



## NOTES FOR BRIEFING /SITE INDUCTION TO COMPETITORS.

This is an example of briefing/site induction that maybe given to competitors. The site induction is basically a briefing which provides information relevant to the particular venue /site is being run.

1. Good Morning my name is .....
2. My position in relation to this event is .....
3. There are some important safety related matters which I need to discuss and these will be covered in this briefing.
4. The event is run under the CAMS OH&S policy (or the nominated OH&S policy for the Event).
5. Safety is paramount on this site and for your information a copy of the policy can be viewed at the Main office/Headquarters or is located at .....
5. As an entrant/driver together with the event organisers we are all responsible for the safety and behaviour of everyone here including our own crew, family and friends for the duration of the meeting. We all have a duty of care to each other
6. A Medical and Emergency plan for the event is available from..... for your information and will be put into effect should the need arise.
7. The medical centre is located..... There are also medical teams located at other points around the Event (these to be noted to competitors).  
Please advise any Senior Official of any injury requiring attention from the medical personnel. This may require a follow up. This could simply be information to an official in filling out an injury report for the Event Organiser or an investigation into how it occurred.
8. Please be aware that the public is also on site and we owe a duty of care to protect them from harm. Special attention should be paid to hazards (i.e cars on jacks, trolleys,, electric tools or fuel storage and handling) which potentially could cause injury or illness.
9. Please note that the toilets and washing facilities are located.....
10. There is a risk management and consultation process in place for this event in regards to identifying and reporting hazards and the risks they pose so they can be treated as necessary.  
This process can be applied to any situation where you see anything unexpected or unwanted that could have a serious effect on health or safety. Targeted Risk Assessment forms are the key to our risk management process both the TRA Form and the TRA Information Paper are available from the Event Secretary or .....  
Please report to any officials by TRA the hazard observed or notify them so that they can asses the hazard in conjunction with the use of a TRA.

*CAMS suggest that the above information should be provided in a site induction to help comply with our duty of care. The quantity of information communicated about relevant sites will depend on the size, complexity and location of the event .Some points that you may like to cover with competitors may be the following, this is by no way exhaustive.*

- What the traffic management plan is, for the arrival of the competitors
- Where the location of trailer park and the parking of vehicles and any other guidelines required
- Site specific refuelling areas
- What the speed limits are in the paddock area or service park and surrounding roads
- What roads are still under public use in the site or venue area
- What is the traffic direction leaving and entering the event site or venue, has there been changes from the arrival situation
- What officials' or authorities will be directing traffic
- Inform competitors of areas that are restricted to officials only
- Inform competitors of public and non-public areas
- Inform competitors of competition and non competition areas, direction of course, access onto and from course.
- Observe the designated non -smoking areas
- Where are electrical power sources' (240V / 3 -Phase Power) located.
- Who are the designated security personnel employed at the site and what to do if you require assistance
- Location of containers where oil and/or hazardous substances can be disposed of correctly