

HMRVAV edition #1 May 2007

HEALTH SAFETY & ENVIRONMENT MANUAL

Health Safety & Environment Policy

Environment Policy

Public Safety Policy

Time table

The HMRVAV will set a timetable of 3 years from adoption to attempt to achieve the full implementation of every aspect of these policies. Initially working with that part of the policy that affects spectators and officials and then moving to contractors, the HMRVAV will work with the Management committees, venue Managers and the MV executive to encourage implementation of the policy.

At all times the HMRVAV will work with MV and MA to ensure responsibility for trackside issues rest with the track owner, but normal responsibilities and procedures of the Clerk of Course will apply.

The committee through the Safety committee comprising of the Club Secretary, delegated members and the Assistant Clerk of Course - Safety Officer will oversee the policy.

HEALTH AND SAFETY POLICY

OBJECTIVE

- ✓ The Historic Motorcycle Racing Association of Victoria here-in referred to as the HMRVAV will manage a comprehensive Health and Safety program that complies with Motorcycling Australia's current Manual of Motorcycle Sport .
- ✓ The HMRVAV will manage a comprehensive Environment program that Complies with current legislation.
- ✓ The program will protect and enhance the health and safety of The HMRVAV stakeholders and protect the Environment:
 - General: The HMRVAV Committee, members, volunteers, self-employed persons and visitors.
 - Event Activity Specific: HMRVAV Motorcycling Australia permitted events, activities and programs
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- ✓ The HMRVAV Committee and volunteers together will develop and implement the program.
- ✓ Everyone in the organisation will be encouraged to co-operate to make sure the program is successful.
- ✓ The program will be applied to all associated stakeholders where relevant (particularly public event activities).
- ✓ The program will be reviewed after every HMRVAV major event activity.

The HMRVAV committee will:

- Provide, maintain and be committed to a healthy and safe venue.
- Provide financial support for this program.
- Consult and participate with Motorcycling Australia, Motorcycling Victoria, experts and stakeholders in the health and safety program.
- Use risk identification, assessment and control principles to reach HS & E objectives.
- Take steps to ensure members and associated stakeholders have the opportunity to be informed and trained in policies, procedures and legal obligations.
- Actively seek current advice and knowledge to generate continuous improvement at the HMRVAV events.
- Ensure members can participate in necessary training by either Motorcycling Australia or other providers in Health and Safety programs and implement all detailed safety procedures. Including TRA's [targeted risk area] and PAC's[Public area checklist]
- Ensure risk data via TRA's and checklists is compiled and considered at regular meetings of the HMRVAV committee.
- Collate data and formalize risk controls to meet and improve the programs.

The HMRVAV officials will be advised to:

- Participate and support Motorcycling Australia when it implements any HS& E program objectives.
- Follow reasonable health and safety instructions from MA licensed officials.
- Report any accidents, injuries or hazards in the workplace to designated representatives of the HMRVAV committee.
- Always undertake activities in a manner that is safe for themselves and others.
- Ensure TRA's get completed for every activity or event.
- Document consultation process and forward information to the Assistant Clerk of Course - Safety Officer to formalize risk controls. [Safety Committee] ????
- Properly use and maintain safety equipment and report deficiencies.
- Take all necessary and reasonable steps to ensure that other HMRVAV members, volunteers, contractors and visitors follow safety rules at work.
- Participate in Event Specific Motorcycling Australia Health and safety programs and implement all detailed safety procedures.

Associated Stakeholders will: (Volunteers & stewards)

- Be required to participate and support all HMRVAV's representatives in their efforts to reach risk, HS & E and rehabilitation objectives.
- Follow reasonable health and safety instructions from all delegated HMRVAV representatives or licensed Motorcycling Australia officials.
- Report any accidents, injuries or hazards in the workplace to the Assistant Clerk of Course - Safety Officer.
- Complete TRA's and discuss and advise on hazards and control treatments.
- Always undertake activities or work in a manner that is safe for themselves and others.
- Properly use and maintain safety equipment and report deficiencies to the designated person.
- Make sure other associated stakeholders follow safety rules at work.
- Participate in any Event Specific Motorcycling Australia health and safety programs

ENVIRONMENT POLICY OBJECTIVE

- ✓ We take seriously our responsibility for environmental stewardship and believe that as a leading promoter of Historic motorcycle racing we should play a constructive role in helping to address the challenges facing the environment. To that end, we will work to ensure that we meet noise limits and ensure disposal of oil procedures do not damage water systems.

- ✓ The HMRV will manage an Environment program to comply with current environmental legislation and the Motorcycling Australia rules.
- ✓ We will work to identify policy measures that provide real solutions to the environmental problems that racing motorcycles may create.
- ✓ The HMRV Committee and volunteers together will develop and implement the program.
- ✓ Everyone in the organisation will be encouraged to co-operate to make sure the program is successful.
- ✓ The program will be applied to all associated stakeholders where relevant (particularly public event activities).
- ✓ The program will be reviewed after every HMRV major event activity.

PUBLIC SAFETY POLICY

Introduction

The HMRV has a legal responsibility to care for the health and safety of all stakeholders (Committee member's, designated representatives, employees, club members, other contractors, volunteers, other self-employed individuals, general public, and visitors).

A breach of Health and Safety Legislation carries the potential of significant fines. Damages may also be claimed under common law or public liability for injured persons. In the absence of a Motorcycling Australia policy the HMRV will adopt this policy as an interim measure.

Policy Statement

The HMRV will use its best endeavours to ensure the health and safety of the public while conducting HMRV Motorcycling Australia permitted events and using Motorcycling Victoria or other premises including venues under management for Motorcycling Australia activities.

All contractors and visitors must report to the HMRV designated official [Assistant Clerk of Course - Safety Officer]

Definitions

Venue – any location where the HMRV holds Motorcycling Australia permitted events and conducts its business activities including public event areas, including race tracks, venues, off road courses public road ways and any part of the associated activity...

Visitor - any person not normally assigned to work in that area e.g. any member of the public, new contractor or any licensed person entered in the event.

Self employed person - any person engaged to perform work under a contract e.g. builders.

High Risk Areas - Any work process or condition, which could potentially place a person at a high risk of injury or illness.

Stakeholder – any person or company directly associated with the business or event activities of The HMRV or Motorcycling Australia.

TRA is a targeted risk assessment,

PAC is a Public area checklist.

Contractors & Self employed persons

Contractors and self employed persons (as determined by the HMRV Assistant Clerk of Course - Safety Officer) will only be permitted on site after undergoing an induction of Motorcycling Australia site induction program or an alternative program approved by the HMRV. Contractors will be required to provide their H & S management systems documentation prior to commencement of work activities as set out in contractor compliance guidelines. Contractors at all times on site must be able to provide evidence to comply with health and safety legislative obligations.

High Risk Areas

No visitor shall be permitted into a higher risk area even when accompanied by a Motorcycling Australia licensed official or staff member unless they have been adequately trained to deal with the risk e.g. Starting grid, pit lane, dummy grid, and inside track.

Visitor's Book

All contractors and visitors, [except members of the public] attending the event must be logged. (Sign – on sheets, visitor's book, access system reports etc).