

# Queenstown Car Club Health And Safety Guidance Booklet

## **IMPORTANT**

To be read and implemented with  
**MotorSport NZ National Sporting Code.**

This is a guidance document only; however it covers the key elements of a Health and Safety Manual.

## **Welcome from the Team at Queenstown Car Club.**

We (Queenstown Car Club Executive Committee) are committed to your safety and health and have put in place policies and supporting procedures to ensure your safety and health whilst you are in our environs.

We are guided by the Health and Safety at Work Act 2016 and its regulations, including Standards and Codes of Practice, and the requirements of Motor Sport New Zealand, and other governing bodies.

For your convenience the standards and codes of practice requirements are on the club computer in the form of an exposition and our Health and Safety policies and procedures are in a written Manual.

We advise that you are required to follow any safety rules or instructions which have been laid down in writing or given to you verbally for your protection. We have a system which evaluates our workplace (as it applies to HSWA) for hazards and assists us in the management of those hazards and risks.

Should any of our many sites, discovery any issue which may affect you or any other persons' safety or, receive any injury or, cause or notice any damage to property we would ask that you advise us immediately.

We request that you follow any safety or advisory signs which have been erected and inform us of any damage you may discover so we can replace them.

This booklet has been designed for use by our club and to use as a reference guide.

To assist you in this process our team will be available to offer any explanations.

***Club President Signature***

***Date:***

# Health and Safety Policy

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We will actively practise and pursue safety for our volunteers, competitors and the general public who may, from time to time, come into contact with our Club.

We are totally committed to a safe and healthy environment for any club members, competitors or the general public and will ensure that no harm will happen to any person as a result of our activities.

In meeting this promise, we will comply with all relevant legislation, regulations, codes of practice, and safe operating procedures, and will operate with a commitment of continuous improvement, seeking excellence in Health and Safety practices.

To achieve these ideals we will:

- Identify, assess, control and manage hazards, continually seeking to reduce the risks to the lowest safest possible level.
- Consult with Motor Sport New Zealand (MSNZ), officials, club members, committees, competitors and external experts, as appropriate, to encourage participation in contributing to making a safer workplace.
- Provide high quality supervision at all events managed by Queenstown Car Club (QCC).
- Require Executive Committee Member and events officials to be fully conversant with, and be personally responsible and accountable for the implementation of the safety management programme and the safety of anyone involved in Queenstown Car Club or events they may organise and manage.
- Require Club Members and Competitors to follow safe work practices at all times.
- Cease any activity that is considered unsafe.
- Ensure that safety remains the primary objective of any activity.
- Require the timely and accurate reporting of all incidents, accidents, unsafe conditions and near misses.
- Regularly review this policy, and annually reset key safety objectives and targets that will allow the club to work towards achieving zero harm.

# Safety Training Policy

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## **Policy Statement**

*All personnel who hold positions that require specific training will be trained in accordance with MSNZ requirements.*

### **Queenstown Car Club will ensure they fulfil this obligation by:**

- Identify the training requirements for each task.
- Ensure that all personnel requiring training under the direction of MSNZ are trained accordingly.
- Providing ongoing training courses as appropriate to these positions.

## **Processes**

MSNZ or other reputable external training agencies will be used for training in specific areas. Areas that our members will require training in are listed but not limited to:

- Scrutineers
- Clerk Of Course
- First Aid
- First Aid Fire Fighting

# Drug and Alcohol Policy

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***We are fully committed to creating a safe environment free from alcohol and drugs for our club members and competitors at any event that is managed by Queenstown Car Club.***

No person, neither official or competitor will be at any event managed by QCC who is believed to be adversely effected by Alcohol and / or Drugs. Should the Clerk of Course at any event, or their deputy believe that someone is under the influence of either alcohol or drugs that person will be asked to leave that site.

Should any spectator who is believed to be adversely affected by alcohol or drugs at an event managed by QCC then that person(s) will be asked to leave that site.

No Clerk of Course or Event Manager should encourage the partaking of alcohol by any person who may be driving.

# Smoke Free Policy

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**Everyone is entitled to a smoke free environment.**

The inhalation of second hand smoke is a known health risk and has been determined as being able to affect a person's state of health.

Personnel who do not smoke will be protected from tobacco smoke, as far as is practical, and QCC committee, members, competitors or spectators should comply with the Smoke-free Environments Act 1990.

All persons are required to respect and support our smoke free policy.

- Smoking is not permitted in any building or event office controlled by our Club.
- Smoking is not permitted in pit areas where refueling takes place, near building openings, entries and/or exits. This will include our Event Control Centre Caravan
- Competitors and visitors to our events are responsible for complying with Smoke Free signage at all times.

# Club Members Responsibilities

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## All Club Members are:

- responsible for their own Health and Safety while at events
- responsible for the Health & Safety of others
- to take responsibility for members of the public or visitors, and warn them of hazards
- responsible for reporting accidents to their club officials so that these may be recorded
- responsible for wearing protective clothing and for using protective equipment that is provided for any hazardous work
- responsible for helping executive club members to identify hazards in the workplace, and to help develop procedures for emergencies
- responsible for reporting any imminent dangers to an events or club official
- responsible for undertaking appropriate training in the use of safety gear, plant, equipment and hazardous substances
- responsible for helping develop emergency procedures
- responsible for good standards of housekeeping

***If in any doubt as to the whether a club member feels safe to compete, or undertake a task that they don't feel competent to undertake safely, then that person should not compete or undertake the task. They must notify a Committee Member or Event Coordinator that they have not completed that task.***

# Club members/staff Rights

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## **All Club Members and Competitors have the right to;**

- have a safe place and to expect that all practical steps will be taken to ensure that this happens.
- Consult with the Clerk of Course or their Assistant regarding safety issues at events.
- have adequate and appropriate safety training in the roles they are required to undertake.
- be consulted in the preparation of safety procedures.
- have access to necessary personal protective equipment and be given instruction on how to use it and maintain it properly.
- Be given adequate and appropriate information about emergencies, hazard management and safety procedures.
- be given immediate medical care in the event of an accident.
- access to relevant codes of practice relating to the role they undertake.
- a copy of these safety requirements.

***If in any doubt as to the whether a club member feels safe to compete, or undertake a task that they don't feel competent to undertake safely, then that person should not compete or undertake the task. They must notify a Committee Member or Event Coordinator that they have not completed that task.***

# Participation in Health and Safety Management

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**Note; Part 3 of the Health Safety and Work Act (2016) states that this section is not a requirement for “Volunteer” Groups. It is however, highly recommended that the principals of this policy be adopted**

## **Purpose**

The purpose of this procedure is to outline our Club’s commitment to involve and engage participation in Health and Safety matters in the workplace which might affect them or the Club, and which also meets the spirit and intent of the ACC requirements.

They are Club Members appointed as an individual or as a member of a health and safety committee or both, to represent the views of Club Members/employees in relation to health and safety at work.

## **Health and Safety Committee**

Once a month our Executive Committee will meet and an agenda item at this meeting will be Health and Safety.

Minutes of the meeting will be recorded and made available to all Club Members. The Club members will be consulted on, but not limited to issues such as changes to the requirements of MSNZ or other Governing Bodies, accident and injury trends, new procedures and any results of reviews.

# Event Safety Management

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The Clerk of Course will be responsible for the Safety and wellbeing of all persons at his /her event.

A Permit authorized and issued by MSNZ will be displayed at the event together with a Safety Plan and Emergency Procedures.

Safety signage will be erected and prominently displayed in all locations where signage is required. Signage will identify safe and unsafe areas and will give clear direction to competitors and spectators.

Parking for support vehicles and areas for competition vehicles will be clearly identified. Spectators vehicle will be parked in an approved area and spectators vantage points will be signed.



Any area / gate or place whereby the public can access the event track will be secured before the event commences. The Clerk of Course will inspect the event course before commencement of that event.

## Accident Procedures

### Procedures

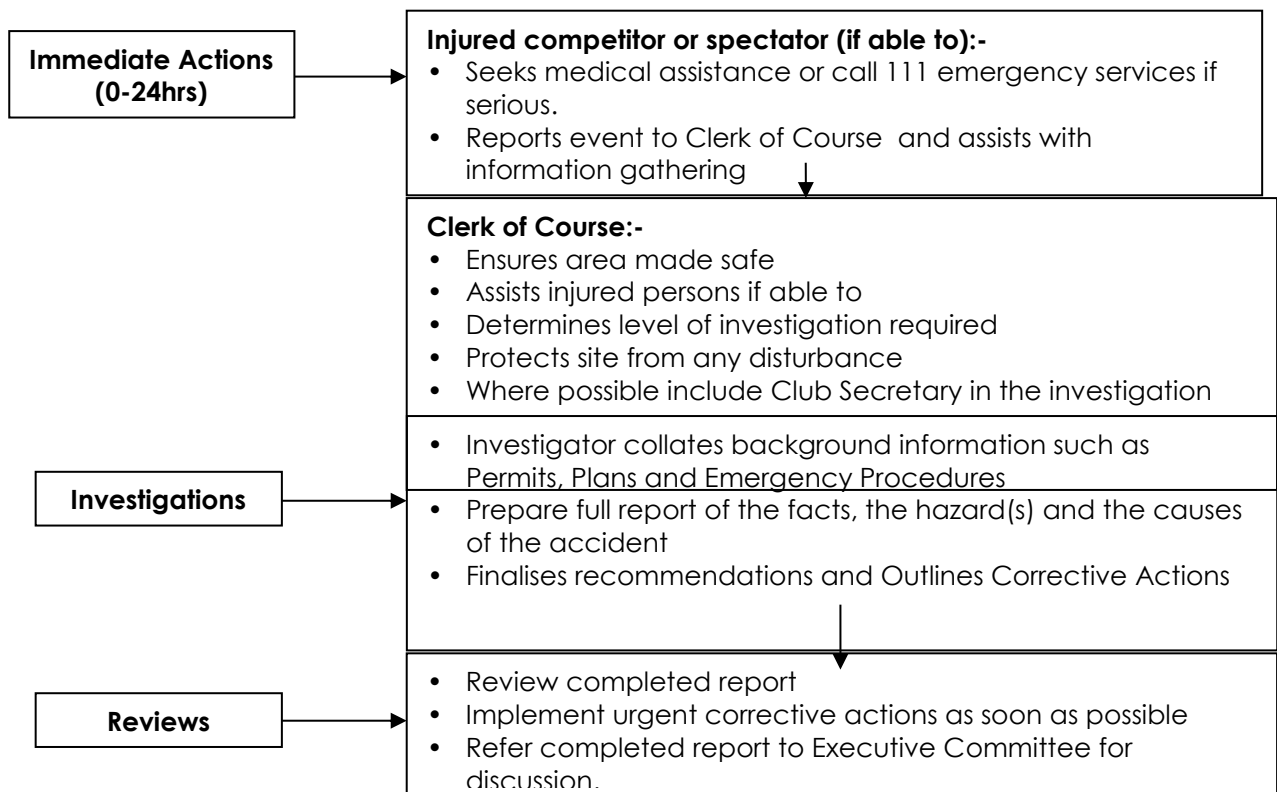
Any incident which did or could have resulted in injury shall be reported and documented on the day that it occurs.

Any “reportable” accident that is required to be reported to MSNZ will be undertaken by the Clerk of Course as soon as practicable after the event.

The manner for investigating, designating actions and recommendations, and closing out incidents, will be determined by the Clerk of Course taking into account the seriousness of the event.

Any vehicle that is involved in a “damage only” accident may be inspected by the Course Scrutineer before that vehicle is permitted to compete again. Any damage to a roll cage will require inspection as identified by MSNZ in the current Motor Sport manual.

An accident report shall be completed and submitted to the Club Secretary.



# Serious Accident Procedure

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1. Victim to be given immediate first aid treatment, if necessary call Emergency Services on 111.
2. In all injury cases refer victim to medical centre or hospital.
3. Isolate the scene of the accident or harm as soon as possible.
4. Obtain a written report from witness's and where possible take photographs of the scene.
5. Keep spectators away from the scene and do not interfere or change the accident site until the investigation is completed
6. In the unfortunate event of a fatality occurring, the police will be called immediately and the site left undisturbed and secure.

# Safety Acknowledgment

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As a Club Member or competitor we acknowledge that events operated by Queenstown Car Club will, in context of our sport and as far as reasonably practicable, comply with the Health and Safety at Work Act 2016

- Safety rules
- Risk Management
- Significant on site hazards
- Personal Protection equipment requirements
- Accident reporting procedures
- Emergency procedures
- First Aid
- Fire precautions and equipment
- Safe assembly and reporting procedures

This Health and Safety manual is evidence of Queenstown Car Clubs commitment to maintain reasonably practicable processes, in conjunction with the governing body rules, to ensure our sport minimizes risk to our members and the public.