills, risk, excitement, interest, skill and feasibility.



HIERARCHY OF SAFETY

- Spectators
 - Least able to influence outcomes
- Officials
 - Somewhat or partially able to influence outcomes
- Drivers/Competitors
 - Most able to influence outcomes

HOLISTIC APPROACH TO SAFETY

- Driver

- Licensing, experience, fitness, attitude

- Driver Equipment

- Apparel, comfort, usability of equipment

- Kart

- Kart design, construction, seats, competition classes

- Venue Design

- Average speed
- Stop / Go or flowing
- Identification of hazards & safe areas

HOLISTIC APPROACH TO SAFETY

- Venue Safety Installations
 - Barriers & fences
 - Run off areas, catch traps
 - Buffers
 - Known hazards/danger areas
 - Briefings/Inductions
- Rescue / Medical facilities & processes
- Standard Operating Procedures for a Venue & a Race Meeting

FUNCTION OF A CLUB SAFETY OFFICER

- A Club Safety Officer is appointed by their club to oversee all safety-related matters
- Authority of each Club Safety Officer will depend on their club's structure
- Expectations of behaviour:
 - Respect, attitude
 - Verbal Communication
 - Email usage
 - Personal presentation
 - Responsible Social Media Interaction
 - Support the club & governing bodies

FUNCTION OF A CLUB SAFETY OFFICER

- **Focus on safety matters for the club by:**
 - Always looking at the venue and operations with “fresh eyes”
 - Constantly asking “can we do better” or “is there a better way”
 - Being familiar with KA Circuit Guide
 - Having a good working relationship with KA Approved Circuit Inspector
 - Reporting to the club committee
- **What to do if something goes wrong?**
 - Speak to club committee, SKC and/or to KA Manager Safety, Risk & Compliance to provide assistance

FUNCTION OF A CLUB SAFETY OFFICER

•What does a Club Safety Officer do?

- Advises Club of acceptability of the venue, oversees maintenance and development of safety related items.
- Reports to Club Committee to document risks and their controls
- Liaises with SKC & KA on venue improvement plans related to safety
- (NSW only) Some additional requirements of the NSW Motor Vehicle Sports (Public Safety) Act and its Regulations

FUNCTION OF A CLUB SAFETY OFFICER

- **How does the Club Safety Officer do that role?**
 - Focuses on the given task
 - Sticks to the Club Safety Officer's role
 - Uses their "tool box of knowledge" to advantage
 - Doesn't hold grudges
 - Doesn't try to be something they are not
 - Is "professional"
 - Uses Risk Management concepts to determine outcomes and to provide support for their decisions
 - Uses the resources available to them through their SKC & KA to access expert advice to assist the club
 - Organise ongoing Maintenance of the Circuit
 - Get all required works identified in Circuit Inspections done on time

CLUB SAFETY OFFICER SKILLS

- Skills a Club Safety Officer brings with them:
 - Relationship with, and a understanding of, Karting
 - Understanding of Club Committee structure & operation
 - Connection to support structure – SKC, KA, NCSC

CLUB SAFETY OFFICER SKILLS - USEFUL

- Civil Engineering
 - Earth
 - Gravel
 - Concrete
 - Basic constructions
 - Road surfaces
 - Bitumen
 - Spray tar seal
 - Drainage

CLUB SAFETY OFFICER SKILLS - USEFUL

- Specialist Motor Sport Engineering
 - Determination of racing line(s)
 - Interpretation of speed charts
 - Run off area calculation
 - Barriers, fences vs. Buffers
 - Barriers and installations
 - Catch traps
 - Impact load calculation
 - Kerbs
 - Protection of small solid objects
 - Preparedness to learn

CLUB SAFETY OFFICER SKILLS - USEFUL

- **Administrative**
 - Information gathering
 - Sources used; validity of information
 - Note taking
 - Notes, Measurements, Comments, Observations
 - Photographic recording
 - Still and video
 - Interpretation of guidelines
 - Seek clarification if needed or unsure
 - Information distillation
 - Gather all the information together and distil it
 - Report writing
 - Computer/email

ASSESSING YOUR VENUE

- Look at a venue from 4 perspectives
 - Competitor
 - Official
 - Spectator
 - Your club

ASSESSMENT WITH RISK MATRIX

RISK MATRIX	<u>Consequence</u>			
	1 Insignificant	2 Minor	3 Moderate	4 Major
<u>Likelihood</u>				
A - Almost Certain	High 9	High 10	Extreme 14	Extreme 16
B - Likely	Medium 4	High 7	High 11	Extreme 15
C - Possible	Low 3	Medium 6	High 8	Extreme 13
D - Unlikely	Low 1	Low 2	Medium 5	High 12

Items with a risk rating equal to or less than 7 are considered acceptable normally, higher risk ratings require work

UNDERSTANDING RISK MATRIX

Likelihood	Consequence	Personal Injury	Administrative
A - Almost certain	Action will probably occur numerous times or in many circumstances 4 – Major Consequence	Death, permanent or extensive injury requiring hospitalisation to one or more people.	Significant hardship to Organisation
B - Likely	Action may occur occasionally or in some circumstances 3 – Moderate Consequence	Serious injury requiring hospitalisation; broken limbs or stand down for duration of event	Significant rejigging of organisational plans required
C - Possible	Action may occur in exceptional circumstances and has been known to occur elsewhere 2 – Minor Consequence	Medical attention on-site or ongoing attention to injury may be required	Minor rearrangement of plans required to address the situation
D - Unlikely	Whilst theoretically possible is not known to have occurred 1 – Insignificant Consequence	Minor first aid, if at all. No ongoing medical attention	Localised assessment of affected issue to be considered

ASSESSING YOUR VENUE

- **Use your tool box of skills**
 - Both mental and physical
- **Start your assessment by inspecting**
 - Generally walk
 - Start at the start
 - Stick to your plan – don't get led astray
 - Engage other club members where necessary
 - Take your time – **it's your assessment. Be on top of the game!**
- **Record your assessment**
 - Use whatever process is comfortable for you
- **Report your assessment to your club**
 - Don't be afraid to ask for assistance from your SKC or KA

ASSESSING YOUR VENUE

Your Assessment Report:

•Use the KA Location identifying structure

- *The identification numbers used commence at the start line and indicate the percentage distance to the next turn. Eg: 0.5 LH indicates a location halfway or 50% between the start line and turn 1 on the left hand side*

•Don't be afraid of asking for assistance

- Your State Circuit Inspector & KA are here to help you

•Consider the circumstances

- Type of event, Kart classes, Terrain
- Did each matter considered present an acceptable risk given the circumstances?
- Is there anything the club can reasonably do to improve the matter?

ASSESSING YOUR VENUE

Develop an improvement works program with input from your local Circuit Inspector

- Identify the areas where improvement is required
- Determine the manner the club will use to address the issues
- Settle on a date for completion – which can be changed but should be settled on as a goal to aim for
- Go through your plans with your KA Approved Circuit Inspector to assist you in achieving a great outcome
- Discuss planned works with KA Manager SRC re suitability for KA Safety Grants program

REFERENCE MATERIAL

•Guides

- KA Circuit Construction & Safety Guide
- CIK Circuit Guidelines & Appendices

•Regulations

•Karting Australia Risk Management (KARM)

•KA Policies

- Safety 1st Policy
- New Circuit & Extensions Policy
- Risk Management Policy

CLUB SAFETY OFFICER PACK

*Thank you for
taking part*

