



Safety 1st Strategy

Safe Systems in Motor Sport



Foreword

CAMS Safety 1st Strategy Mission Statement:

"CAMS is the sole authority appointed by the FIA to regulate motor sport in Australia in order to promote and achieve safety fairness and social responsibility in the conduct of the sport."

CAMS is undertaking a timely and appropriate review of its *Safety 1st Strategy* across the organisation. This review encompasses an approach that incorporates the implications of the recently introduced "harmonised" Workplace Health and Safety Legislation in a number of Australian states. Where the legislative environment has remained unchanged, it is also appropriate to acknowledge those states as well.

CAMS operates in a diverse range of environments such as administrative regulatory functions and planning, as well as operational activities at motor sport events. CAMS core purpose continues:

- To be a regulator and FIA-delegated authority;
- To focus on sport and club development;
- To foster and develop partnerships with other motoring bodies; stakeholders, and
- To be a peak body for "motoring enthusiasts".

It is appropriate at the commencement of this document to acknowledge that motor sport is a dangerous activity. CAMS has taken many pro-active and innovative steps in relation to safety in the past and has steadfastly engaged in processes and procedures aimed at continual safety improvement.

The CAMS Safety 1st Strategy was initially developed and designed to be made available to the CAMS Board, Staff and any interested stakeholders in the activities of CAMS. It is now considered that the Strategy has much broader application to ensure that stakeholder expectations are met and understood and that CAMS, its directors and senior officers are using their best endeavours to satisfy their due diligence obligations under the various pieces of safety legislation.

CAMS has, and will continue to represent the interests of safety in motorsport at all levels. As an organisation that is willing to seek advice, improve its systems and continuously strive to maintain a safe environment for all, this *CAMS Safety 1st Strategy* is a critical piece of CAMS' business activity.

This revised strategy consolidates CAMS approach to safety and risk management and supersedes previous documentation in this regard.

Eugene Arocca

CAMS Chief Executive Officer

TABLE OF CONTENTS

Introduction	3
What is CAMS Safety 1st Strategy?	4
History of CAMS Safety 1 st Strategy	4
Historical Performance Against those Goals	5
What has caused this Review?	5
What are the Advantages of this Review?	5
Safety is Everyone's Responsibility	7
Establishing the Context	7
Duty Holder	8
Due Diligence Approach	9
The Safety Process of CAMS	10
CAMS' Values	10
Safe Systems Approach to Workplace (Occupational) Health and Safety (W(O)HS)	11
Implementation of the Safety 1st Strategy	12
WHS/ Occupational Health and Safety Policy	12
Risk Management	12
Hazard Identification, Risk Assessment and Control	12
Application of the Hierarchy of Controls to Hazard (risk) Management	13
Reasonably Practicable	14
National Track Safety Advisory Committee	14
Technical Administration	15
Rule/Decision Making/Research Groups/OH&S Process	15
Medical Processes and Procedures	16
Judicial and Supervisory Process	17
Consultation	17
Monitoring, Audit and Review	18
Education and Training	19
Education Awareness Programs linked to the Safety 1st Strategy	19
National Officiating Program	19
E-Learning Modules	20
Young Officials Team	20
CAMS as a Regional Training Provider	20
Ignition Program	21
Event Organisers – Expectations	22
Permit Process for CAMS sanctioned Event	22
Safety 1st Documentation Process	22
Safe Event Package	22
Targeted Risk Assessment Process	23
Event Compliance Checker	24
Incident Management	24
Summary	25
Glossary	26

Introduction

The Confederation of Australian Motor Sport (CAMS) is a not-for-profit member-based organization focused on the development, regulation and administration of motor sport safely across Australia.

CAMS has a proud history and has been the custodian of motor sport in Australia since 1953. The organisation is the Australian delegated national sporting authority (ASN) by the Fédération Internationale de l'Automobile (FIA), the governing body for world motor sport and the federation of the world's leading motoring organisations; a responsibility CAMS has held since 1970.

Motor sport throughout the world is directed and controlled by the Federation Internationale de l'Automobile (FIA). Headquarters are at 8, Place de la Concorde, Paris, France. CAMS has been a member of the FIA since 1958.

What is the CAMS Safety 1st Strategy?

The CAMS Safety 1st Strategy details how the components of many areas of motor sport safety are applicable to both CAMS and to our stakeholders, and how they are drawn together to complete the “jigsaw” of CAMS’ safety processes.

As a sub-set to the overall Strategy, the CAMS Officials Safety 1st Program has been designed specifically for the Australian F1 Grand Prix as a result of the recommendations of authorities and specifically aimed at safety for the officials both operationally (trackside) and administratively.

A core reason that has ensured that CAMS is well positioned and sustainable into the future is because it has maintained its focus on safety. To continuously improve CAMS’ efficiency and effectiveness in this area, CAMS must respond to the dynamic changing environment in which motor sport operates.

CAMS also appreciates that its functions operate more effectively in the area of being able to “influence” and assist stakeholders as opposed to “controlling” them when it comes to safety, other than where it has a regulatory role to prescribe standards.

• History of CAMS Safety 1st Strategy

CAMS first developed CAMS Safety 1st Strategy in 2008. It was the successor to the CAMS Risk Management / OH&S Compliance Project which commenced in 2004. This Strategy has made significant gains in a number of areas and in particular focused on health and safety through positively responding and achieving fulfilment of a number of safety specific goals.

A ‘snap shot’ of the safety goals CAMS achieved from the Safety 1st Strategy 2008 included:

- focussing on continual improvement of the CAMS Occupational Health and Safety Management system;
- developing communication plans for the release of the Safety 1st Strategy that re-engaged all participants in motor sport;
- ensuring CAMS staff and management demonstrated regular use of the CAMS common processes of decision making and recording based on the CAMS Targeted Risk Assessment (TRA) process;
- implementation of the risk management process through all of CAMS’ training using a range of delivery methods for officials;
- development of CAMS Risk Registers;
- ensuring category management agreements, regulations and permitting processes reinforce CAMS OH&S policies and procedures in particular in regard to contractors;

- securing external auditors to conduct independent audits of CAMS' existing safety management systems to provide CAMS the ability to continually improve;
- ongoing auditing of safety and technical compliance issues of automobiles;
- ensuring an appropriate level of functionality of the Safety 1st process at all levels of the sport;
- essential communication and consultation to members and other stakeholders to OH&S issues, and
- development of a number of awareness programs, aimed at increasing education and awareness on a number of health issues. These have included hydration, fatigue and the importance of physical and mental health.

• **Historical Performance against those Goals**

CAMS has an excellent history of safety performance. In reflecting on the performance against the goals set down in the initial Safety 1st Strategy, it should be acknowledged that significant work has been undertaken to achieve or strive towards the achievement of those goals.

This further revision also recognises where further work or refinement is needed to maintain the direction of safety improvement.

• **What has caused this review?**

A number of factors have initiated a review of the CAMS Safety 1st Strategy that commenced in 2012 including:

- the implementation of new Work Health and Safety legislation (WHS) in some Australian States where CAMS' activities are conducted;
- maintaining and improving systems to comply with obligations imposed by the various state safety legislation;
- an assessment of the implication of those changes to CAMS' activities;
- a timely independent audit conducted against the recognised safety management systems Standard AS/NZS 4801 to identify potential improvement opportunities in system design, and
- recent organisational & structural changes.

• **What advantage is provided by this review?**

- resulting from the aforementioned audit, a safety improvement action plan identifying key tasks and milestones for the ensuing 2 years;
- developing a 'platform' to provide continual improvement to the safety business plan;

- a means by which CAMS can communicate up to date knowledge of its safety procedures and processes to all key motor sport stakeholders;
- ensuring CAMS has the appropriate resources and processes to eliminate or minimise risk to health and safety as far as practicable;
- establishing measurable targets and performance indicators to provide improvements in OHS performance;
- identify the areas of motor sport and its systems which specifically contribute to dynamic safety within motor sport;
- provide a framework where safety and risk management will be integrated into CAMS' operational activity, and
- measure improvements and changes in safety and risk management issues in motor sport.

“Safety is Everyone’s Responsibility”

Fundamental to maintaining a ‘Safety 1st’ culture across CAMS is the recognition that safety is a shared responsibility whereby all participants in motor sport, regardless of their role, are contributors to positive safety outcomes.

The CAMS Board has worked diligently – through the Commissions, Committees and members – to engage the sport on OH&S concepts and risk management processes and will continue to develop further ideas.

A reporting format to the Board has been designed to provide as much high level information to Board members while still identifying in as much detail as possible the activities conducted, risks identified and matters to progress.

• **Establishing the Context**

CAMS, which permits more than 1,900 motor sport events per year, acknowledges its duty of care in its OH&S policy. The policy articulates commitment to ensuring the health and safety of staff, contractors and volunteers who work for CAMS and for minimising the risk to competitors, participants, officials, contractors and visitors at CAMS events.

Ensuring those conducting CAMS permitted events adopt safety policies and address risks by having in place control measures to eliminate or reduce risks arising from their permitted events must also continue.

The CAMS organisation is divided into two distinct areas:

- the CAMS Business Unit (CBU) which is the operations of the professional organisation which are essentially similar to any other commercial business, and
- the CAMS Licensed Event Operations (CLEO), whereby CAMS issues an organising permit to a third-party event organiser, in exchange for the agreement of the organiser to conduct the activity under a set of conditions. (A similar process exists for Track Licences issued by CAMS.)

For the Australian Formula 1 Grand Prix, CAMS is the event organiser and undertakes to organise the Australian Formula 1 Grand Prix Event in consideration for and subject to such an Event being duly listed by the FIA in the Calendar of the FIA Formula One World Championship. The Organiser undertakes to apply in their entirety the provisions of the International Sporting Code (“Sporting Code”), the FIA Formula One Technical Regulations (“Technical Regulations”) and the FIA Formula One Sporting Regulations (“Sporting Regulations”). The commercial rights for the Australian Grand Prix are held by the promoter, the Australian Grand Prix Corporation.

For the Australian World Rally Championship (WRC) CAMS is the event organiser and undertakes to organise the Australian World Rally Championship through its wholly owned entity- Rally Australia. The Organiser undertakes to apply in their entirety the provisions of the International Sporting Code (“Sporting Code”), the

FIA WRC Technical Regulations ("Technical Regulations") and the FIA WRC Sporting Regulations ("Sporting Regulations"). The commercial rights for the Australian Grand Prix are held by the promoter, the Australian Grand Prix Corporation.

This Strategy is primarily focused on the CLEO area of CAMS. However, some of the 'tools' and framework outlined in this strategy, where relevant, can be utilised by the CBU also.

One of CAMS' primary objectives, insofar as safety is concerned are to make sure that training and accreditation of officials and competitors is appropriate, including:

- the training and accreditation and licensing of competitors (drivers and co-drivers);
- monitoring the health and safety as per CAMS OH&S policy;
- maintaining appropriate medical examination standards for competitor licensing;
- upholding driver and public safety standards;
- developing and maintaining standards of safety and fairness through the National Competition Rules;
- providing guidance in the application of a common risk management process, and
- overseeing the licensing for all venues for which track licences are issued by auditing and assessing and providing guidelines and where required, training to track inspectors.

• **Duty Holder**

CAMS has undertaken a detailed review of its legislative obligations under the respective workplace safety legislation and has a good understanding of the extent of its duties currently under OHS across all CAMS activities.

Given the nature of motor sport there are occasions where it is necessary to share OHS responsibilities and duties with other relevant stakeholders.

Two events where this is the case, is the annual Formula 1 Grand Prix event and Australian World Rally Championship (held every two years, where duties are shared between the Event Organiser (CAMS), Promoter (Australian Grand Prix Corporation and Rally Australia), FIA and in some circumstances even possibly the State of Victoria and New South Wales (NSW) and its Agencies (WorkSafe/WorkCover), Parks Victoria / NSW Department of Sustainability, Environment Water Population and Communities etc). CAMS seeks to participate in, and also, the participation of those who have a role to play in safety for this event.

The table below, taken from informative guidance material produced to assist the implementation of the National "Harmonisation" of Workplace Health and Safety Legislation, indicates the various Duty Holder obligations that CAMS take into account when establishing roles and responsibilities.

Duty holder	Responsibilities
A person conducting a business or undertaking	Ensure, so far as is reasonably practicable, that workers and other persons are not put at risk from work carried out as part of the business or undertaking.
Persons conducting a business or undertaking who: <ul style="list-style-type: none"> • manage or control a workplace • manage or control fixtures, fittings or plant at workplaces • design, manufacture, import, supply or install plant, substances or structures 	Ensure, so far as is reasonably practicable, that: <ul style="list-style-type: none"> • the workplace, including entry and exit and anything arising from the workplace are without risks to health and safety • the fixtures, fittings or plant are without risks to health and safety • the plant, substance or structure is without risks to health and safety.
Directors & Officers (Corporations Act Defn.)	Exercise due diligence to ensure that the business or undertaking complies with the WHS Act and Regulations. This includes taking reasonable steps to: <ul style="list-style-type: none"> • gain an understanding of the hazards and risks associated with the operations of the business or undertaking, and • ensure that the business or undertaking has and uses appropriate resources and processes to eliminate or minimise risks to health and safety.

• Due Diligence Approach

To address its "due diligence" obligations, CAMS has undertaken to:

- regularly consult with its staff about safety;
- document a safe work system which includes hazard identification and risk assessment;
- routinely train staff on relevant matters related to safety;
- review practices;
- have adequate supervision in place, and
- conduct regular audits of its systems.

CAMS also recognises that some of these obligations are required by law whereas others are good business practice.

The Safety Process of CAMS

The safety "philosophy" encouraged and expected by CAMS permeates all levels of motor sport.

There are many components, processes and systems that are currently used and continually being developed by CAMS to form its sport-wide safety framework. These are all significant pieces of the safety 'jigsaw'. The following is a representation of where CAMS has a direct influence on the safety aspects of motor sport

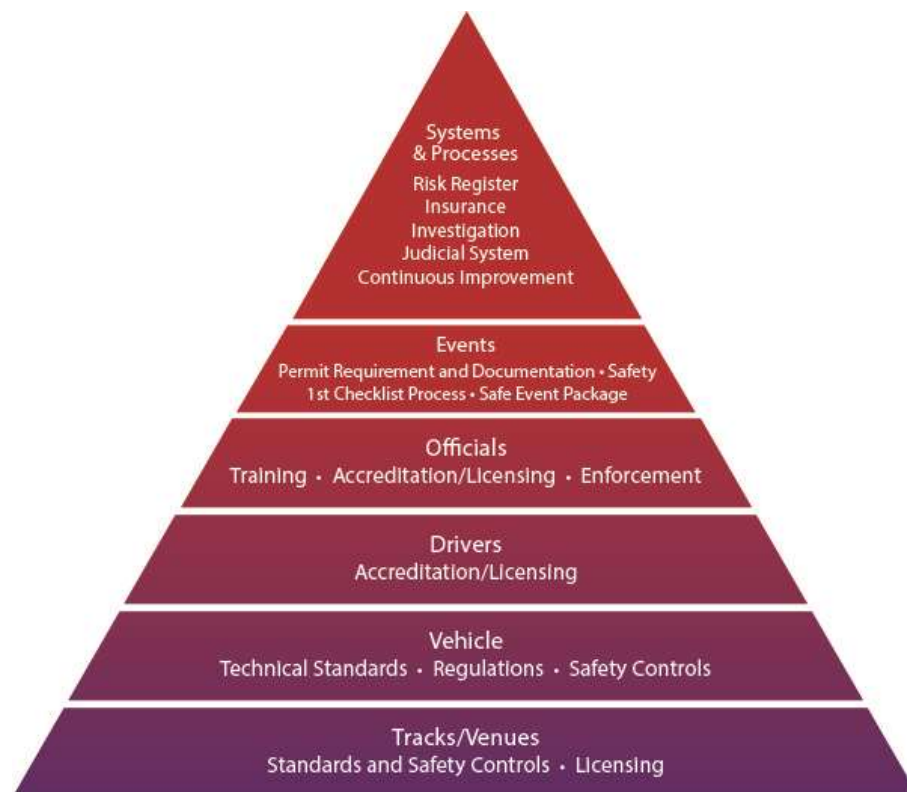


Figure1. Integrated motor sport - areas of influence for CAMS

It is not only the components, processes and systems that create a safe sport, CAMS remains vigilant about safety by having strong principles and ethics.

• CAMS Values

To facilitate the achievement of our core purpose the Board recognizes the need to adopt the following values and cultural qualities:

- Leadership and commitment to quality outcomes in a customer focused environment;
- Integrity and professionalism;
- Open and transparent communication;
- Team work, fairness and impartiality;

- Safety first approach to our activities at all levels of the organisation;
- Social responsibility and engagement of our communities;
- Respect for all;
- Performance accountability;
- Innovation and creativity, and
- Representing motoring enthusiasts across Australia and acting as their “peak body” in a professional and proactive manner.

• **Systems Approach to Workplace (Occupational) Health and Safety (W(O)HS)**

To address the organisation's safety obligations, CAMS has commenced the development and implementation of a comprehensive Occupational Health and Safety Management System (OHSMS). The following diagram provides some insight into the interactive nature of a well-developed and relevant OHSMS.

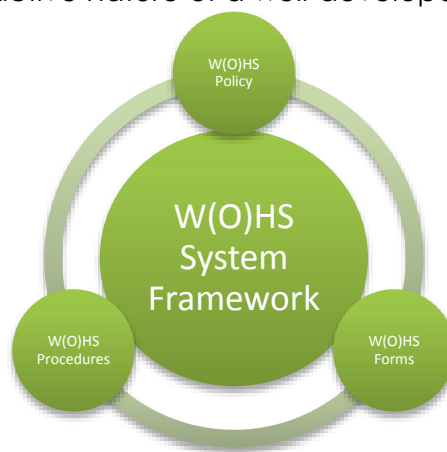


Figure 2: Occupational Health and Safety Management System Framework

CAMS OHSMS development will be both appropriate and applicable to its activities. Many of the current practices undertaken by CAMS will be incorporated into the final OHSMS. Many of these current processes are considered best practice in motor sport as evidenced by CAMS status as the custodian of motor sport since 1953.

For example:

- Circuit Safety criteria;
- Provision of Medical Services;
- Incident Accident reporting – including analysing trends and data where possible;
- Vehicle licensing including technical requirements;
- Competitor Licensing including observed licence testing;
- Officials Training, and
- Drugs in Sport- testing and education.

Implementation of the Safety 1st Strategy

- **WHS/Occupational Health and Safety Policy**

This policy clearly articulates the intention of CAMS, firstly acknowledging that it understands the environment in which it operates and subsequently, ensuring the health and safety of Staff, Contractors and Volunteers who work for CAMS, and for minimising the risk to competitors, participants, officials, contractors, and visitors at CAMS Events. For a complete copy of the CAMS OH&S policy go to: www.cams.org.au/OHS-policy

- **Risk Management**

The management of risk is the key to successful delivery of the strategy. Identification of key safety related risks, evaluating those risks against a defined set of applicable criteria, identifying suitable options to address those risks and then implementing the appropriate controls to reduce both the likelihood and consequences associated with those risks.

It should also be acknowledged that risk management is more a journey than a destination and it is with this in mind that CAMS has in place mechanisms to constantly monitor, evaluate and continuously improve safety.

Generally, CAMS will apply the process outlined in the accepted Risk Management Standard ISO AS/NZS 31000:2009 for the identification, assessment evaluation, and treatment of risks identified. Although there may be occasions where this process may not be deemed as the most suitable in the circumstances and other methods are applied.

CAMS expects organisers to do this too through the 'tools' provided and its own judgement and CAMS' expectations. (see section *Event Organiser- Expectations*).

- **Hazard Identification, Risk Assessment & Control**

In relation to workplace safety, CAMS has a number of mechanisms already in place to undertake the risk management process. In the current review of CAMS' safety, a revised procedure will be developed to encapsulate many of these procedures while enhancing and improving as well.

CAMS also appreciates that where a hazard is obvious, and there is a known control available to reduce the risk, unless exceptional circumstances exist, or it is deemed that it is not reasonable practicable to implement that control, CAMS will implement that control.

In all other circumstances, CAMS will apply its risk management procedures to that hazard.

The following diagram is a pictorial representation of the expectations now at law of the requirement to not only identify and control hazards, but to have addressed the consultation and monitoring obligations as well.



Figure 3: Risk management procedure

- **Application of Hierarchy of Control to Hazard (Risk) Management**

CAMS also appreciates that when it is required to address a safety related hazard in any of its areas of activities, the options that are identified to control, or if not control, reduce the risk shall be assessed against the following schematic diagram. There will be occasions where the most effective option will be assessed to see if it is reasonable practicable in the circumstances to implement. This needs to be objectively assessed against the criteria following.



Figure 4: Hierarchy of Controls

• Reasonably Practicable

In this context CAMS understands *reasonably practicable* to mean that which is, or was at a particular time, reasonably able to be done to ensure health and safety, taking into account and weighing up all relevant matters including:

- the likelihood of the hazard or the risk concerned occurring;
- the degree of harm that might result from the hazard or the risk;
- what the person concerned knows, or ought reasonably to know, about the hazard or risk, and ways of eliminating or minimising the risk;
- the availability and suitability of ways to eliminate or minimise the risk, and
- after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

• National Track Safety Advisory Committee (NTSAC)

The NTSAC oversees the licensing for all venues for which Track Licences are issued by CAMS. Track Licences fall into three categories:

- Category A – Tracks on which International races may be held;
- Category B – Tracks on which competitions, other than International race meetings, may be held, and
- Category C – Tracks on which competitions other than races may be held.

The Committee prepares and issues guidelines, regulations and standards for the design of motor sport venues.

The NTSAC analyses the safety performance of all venues for which a Category A or B track licence has been issued by CAMS. It also recommends to the administration of CAMS, any modifications deemed appropriate to improve safety for spectators, officials and competitors.

The Committee also delegates the appropriate authority and responsibility, to, and provides the educational resources for State Track Inspectors, to enable the licensing of Category C tracks.

A CAMS employee who is also a member of the NTSAC represents the interests of CAMS at an International level through their membership of the FIA Circuits Commission. This ensures a bilateral exchange of information and continued consultation between CAMS the FIA and similar organisations in other countries on issues dealing with track and venue safety.

• **Technical Administration**

The Technical Administration within CAMS (and its Commissions and Committees) assesses all technical aspects of vehicle construction and modifications to vehicles, reviews equity in performance and rules for safety, and ensures that technical aspects follow in the tradition of the true philosophy of competition – safety and fairness. It achieves this through:

- development of regulations for automobiles involved in the sport which are relevant to the level of competition and are commensurate with the risks to the participants;
- monitoring trends and progress of technological advances of similar processes adopted by similar organisations in other countries;
- being a member of the CAMS Technical administration representing the interests of CAMS at an International level through the appointment to the FIA Homologation Regulation Commission and the FIA joint exchange of information and consultation between CAMS and the FIA on technical issues;
- the actions and processes of the professional staff in the CAMS Technical administration area;
- continual interaction with the other stakeholders within CAMS and other relevant sporting disciplines;
- publishing rule changes and relevant requirements in a timely manner through the CAMS Manual of Motor Sport website;
- maintaining a judicial process, and
- Auditing of safety and technical-related issues of automobiles is conducted in a variety of ways in activities held under CAMS sanction. This is provided through: scrutiny of vehicles, targeted scrutiny and technical commissioners across the motor sport spectrum.
-

• **Rule / Decision Making / Research Groups / OH&S Process**

There are several groups that have been appointed by, and organised within, CAMS that are vested with the responsibility of making rules and regulations for the National Competition Rules. These include:

- **Commissions** – A number of National Commissions have been delegated power by the Board of CAMS to plan and administer specific disciplines or functions of the organisation. Commissions, in general, have executive authority and responsibility over areas that affect only their discipline or function and they are entrusted to govern their relevant area of motor sport.
- **Committees** – a designated group of volunteer experts that act in an advisory capacity to the Board. Committees make recommendations relevant to their area of motor sport including but not limited to: officiating,

stewards, track safety, vehicle eligibility and medical. Established by the CEO under delegations by the Board and in accordance with the CEO powers, to support the efficient administration of the organisation and motor sport across Australia and who report directly to the CAMS CEO.

- **State Councils and State Advisory Panels** - At grass-roots level all CAMS authorised motor sport activity is managed by the State Council which is comprised of appointed delegates from each CAMS affiliated clubs in that region. Each state council is supported by various state Advisory Panels which provide expertise in their relevant area of motor sport.
- **Australian Institute for Motor Sport Safety (AIMSS)** – CAMS founded AIMSS to promote improvements in the safety of motor sport.

• Medical Processes and Procedures

Whilst the rules, regulations and approved procedures which govern the conduct of motor sport are designed to minimise the potential for accidents and injury, it is necessary that each and every motor sport event be conducted in a manner not only designed to reduce any risk prior of injury occurring, but to also provide an appropriate environment to achieve desirable outcomes in patient care.

With this in mind the following processes and procedures exist:

- National Medical Advisory Committee (NMAC) defines Medical Standards and Examination Processes which are utilised to determine the medical status of competitors who are holders of CAMS competition licences.
- NMAC also defines standards to ensure that there is a medical service of a suitable standard for each event conducted under CAMS sanction.
- NMAC comprises of volunteer medical practitioners, medical professionals and associated members of CAMS staff and it is advisory by nature and reports directly to the CEO.
- A member of the CAMS Medical Committee represents the interests of CAMS at International level through their appointment to the prestigious FIA Medical Commission and the FIA Anti- Doping Disciplinary Commission.
- Member(s) of the CAMS Medical Committee are currently Chief Medical Officers for the Australian Grand Prix and the Australian World Rally Championship.
- CAMS Anti-Doping Policy is compliant with the regulations of the World Anti-Doping Agency (WADA) and approved by the Australian Sports Commission (ASC). One of the most visible areas of the CAMS Anti-Doping Policy is the actual detection process, or drug testing.

Tests are always carried out by an Australian Government authorised organisation and are undertaken with a very high level of professionalism, security and privacy. Since 2000, when the first drug testing was carried out at a CAMS event, nearly 350 competitors in motor sport have been

required to offer a urine sample during a competition in which they have been involved. All event testing is overseen by CAMS.

- The CAMS illicit Drugs in Sport Program (IDIS) is a fully funded initiative of the federal government was released in 2011. It aims to educate motor sport participants about the dangers of illicit drugs and to equip them with the skills and knowledge to make informed choices about their use. Presently the IDIS program is educational, for 2013/14 in field testing is scheduled to take place using contracted services. A testing regime is being further developed for the future. This will include an Illicit Drugs In Sport Testing Policy that will accompany the CAMS Illicit Drugs Educational Policy.
- Medical Response Plans are submitted to CAMS by event organisers as part of the approval process to gain a CAMS event permit. These plans ensure that proper planning and forethought in respect to trackside or 'on the spot' emergency medical responses have been undertaken prior to the conduct of the event. They also guide the practical emergency medical response to any accident resulting in injury that may occur during an event.

• **Judicial and Supervisory Process**

The CAMS judicial process encompasses all of the above activities and processes at motor sport events. It ensures that an independent resource and process is available for, and appointed to, the motor sport competition held under CAMS sanction. These are the 'Stewards of the Meeting'.

The duty of the Stewards of the Meeting is to act as the arbiter of any matter brought before them, be it of a compliance matter in respect of driving standards, technical regulation or matters of safety.

For club and multi-club events where the Stewards are not appointed, decisions may be taken by the Clerk of Course and any protest maybe transmitted to the Duty Officer for a subsequent Stewards Hearing.

Stewards of the Meeting are also invested with the authority to withdraw the CAMS Sanction (the Organising Permit) from an event should they determine that the risk of continuing the activity – be it for sporting, commercial or for public health and safety reasons – is of an unacceptable level.

Stewards of the Meeting have the ability to impose sanctions on CAMS Licence holders varying from reprimands to monetary penalties and exclusion from the event.

A hierarchy of judicial processes above the Stewards' level also exists in order to ensure the principles of natural justice are maintained.

This includes:

- Appellate Tribunals;
- Australia Motor Sport Appeal Court, and
- FIA International Court of Appeal.

• **Consultation**

CAMS understands and recognises its obligations to consult on matters affecting health and safety. In accordance with the legislation, CAMS has developed a consultation procedure that encapsulates both the triggers for ensuring consultation takes place and also the various methods of consultation that it already undertakes or intends to undertake into the future.

• **Monitoring, Audit and Review**

In 2007, CAMS engaged an independent auditor to review its risk management processes and occupational health and safety procedures. This was measured against the previous 2004 Occupational Health and Safety Audit.

The previous documentation and audit report revealed that CAMS had come from the starting point of a very low knowledge of risk management processes and OH&S compliance requirements, to CAMS achieving a very high level of awareness of OHS responsibilities and duties in key areas of the organisation. In 2012 CAMS undertook a further independent audit of its safety systems. Many opportunities for improvement have been identified in a set of recommendations provide back to CAMS and the Implementation plan for action has been set in place for 2013/14.

Education and Training

• **Education / Awareness Programs linked to the Safety 1st Strategy**

CAMS has developed a number of awareness programs, aimed at increasing education and awareness on a number of health and welfare issues. These have included such industry wide hazards as dehydration, fatigue and the importance of physical and mental awareness. It also provides a means by which CAMS can action any results from AIMSS research.

The programs aim to:

- decrease the risk of illness in participants at motor sport events by increasing safe policies, environments, knowledge, skills and behaviours;
- support the health and wellbeing of CAMS members by providing various supporting tools;
- promote good health by supporting the active involvement of all volunteers in managing their safety and wellbeing, and
- providing CAMS staff with a workplace environment where the health and wellbeing of all is supported.

• **National Officiating Program (NOP)**

NOP has been established for the training, licensing and grading of motor sport officials. CAMS has the responsibility to ensure the competency level for Officials is established, implemented and maintained. In order to do this, the NOP aims to:

- ensure that motor sport officials are highly skilled in relevant areas;
- foster personal pride and respect for the sport and all participants within the officiating and competitor group;
- provide efficient management by having a formal competence; recognition system, supported by training and administration processes;
- achieve national and international recognition of the NOP by both motor sport organisers and governments of other countries;
- facilitate awareness of the impact of legal and sporting requirements on officials, including OH&S obligations, and

- ensure that officials are appointed to a level of participation appropriate to the competence demonstrated by their licence grade.

The NOP encompasses all categories of officials and all disciplines of CAMS authorised motor sport activities. The program complies with relevant policies, legislation and directions in officials training set by the Australian Sports Commission.

Training modules are reviewed and updated based on feedback from presenters and participants and there are some significant updates planned for 2013/2014 to include developments in social media, anti-bullying, harassment and discrimination.

To underline the importance which CAMS and the Australian Sports Commission place on NOP, CAMS has been inducted into the Australian Sports Commissions (ASC) National Officiating Accreditation Scheme (NOAS) administered by the ASC Coaching and Officiating Unit.

• **E – Learning Modules**

E – Learning Modules provide officials with a higher level of interactivity on an online learning environment through the use of simulations, videos and user friendly activities.

The E – Learning Modules are an additional learning delivery method for CAMS Officials and members nationally who may not be able to access instructor-led training.

All training content has been developed with E-Learning education specialists, and subject matter experts pooled from CAMS officials and members nationally to ensure currency, accuracy and validity of training materials.

• **Young Officials Team**

The Young Officials Team aims to introduce motor sport enthusiasts between the ages of 16 and 25 to the world of motor sport officiating. Participants are trained in a safe and supportive environment supervised by some of the best motor sport officials reinforcing safe habits and techniques. The program is conducted on a two (2) year basis.

The first year involves attending an event for the entire weekend, working in groups at various officiating positions supported by senior officials. The second year invites the participants back to the same event to work in one particular position all weekend with their team mates.

• **CAMS as a Regional Training Provider (RTP) for the FIA**

CAMS is also an FIA Accredited Regional Training Provider and has achieved gold level accreditation. On behalf of FIA, CAMS provides training across Asia and the Middle East.

CAMS has successfully trained and provided mentoring to over four thousand (4000) officials and marshals to build an event organiser's capability so that there

is a sustainable framework, to allow them to administer motor sport safety, and in accordance with FIA regulations in their particular country

CAMS has trained in the following countries:

- United Arab Emirates
- Bahrain
- Gabon
- Kingdom of Saudi Arabia
- Nepal
- Philippines
- Romania
- Russia
- Serbia
- Singapore
- South Korea
- Sri Lanka
- Republic of Trinidad and Tobago

• **Ignition Program**

CAMS Ignition is a community road safety initiative supported by CAMS and its member clubs across Australia to achieve better road safety education outcomes for young people.

As road safety is one of the biggest issues in Australia, CAMS have endeavoured to play a significant role in promoting a solution using its extensive motor sport network. CAMS Ignition focuses on promoting road safety and driver education to young people aged between 12 and 18 years old, the most at risk age group on Australian roads.

Ignition is an innovative program that CAMS uses to educate young people about safe road use before they become a learner driver, with an overarching aim to reduce the number of crashes, injuries and fatalities on roads. In addition to this, Ignition provides a number of other benefits to the organisation.

CAMS Ignition is supported by the FIA under the FIA Action for Road Safety initiative. The FIA Action for Road Safety supports the United Nations Decade of Action for Road Safety 2011-2020, an initiative that aims to stabilise and then reduce the number of deaths on the road.

Event Organiser - Expectations

• Permit Process for CAMS Sanctioned Events

The CAMS permit process involves event organisers submitting event-specific documentation to CAMS Permit Administrator(s) for approval prior to distribution to officials and competitors, to ensure there is compliance with the National Competition Rules as far as possible.

As a part of this process CAMS has in place safety related information that is provided to Event Organisers and there is an expectation that the Organisers utilise this information and assess risk to provide a systematic approach to health and safety obligations and a duty of care, as it applies to their events.

Where possible, CAMS provides safety advice to organisers but there is the acknowledgement that CAMS is limited to an advisory role in these circumstances.

• Safety 1st Documentation Process

CAMS requires event organisers to complete a Safety 1st checklist in order to maintain a system to enable a "safe event for all" as far as reasonably practicable. This checklist has been designed to meet the needs of typical motor sport activities and also, to provide a simple to use and appropriate process to apply.

The Safety 1st Checklist contains Questions/Prompts for checking health and safety/or duty of care questions, including consideration of the use of on-site contractors attending the event who provide goods and services.

There are two stages to applying the checklist:

- *Planning* - for consideration prior to the event period- this must be submitted before a CAMS permit is issued, and
- *Operations* - to be completed at the event and to be handed to the Steward of the Meeting upon completion with all other post event documentation.

All checklist(s) are required to be returned to CAMS for assessment by CAMS Permit Administrator(s). Answering the questions as applicable in the planning stages of an event is required before final approval can be given by CAMS' Permit Administrator(s) to issue an Organising Permit.

If the action required by the checklist cannot be confirmed or the risks have changed since the planning stages (or during operation) it should be recorded and assessed by the utilisation of a CAMS Targeted Risk Assessment (see below).

In 2013 - 2014 this checklist(s) will be further reviewed and refined if required.

• Safe Event Package

The CAMS Safe Event Package provides essential information for Event Organisers of either Motorkhana/Khanacross events or Non Competitive Activities, of the potential risks of the activities associated with these events or activities (other than

the competition component, where risks are minimized through the application of the CAMS National Competition Rules).

This is an integrated process which provides a 'system in a document' to be followed by event organisers. It provides organisers with 'tools' to help manage typical risks which have been identified at these events, through the application of a risk management process.

It also provides important information for Event Organisers on how to assess and manage hazards to provide a safe event for all.

Part of the permit process for motorkhana/khanacross events, event organisers must acknowledge that they read and understand the document, have a copy available at the event and, will conduct the event in accordance with the risk management concepts described therein, including the OH&S policy.

• Targeted Risk Assessment (TRA) Process

TRA is a risk assessment 'system in a page' created by CAMS motor sport stakeholders based on their experience and expertise. This template meets the requirements of, and uses, the methodology embedded in the risk management process outlined in ISO AS/NZ 31000:2009 *Risk Management Guidance*.

This process provides an easy to use, systematic approach to identifying and assessing hazards at motor sport events. It is designated as a 'tool' to assist the objective decision making process to help control risks.

Information provided on completed TRA forms is provided to CAMS National Office and will be updated into a motor sport risk register.

The risks which have been identified and controlled through the National Competition Rules are not exhaustive and all event organisers are encouraged to maintain vigilance in identifying, assessing and controlling risks.

The TRA process can be applied to any situation where anything unexpected or unwanted that happens could have a serious effect including:

- When something unexpected happens;
- When something turns out how it shouldn't;
- When you realize something is dangerous;
- When you've had a near miss; and
- When anything happens which could be dangerous to you or the next person who carries out the activity.

Completing a TRA means you have:

- Shown that you are aware of risk;
- Shown that you are fulfilling your Duty of Care, and
- Helped CAMS to make motor sport safer for all.

The foundation of an effective risk management system includes the essential component of stakeholder consultation.

Event organisers are encouraged to consult with all relevant persons and/or organisations which may include competitors, drivers, officials, contractors and support crews during the planning, preparation for, and actual operation of the event. Organisers are encouraged to consider and adopt the slogan "Think, Talk, Do and Review".

• **Event Compliance Checker**

This is a role where an official, at some CAMS permitted events (where the Safe Event Package is not used), assists the Event Organiser to identify areas which may require assistance to put in place a control option to minimise risks and to undertake the requirements of the Safety 1st checklist documentation process appropriate to that event.(see below).

A 'Compliance Checker' may be appointed by the organiser of an event to assist the Secretary of the Meeting to undertake the requirements of the Safety 1st checklists appropriate to that event.

• **Incident Management**

CAMS appreciates the value of comprehensive incident management procedures. The advantages of this include continuously learning from investigations, analysing trends that may become apparent and being in a position to proactively prevent recurrences where possible.

In addition, each of the regulatory environments has criteria requiring notification of prescribed incidents and dangerous occurrences and this is incorporated into organisational procedures.

On occasions, CAMS provides assistance to event organisers in the areas of incident investigations and where it is deemed appropriate, outside investigative and technical experience may be sought.

CAMS will also provide assistance in areas where there is a critical incident.

CAMS expects event organisers to manage incidents and if a critical incident occurs, CAMS has developed critical Incident procedures for an event organiser to follow. These procedures are sent out with each CAMS permit for event organisers to use:

- Critical Incident (Response Chart and the Précis of Protocols) for National and State level events, and
- Critical Incident Response Procedures for Club and Multi Club events.

Summary

The above processes and systems integrate to form the procedural framework for safety in motor sport conducted under the sanction of CAMS and for business conducted by CAMS. CAMS have a number of documented processes that are generally produced on an event by event basis as well as systems for general application.

The above processes can be described as part of the 'tool box' used by CAMS to meet its ultimate goal. This goal is to ensure that motor sport is conducted in an environment which is as safe, fair and socially responsible as is reasonably practicable given the circumstances in which motor sport is undertaken.

An Occupational Health & Safety Management System (OHSMS) provides the framework to ensure a systematic control of the health & safety related risks to all persons affected by CAMS's activities, products and services.

CAMS is determined to define, document and communicate the areas of accountability and responsibility (including those imposed by OHS legislation) of all personnel involved in the OHSMS's operation.

"Safety is a shared responsibility whereby all participants in motor sport regardless of their role, are active participants not passive recipients of safety services...."

Glossary

AIMSS	Australian Institute for Motor Sport Safety
ASC	Australian Sports Commission
ASADA	Australian Sports and Anti-Doping Agency
ISO/AS/NZS 31000:2009	International Standard for Risk Management
AS/NZS 4801:2001	Australian and New Zealand Standard for Occupational Health and Safety Management Systems - Specifications with guidance for use
AS/NZS 4804:2001	Australian and New Zealand Standard for Occupational Health and Safety Management Systems - Guidelines on principles, systems and supporting techniques
Board Members (The Board)	Directors of the CAMS Board, which also includes the President and FIA delegate.
CAMS Event	motor sport events conducted by CAMS excluding Permitted Events. (i.e. The Australian Grand Prix)
CAMS Appointed Officials (as per W(O)H&S policy)	officials appointed by CAMS to work at a CAMS Event or a Permitted Event, namely Stewards of Meetings, Race Directors, Technical Commissioners and any other official expressly appointed by CAMS.
CAMS Events (as per W(O)H&S policy)	motor sport events that are not conducted by CAMS but are conducted pursuant to a licence, permit or authority issued by CAMS.
CAMS Speed Read - Newsletter	an electronic newsletter sent out on a monthly basis designed as a mechanism to disseminate information to all members in a timely fashion on all aspects of motor sport
CAMS Risk Register	is major data 'warehouse' for identified risks. The potential risks/potential hazards were identified in real time using the CAMS Targeted Risk Assessment form and the encompassing assessment and actioning criteria
CAMS sanction	run under the authoritative permission and procedural framework of CAMS

CBU (CAMS Business Unit)	the CAMS Business Unit (CBU) which is the operations of the professional organisation which are essentially similar to any other commercial business
CLEO (CAMS Licensed Event Operations)	the CAMS Licensed Event Operations (CLEO), whereby CAMS issues an organising permit to a third-party event organiser, in exchange for the agreement of the organiser to conduct the activity under a set of conditions. (A similar process exists for Track Licences issued by CAMS.)
Commissions	a number of National Commissions have been delegated power by the Board of CAMS to plan and administer specific disciplines or functions of the organisation. Commissions, in general, have executive authority and responsibility over areas that affect only their discipline or function and they are entrusted to govern their relevant area of motor sport
Committees	a designated group of volunteer experts that are utilised in regards to technical matters raised by outside parties on technical aspects of vehicles and associated processes they are advisory by nature with no executive authority and report to the CAMS National Administration
Contractor (as per W(O)H&S policy)	a contractor or subcontractor engaged by CAMS
Duty of Care	an obligation owed to all by taking reasonable steps to avoid causing harm to others
FIA (Federation Internationale de l'Automobile)	the governing body of motor sport world wide
NOP	National Officiating Program
OH&S Act	Occupational Health and Safety Act
WHS Act	Workplace Health and Safety Act
Event Organisers	the person or body having responsibility for the organisation of a meeting including but not limited to technical and sporting matters in accordance with the National Competition Rules
OHSMS	Occupational Health & Safety Management System
Organising permit	A CAMS organising permit is the documentary authority to hold a motor sport competition. No competition can be held under the sanction of CAMS without the issue of an organising permit. The permit is designed to ensure that all events are run to a consistent standard in the areas of safety, competition and regulations.

Panels	a designated group of volunteer experts that are utilised in regards to technical matters raised by outside parties on technical aspects of vehicles and associated processes they are advisory by nature with no executive authority and report to the CAMS State Administration
Permitted Events (as per W(O)H&S policy)	motor sport events that are not conducted by CAMS but are conducted pursuant to a licence, permit or authority issued by CAMS.
Promoters	except where the promoter is also an organiser, the promoter of an event is a person or body with responsibility for the financial and commercial matters only. A promoter who is not also the organiser cannot intervene during a meeting in respect of matters covered by the National Competition Rules
Scrutineering	is a process responsible for checking the compliance of vehicles with eligibility requirements by suitably licensed/accredited persons
Senior Volunteers (as per W(O)H&S policy)	a volunteer who is a Board Member of CAMS, or a Chair of any CAMS Commission, Committee, State Executive, Working Group, Panel or is otherwise appointed by CAMS to a senior voluntary position._
SEP (Safe Event Package)	a printed booklet designed to assist Event Organisers with risk identification and associated processes to provide a systematic approach to health and safety through the application of a structured risk management process
Staff (as per WHS/OHS Policy)	a paid employee of CAMS who conducts work for CAMS including at CAMS Events and Permitted Events.
TRA	Targeted Risk Assessment
Volunteers (as per W(O)H&S policy)	Unpaid/Honorary representatives working for CAMS on authorised and approved CAMS business, including Senior Volunteers, Commission & Committee members and CAMS Appointed Officials.
WADA	World Anti-Doping Agency
WRC	World Rally Championship

Further information

Further information on the *CAMS Safety 1st Strategy* is available from:

Andrew Fisher

CAMS Manager WHS & Medical

Email: andrew.fisher@cams.com.au

Comments on this document are welcome and should be addressed to
andrew.fisher@cams.com.au

Document Control

Current version	Author	Date	Reason for update/change
1	AF	31/10/2012	Updated Strategy
2	AF	30/01/2015	Removed reference to RTO status du to redundancy