

# Cyclekart Club of Australia Incorporated

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## Safety Policy

This document is part of a safety management framework that provides a safe system of operation for CCA activities. The complete framework is available to view at <https://cyclekarts.org.au/safety1st>

Version	Date	Details	Approved
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## **1. Introduction**

The Cyclekart Club of Australia (CCA), as a nationally registered sporting organization and together with its member states and affiliated groups, applies a Zero Harm / Safety 1<sup>st</sup> principle that underpins all of its activities.

The CCA's Safety 1<sup>st</sup> approach prioritizes proactive safety within all decisions and club activities, which along with continuous improvement practices, helps to promote and maintain the CCA's goal of; no serious or fatal injuries, illnesses, or diseases resulting from Cyclekart related incidents in club operations across Australia.

## **2. Purpose**

The purpose of this policy is to:

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

## **3. The CCAs commitment to Safety 1<sup>st</sup>**

CCAs Officeholders, executives, members, staff, contractors, volunteers and associates are committed to ensuring a Safety 1st approach to all CCA activities, including but not limited to, static and dynamic cyclekart events, community events as well as general club business and activities.

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

- This Policy
- A formal Risk Register to identify and mitigate identified risks
- The development and maintaining of safety policies as required
- The development and maintaining of performance standards where required
- The development and maintaining of guidelines and supporting documentation
- Providing guidance in the application of a common risk management process through the implementation of
  - Safety in design principles via Technical construction standard for Cyclekarts
  - Participant conduct and competency policies including Driver licensing
  - Event management policy
  - Targeted Risk Assessment methodology for venue and equipment inspections
  - Club training programs with safe operation methodologies

The club also provides accident and liability insurance cover for all participants in CCA sanctioned activities

## **4. Policy delivery and implementation**

### **CCA Chair**

Oversight, development, implementation and review of all club policy and policy documentation in consultation with key stakeholders.

Responsible for periodic review of policy documents to ensure that policies continue to deliver policy goals and desired outcomes.

### **Safety Officer**

Oversight of the role of the Safety policies within CCA's overall Risk Management framework.

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

- Development of safety policy
- Management of the Master Risk Register
- Management and facilitation of risk management protocols
- Advise on safety policy and protocol
- Incident and near miss management
- Consultation with third parties as required.

### **CCA Committee**

Implementation and promotion of the CCA Safety Policy to all in their charge.

Participation in formal policy review process as key stakeholders in the CCA.

### **Officials, Volunteers, and Contractors**

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

### **Affiliated Members, Associations and Clubs**

Responsible for promoting a Safety 1st mind-set and adherence to the CCA Safety Policy within their respective areas of influence maintaining local records as required.

### **Members**

Responsible for implementing a Safety 1st mind-set and abiding by club policy and the direction of club officials.

## **5. Policy Review**

All framework documents shall be periodically reviewed to ensure that they continue to deliver policy goals and desired outcomes.

All reviews shall be ratified by the committee.

The minimum frequency of review shall be specified within each document but is generally one year. Exceptions to this frequency may only be made where legislated in law.

This policy will be reviewed annually or earlier if required by changes in legislation, best practice, or Club circumstances.

## **6. Management of Non-compliance**

Where a framework document fails to achieve its stated objective, or is found to be inadequate it shall be deemed *non-compliant*. The document shall be formally reviewed at the earliest possible convenience and the issue remediated

Where a non-compliance issue is as a result of a safety related incident, issue or near miss, any CCA activities that may be directly impacted, or are vulnerable to the same issue, shall be placed on hold until such time as the non-compliant policy can be formally reviewed and updated, and remediation measures rolled out.

Where it is not possible to conduct a formal policy review or remediate the non-compliance in a timely manner, a formal risk assessment may be conducted to determine if a suitable interim mitigation strategy can be implemented.

All such temporary mitigation strategies should be included for consideration when the formal review is able to be undertaken.

## **7. Management of Change**

Updates to all framework documents shall be undertaken in consultation with Key stakeholders as outlined in this document

All reviews shall follow formal process and require ratification by the committee

## **8. Framework Document Register**

The CCA Safety framework comprises of the following documents

### **Policy documents**

- P1 – Safety Policy (This document)
- P2 – Risk Management Policy
- P3 – Event Management Policy
- P4 – Cyclekart Management Policy
- P5 – Driver Management Policy
- P101 – Club ethics and legal policy
- P102 – Drugs and alcohol policy
- P103 – Diversity and inclusion policy
- P104 – Media and Press policy
- P105 – Website Privacy Policy
- P106 – Website Terms and Conditions Policy

### **Performance standards**

- S1 – Cyclekart construction standard

### **Guidelines**

- G1 – Standard Definitions
- G2 – Role Descriptions and Competence Guidelines
- G3 - Committee Member Guidelines
- G4 – Members Handbook
- G5 – Event Marshalling and Track Control Guidelines
- G6 – Scrutineering Guidelines

### **Templates and procedures**

- T1 – Event Proposal
- T2 – Event management plan
- T3 – Event Risk assessment
- T4 – Track Assessment Checklist
- T5 – Scrutineering Checklist / Driver waiver
- T6 – Event Regulation Template
- T7 – Near Miss / Incident Report