



SMALL RACE TEAM OPERATIONAL CHECKLIST SITE INDUCTION

THE GENERAL OH&S AND RISK MANAGEMENT POLICY IS THAT OF CAMS

1. For all team members and general assistants, ensure fitness for the role, which will involve manual handling, bending, lifting and a considerable degree of walking.
2. In the work area and pits, wear appropriate clothing with no shorts or open shoes.
3. Punctuality. Our activities are time certain. The event date is known well in advance, as is the program and general schedule of activities. Never be late!
4. Refer to the site diagram or map for the appropriate vehicle entrance. Never park across, in or restrict, access lanes, particularly those for fire vehicles, emergency response, tow, rescue vehicles, or medical response access lanes. Always follow signs and obey directions.
5. Do not go anywhere on the site prior to the site induction. Understand and be aware of general direction of travel for access roads and the race circuit. Note the access to and from the track and access to and from the marshalling area. Be aware of vehicles being pushed or towed so you can quickly move out of the way— see 8 below.
6. Loading and unloading – before you unload, first check the integrity of fastening and securing ropes or tie downs. Note whether they are in tension or compression as the release of straps or tie-downs under load can release energy.
7. Ensure spectators and bystanders are kept clear during the unloading process. This can be done with either a warning or appropriate crowd control barriers, or the simple placement of support equipment, promotional material and bunting.
8. Prior to unloading, check the road surfaces and areas leading to marshalling, competition or work area. Be particularly aware of nails, debris, potholes, drop-offs, etc that could damage the race vehicle or provide unwelcome obstacles. Note the general movement of pedestrian and vehicle flow prior to taking the vehicle into the work area.
9. Check the work area for light, power, water, fire-fighting equipment, as well as emergency exit and escape routes for our personnel and vehicles.
10. Determine where waste oil or other liquids can be disposed of.
11. Prior to unloading, ensure that any sign-ons or indemnities have been completed appropriate to the site.

12. Prior to turning on power or ignition or starting the vehicle, check for any signs of oil leak, fuel leak or any other fluids beneath the vehicle. Also observe any noise restraint conditions for the site and ensure they are observed.
13. Unload vehicle and support equipment, observing manual handling practices. Use equipment for heavy lift, two-person lift for heavy/bulky items, trolleys for lift and carry.
14. Before starting racecar in work area, check fluid levels, tyre pressures, nut/bolt check and be aware of any fuel vapour odours. Check the area for bystanders prior to ignition, ensure all staff are clear, be aware of any backfire and flashback around the engine compartment and closely observe the driver or starter for any hand signals either way.
15. Be aware of moving parts, particularly belts and pulleys, and avoid wearing any loose clothing which may be caught, drawn into or sucked into belts, pulleys or air intakes. Pay particular attention to any credentials attached to lanyards worn around the neck. These should be placed inside a shirt or in a pocket when working around the race vehicle.
16. Try to maintain eye contact to observe any signals or calls and be aware of others in and around competition vehicles or other vehicles who may be signalling, gesturing or calling instructions.
17. Make a note of the medical centre location and whether or not is staffed, as well as any first aid/St Johns medical stations. Determine who is the controller of the immediate area, particularly the system for entering and leaving the race circuit. This will usually be someone near the entrance to the track and, in most situations, will be a person looking stressed carrying a radio.
18. When moving in and about the venue, observe traffic movements and be aware that some competition vehicles will travel at a very fast walking pace or a run when in gear, even at idle. Be mindful of very low competition vehicles at knee height, which may have over-hanging nose cones or aerodynamic devices or exposed wheels. Race cars are not maneuverable and generally have a very wide turning circle. Be aware and constantly alert for service vehicles for teams, pit crew, staff and officials. In some cases, these vehicles may be responding to an emergency and travelling at reasonably high speed. In the case of contractors, they may be unsure of where they are going with deliveries of various supplies or equipment.
19. When walking between the vehicle work area, the marshalling area, scrutineering areas or services areas for fuel, tyres, repairs, etc, be constantly mindful that competition vehicles in many cases have a lot of difficulty engaging, disengaging or slipping the clutch. Sometimes the clutches drag when hot and it is extremely difficult to hold the vehicle against the engine. For that reason, vehicles sometimes (particularly because they are extremely light) quickly move off from idle. The drivers are not being hoons or trying to run you over, it is a combination of engineering and physics so be alert and move away quickly.
20. Do not always rely on your hearing to warn you of moving vehicles. There are many noises around which may be distracting or too loud for you to hear other vehicles. It is also frequently the case that vehicles with some mechanical problem or engine fault may be towed, coasting, or even pushed at a reasonably high speed.
21. Always obey the directions of officials.

22. Whenever you cross the pit lane, always look in the direction of travel, being mindful that some vehicles may be coasting in the pit lane without any engine noise. Always watch for signals from drivers and other crews who could be warning you of anything from a travelling vehicle to the possibility of fire or flying debris.
23. Prior to the competition vehicle going onto the track, conduct a final visual check, ensuring that fasteners, bonnet pins, wings, doors, seatbelts, Hans, window nets, are secured and that there are no loose objects around the cabin or from the area where work was last carried out. This also extends to fuel caps, oil tank reservoirs, etc.
24. Never leave the designated pit area, work area or pit bay while the car is on the track. If it is overdue, you need to be aware of this and you need to be both in a position to be told if your vehicle has a problem or you may need to report to the controller that your vehicle is overdue.
25. Be aware of other things which may be happening on the track which you may wish to report to your driver, such as oil following an engine blow-up, a stranded car, gravel or debris following recovery of a vehicle from a gravel trap or barrier.
26. When the vehicle returns, be observant for any loose objects, bodywork damage, as well as oil leaks, vapour, fumes, and smoke. Continually scan, observe and consult with the driver.
27. Be aware of the heat sink from high temperatures occurring in brakes, gearbox, engine, radiators, oil coolers, intercoolers plus most rotating parts. Many of these will be extremely hot and could result in burn injuries.
28. After consulting with driver; go through checklist of wheel tensions, tyre pressures, fluid levels and consult before replenishing.
29. Observe SWMS during refuelling as to trained personnel, location, (only in designated area), appropriate clothing (PPE) clear of ignition sources and no bystanders.
30. Never work on the vehicle supported by a jack unless there are appropriate solid stands beneath it on level ground.
31. When pushing a vehicle, ensure that you are aware of the appropriate safe areas – if it is an open-wheeler, avoiding half-shafts, wings, exhausts and hot objects. Be mindful of any pedestrians or bystanders nearby and ensure that they are warned and asked to move away.
32. Be aware of any spills of fluid or fuel, which may ignite whether it is in our area, or not. If in our area, this needs to be cleaned immediately, any oil or fluid, which may be slippery, ignite or cause a hazard, must be immediately cleaned.
33. Be aware of electrical hazards and CDI's, which have a high output voltage, 240 V that need to be tagged, kept dry, above walkways.
34. Be aware of the possibility of contaminated or stale food. Try not to eat anything that comes from a bain marie with the exception of some items that may be freshly cooked on a hotplate or come out of hot oil. Generally, the team will provide food. Avoid dehydration and try to consume water rather than sweet, sugary soft drink.
35. Be particularly careful not to allow the driver to become dehydrated, since he particularly will be subject to large fluid loss due to the environment of the race vehicle and protective clothing.

36. Ensure that sunscreen is worn, as well as a hat. Under no circumstances consume any alcohol until after the last race or until work is completed for the day as determined by the driver or team manager.
37. Ensure that the log is maintained regarding tasks and worksheets from each session, following the consultation and assessment process in each debrief.