



SAFETY 1ST POLICY

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Drafted by	SRMCM	Approved by Board on	8 November 2016
Responsible person	CEO	Scheduled Reviewed	As Required
Status	Public		

INTRODUCTION

Karting Australia (**KA**) as the national governing body for Karting in Australia and together with its affiliated Associations and their member Clubs applies a Safety 1st principal to all karting and karting related activities.

The Karting Australia Safety 1st Policy is the core pillar for all safety, risk management, track operations, design and implementation at Karting venues across Australia.

PURPOSE

The purpose of this policy is to:

1. Provide a framework and overview of the KA Safety 1st Policy.
2. Outline the methodology and processes used by KA officeholders, staff, contractors, volunteers plus affiliated Associations and Clubs.
3. Clarify the responsibilities of different parties in implementing this policy.

KA'S COMMITMENT TO SAFETY 1ST

KA's Officeholders, executives, staff, contractors and volunteers are committed to ensuring a Safety 1st approach to all karting operations including Competition, Practice, Track operations and design.

To enable this commitment, a framework has been developed that includes:

1. This Policy
2. Licencing policy for all drivers that recognises the requisite skill to operate and race karts of varying performance
3. Upholding driver and public safety standards
4. Developing and maintaining standards of safety and fairness through the National Competition Rules
5. Enforcing technical standards, regulations and safety controls for karts
6. Accreditation and training of track inspectors
7. Accreditation and training Officials who have responsibility for the safe and orderly conduct of Race Meetings
8. Oversight of track inspection processes by the National Track Safety Committee (**NTSC**)
9. Clearly defined process for accrediting new, renovated or modified tracks
10. Track build guidelines that are clear and unambiguous
11. Officials training programs with safe operation methodologies
12. KA Manual that encompasses Safety 1st principles in event operational requirements
13. Targeted Risk Assessment (**TRA**) methodology for Track and facility inspections and Track licencing
14. Providing guidance in the application of a common risk management process through the implementation of **KARM** - KA's Risk Management program
15. Event Permit requirements and documentation including requirement for the completion of a comprehensive pre-racing checklist as an integral component of KARM
16. Providing accident and liability insurance cover for all participants in KA sanctioned karting activity

POLICY

The KA Safety 1st Policy encompasses a number of elements:

1. Implementation including the following items:
 - Track and facility inspections utilizing a TRA approach
 - KARM
 - Operational hazard identification and management
 - NTSC providing oversight
 - Structured operational procedures for managing race meetings
 - Information for tracks to ensure that tracks remain compliant at all times
 - KA Manual development with structures supporting Safety 1st Policy
 - Annual track inspections to hold KA track licence
2. Education and Training including the following items:
 - Training and accreditation for track inspectors as part of the KA Accreditation process
 - Training and accreditation for officials on best and safest operating principles
 - Exposure of local officials to national events and operational methodologies
 - Training at club level by club safety officers
3. Event Operations and preparations including the following items:
 - Permit process for events via KA for National Level events or each State Karting Council
 - Check list for event managers to confirm Safety 1st principles in place
 - TRA process for managing risk
 - NTSC provided track information to ensure setup in accordance with licence
 - KARM program
 - Serious Incident guidelines

POLICY DELIVERY AND IMPLEMENTATION

KA Board

Oversight, review of Policy and that it continues to deliver and fit within KA's Policy framework.

Oversight of the role of the Safety 1st policy within KA's overall Risk Management framework. Whilst ultimately responsible for all Policies, the Board may delegate its operational and monitoring responsibilities to the Executive.

Chief Executive Officer

Oversight of Executive members and the operations of the Safety 1st program – responsible for driving an evolving culture of improvement and adaptability.

Safety Risk Management and Compliance Manager

Direct responsibility for driving and delivering all aspects of the Safety 1st Policy

- Build and present track inspector training programs and later “train the trainer” programs to widen base of knowledge
- Sits on NTSC and develops structure with failsafe methodology to deliver outcomes compliant with Safety 1st principles
- Provide TRA based track inspection methodology for use by all track inspectors for consistency
- Put in place and drive the process for new or heavily revamped track approvals
- Deliver comprehensive track build guidelines for use throughout KA and affiliated organizations
- Contributes to development of KA Manual with particular reference to Safety 1st principles
- Oversight of officials training modules to highlight Safety 1st approach within them
- Ensure that Safety 1st fits into and interfaces with KARM
- Develop track drawings and information database to enable benchmarking and better storage & flow of information

National Track Safety Committee

The National Track Safety Committee will make recommendations to the CEO/Board in supporting the administration of safety related issues at KA licensed circuits across Australia in accordance with the Standing Orders of the NTSC as approved by the Board from time to time including amongst other things:

- Establish the guidelines necessary for the design, construction and maintenance of Karting circuits across Australia
- Establish minimum safety guidelines to be applied at all levels of karting competition in Australia
- Establish an appropriate track safety inspection and audit regime
- Establish a safety inspection and development matrix for use in the consistent assessment of all issues of safety in karting
- Consolidate, analyse and maintain a matrix of track safety issues arising from:
 - track inspections
 - post event debriefing and
 - consultation with circuit owners/operators.

Staff, Contractors, Officials and Volunteers

Use the tools provided by the Safety 1st Policy to provide consistent outcomes across the country with measurable expectations.

Affiliated Associations and Clubs

Responsible for implementing a Safety 1st mind-set and set of procedures within their respective areas of influence and maintaining local records as required.

AUTHORISATION

8 November 2016

Policy Manager

Manager – CEO