



KARTING AUSTRALIA RISK MANAGEMENT PROGRAM PRE-EVENT CHECKLIST



Arthur J. Gallagher
BUSINESS WITHOUT BARRIERS™



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.

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.





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



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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:

YES = ACCEPTABLE	NO = ACTION REQUIRED
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 how you will address this risk/hazard.

RACE TRACK:

EVENT:

DATE:
DD/MM/YYYY

TIME:
TIME OF INSPECTION

SECTION 1: EVENT ORGANISATION		YES	NO	ACTIONS
1.1	The supplementary regulations have been supplied to KA or State Office.	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%; height: 100%;" type="text"/>
1.2	The 'Essential Officials' are present and have signed on	<input type="checkbox"/>	<input type="checkbox"/>	
1.3	The Designated Officials are present and have signed on	<input type="checkbox"/>	<input type="checkbox"/>	
SECTION 2: SAFETY & EVENT COMMAND		YES	NO	ACTIONS
2.1	The Key Officials Briefing has been conducted	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%; height: 100%;" type="text"/>
2.2	The high visibility vests have been distributed to the appropriate Officials	<input type="checkbox"/>	<input type="checkbox"/>	
2.3	The 2 Way Radios have been distributed	<input type="checkbox"/>	<input type="checkbox"/>	
2.4	The 2 Way Radios have been checked and are operational	<input type="checkbox"/>	<input type="checkbox"/>	
2.5	The allocated Fire extinguishers are in place, accessible and are ready for use	<input type="checkbox"/>	<input type="checkbox"/>	
SECTION 3: IN GRID, OUT GRID AND TECHNICAL		YES	NO	ACTIONS
3.1	The Out Grid gate/s are functioning appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 100%; height: 100%;" type="text"/>
3.2	Suitable Safety Structures separate the grids from the Race Track	<input type="checkbox"/>	<input type="checkbox"/>	
3.3	A Mechanical Breakdown Lane has been set up and is available	<input type="checkbox"/>	<input type="checkbox"/>	
3.4	The Race Direction sign in place and clearly visible to the drivers	<input type="checkbox"/>	<input type="checkbox"/>	



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

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/TITLE:

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.