

## Safety Briefing and Site Induction notes for Officials

You are here by your own choice and must bear responsibility for your own welfare and that of those around you. The following information applies to all officials at this event and will help you participate safely.

The Clerk of the Course is the senior operations official. Most instructions will come from Race Control with authority from the Clerk of the Course, or from senior officials who have been so authorised within their area of expertise.

When you first arrive at the circuit, you must sign-on and check with senior officials where you are allocated for the day and what your role will be. While driving anywhere at the venue, respect all speed limits and direction signs, and park where requested.

All officials must attend all briefings - if you miss a briefing, report to your senior official for details before moving to your post or proceeding with your duties. Do not vary any of your instructions unless required to by your senior officials, or by Race Control.

When first arriving at your post for the day, check the general area and equipment. Report any problems, apparent danger, or shortages to Race Control or the responsible officials. Read and understand the instructions on equipment such as fire extinguishers.

With or without a Sector or Senior Marshal to take charge, have a meeting with other marshals at your post. At this meeting, you should:

- Discuss the experience and duties of each marshal, and also their general location during events, giving thought to the need for all marshals to be protected by the safety barriers and debris fences where appropriate.
- Discuss the location of equipment such as fire extinguishers, which should be placed where visible and available to others but not in anyone's way.
- Discuss what equipment will be carried by which marshals to incidents.
- Plan escape routes in conjunction with the other marshals and discuss warnings to be given to each other if necessary – whistles or hand signals.
- Do not leave bags and equipment where they may delay your escape by blocking an escape route or by causing falls.

Comply with the CAMS Illicit Drugs in Sport (Safety Testing) Policy. In addition, all officials are bound by the CAMS Breath Alcohol Testing Procedure and could be subjected to testing. As an official, you must not take any drugs (including alcohol) which may affect your attention and judgment. If in doubt, ask.

While the track is closed or "hot":

- Unless your specific duty requires it (i.e. flag marshals while flagging) do not station yourself less than 1 metre from the approach side of any gaps in the debris fencing if they are present, or the primary protection barrier (including the crawl spaces in debris fencing) nor behind any such gaps, nor in any position less than twelve metres from the departure side of any such unprotected gaps in the protective barriers.
- At all times, stand up, remain alert and face oncoming traffic unless your specific duty requires otherwise. Do not crowd into narrower parts of the Marshal Zone.
- Do not lean on guardrail, concrete blocks, or debris fences - they are designed to move when hit by competing vehicles.
- Do not take photographs, talk on a mobile phone, or smoke. Scanners and giant TV screens can be a distraction and must be used or watched with great caution.

- Be prepared for fast moving traffic of any nature, at all times. Flag marshals should use flag signals if necessary for all vehicles, not just those which are racing at the time.
- If an incident occurs in your vicinity, protect yourself from flying debris by turning or moving away or dropping below barriers as time and circumstances permit.
- Be prepared to use pre-planned escape routes. Warn your fellow marshals. Remember, your prime consideration must be to protect yourself from danger, then your fellow marshals, then the drivers and others in trouble.
- Do not move in front of barriers unless instructed to do so by your senior marshal, or unless your duties require you to do so. If it is necessary to move in front of barriers:
  - Check that the appropriate flag signals are being shown for your protection.
  - Double check that there is a need for you move in front of the barriers.
- Check the movement of marshals and vehicles around you, and ensure that all the likely equipment is being carried to the incident – fire extinguishers, straps & ropes, medical equipment as appropriate.
- Take care when moving down from the barriers onto the ground.
- Try to approach any incident with the oncoming traffic in front of you at all times.
- Be aware that dust or extinguisher clouds can prevent you from seeing oncoming traffic, and also prevent them from seeing you.
- Where possible keep a stopped vehicle between you and oncoming traffic (but do not stop between a stopped vehicle and close-by barriers).
- Do not stand close to any stopped vehicle during racing, even if behind or on top of barriers because of chance of debris if the stopped vehicle is hit by another vehicle.
- Check with senior officials or specialists at the incident scene in case they need your assistance.
- Remain exposed for the minimum time necessary to complete your task then get back behind the barriers (except for fire marshals who may need to stay with a stopped vehicle in case of fire)
- When returning from an incident, ensure that one of the team has full view of race traffic.

While the track is open or “cold”, relax but ensure that some marshals at the post remain alert and watchful. Check equipment and the track. Sweep gravel & stones off the sides of the track. Be ready to come to attention immediately, if circumstances change.

If injured in any way, report it to your senior official immediately. If appropriate, report to a Medical Officer so that the injury is identified, checked, and recorded. If at any time you are unable to carry out your duties because of personal limitations or because of ill-health, report to your senior official or to the Secretary of the Meeting.

Each marshal must remain responsible for his or her own welfare. Be prepared, protect yourself from extremes of weather, sunburn, hearing damage, dust and dirt in your eyes. Wear suitable footwear for your duties, and gloves if you are likely to be handling hot or sharp material.

If in doubt at any time, seek advice from your Senior Officials.