



NATIONAL SCOUT MOTORSPORT
SAFETY MANAGEMENT SYSTEM

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1 Purpose

The procedures contained herein detail the minimum standards and responsibilities for the safe organisation and management of a competitive off-road driving event.

2 Scope

The procedures apply to competitive off-road driving events including but not limited to Banana Bash, Mud Bash, Bush Baja and Sand Blast. These procedures do not apply to any on road driving events or events involving 4WDing.

3 Definitions

For abbreviations please refer to the following:

CCA	-	Chief Commissioner Australia
CC	-	Chief Commissioner (Branch)
BC-AA	-	Branch Commissioner – Adventurous Activities
BC-AT&D	-	Branch Commissioner – Adult Training and Development
MEC	-	Motorsport Event Chairman (Branch)
NRC	-	National Rover Council
BRC	-	Branch Rover Council
CSRA	-	Course Safety and Risk Analysis

3.1 Incident

Any event that did or could have injured people or damaged property.

3.2 Hazard

Something that has the potential to put people or property at risk.

4 Related Documents

Scout Motorsport Activities will be planned and conducted according to the “National Policy and Rules” and “Branch Rules and Regulations”.

4.1 Indemnity Forms

Participants and Spectators will be required to sign indemnity forms before attending Scout Motorsport Activities. These forms will be provided by the organisers prior to entry to the event site.

4.2 Signing of Indemnity Forms

Participants over the age of 18 must sign the indemnity forms. Participants under the age must have a parent or guardian sign on their behalf. Members of the Scout Association shall use the appropriate section activity form. Non Members shall use the form as provided by the organising committee.

5 Authority

The 'National Scout Motorsport Safety Management System' is authorised by the Chief Commissioner of Australia on the Recommendation of the National Rover Council.

6 Management

The overall management of each event is the responsibility of the event Chairman in consultation with his committee, BC-AA, BC-AT&D and other suitably qualified individuals.

7 Training

Training is to be carried out on the use of the Safety System.

7.1 Training of Committee Members

The BC-AT&D is responsible for the training and assessment of all Committee Members, as per Outcomes shown in Appendix E. All committee members are required to complete this training 3 months prior to the running of the event.

7.2 Training of Course Coordinators

Course co-ordinators will complete training conducted by the event safety officer as per requirements shown in Appendix E. No person may co-ordinate the running of a course without completing this training.

7.3 Training Courses

Committee training courses will be conducted by the Branch Training Team on an as required basis, with a "Statement of Attainment" signed by the BC-AT&D, being issued on successful completion of the course.

Course co-ordinators training course will be run on a date decided by the safety officer and will be completed at least 4 weeks prior to the event.

7.4 Criteria for Committee Members

Committee Member must meet the following criteria:

Essential Requirements

- a. Be a registered member of the Scout Association.
- b. Be a minimum of Eighteen (18) years of age
- c. Have successfully completed all modules of Committee Training Course, or be granted Recognition of Prior Learning.

Desirable Requirements

- a. Be a member of the Rover Section
- b. Hold a Senior First Aid Certificate

7.5 Currency of Training

All training completed is current for 12 months from date of completion of course. Lapsed or cancelled accreditation can be re-issued following successful completion of an additional course or the recognition of prior learning process.

7.6 Suspension of Accreditation

All committee members' accreditation will be suspended (pending further investigation) when or if procedures are breached or a major accident occurs i.e. serious injury or damage

The CC and BC-AT&D of the branch in question are authorised to suspend accreditation upon report that procedures have been breached, or an accident has occurred. Following a suspension, the BC-AT&D must immediately notify the Chief Commissioner and/or Branch Office.

An investigation is to be instigated immediately following the 'Activity Incident Investigation Procedure' (Appendix F).

8 Event Health and Safety

8.1 Accident/Incident Reporting

Hazard and Incident Reporting forms shall be made available to all people attending the event. All Hazards and Incidents (irrespective of how minor) associated with the Event are to be reported on the appropriate report form (Appendix B & C). Copies are then to be forwarded to all MEC and their associated Branch Rover Councils. All completed and actioned forms are to be publicly displayed at the event ASAP. All personal details should be removed from the forms before they are displayed.

In the event of an Incident the activity must cease until such time as the MEC deems the situation safe to proceed.

8.2 First Aid

- 8.2.1 A first aid post equipped to handle all likely injuries must be set up and manned by a suitably qualified first aid officer at all times.
- 8.2.2 A person holding a Senior First Aid ticket or equivalent shall be present at all courses while they are operating.
- 8.2.3 A First Aid Kit to minimum Australian Standard Requirements eg. AS 2675-1983 should be kept in all committee and emergency vehicles.
- 8.2.4 An ambulance manned by qualified personnel and equipped to handle typical motor vehicle injuries shall be provided on site if the event is being held more than 30 minutes from an ambulance station or hospital.

8.3 Fire Fighting

- 8.3.1 A fire fighting vehicle manned with suitable crew and equipped with a minimum 500L water tank and pump shall be on site at all times.
- 8.3.2 CO₂ and Dry chemical extinguishers suitable for fighting vehicle fires shall be available and appropriately marked and located. eg. at all operating events and throughout pits.

8.4 Emergencies

- 8.4.1 In the case of an emergency the event shall be halted and the Emergency Procedures followed. Once the MEC deems the emergency no longer bears a threat to the safety of the event, the event may be recommenced
- 8.4.2 The Emergency Procedures must include:
 - An established chain of command
 - Primary and secondary muster points which are well marked and advertised.
 - An Evacuation Plan which is well advertised.
 - In conjunction with site communications an established emergency radio protocol.

8.5 Alcohol

- 8.5.1 All competitors, marshals, committee members and emergency personnel must maintain a 0.00 Blood Alcohol reading while courses are still operating. All occupants of vehicles shall be breath tested immediately prior to entering an event.
- 8.5.2 In the event of an incident all occupants of the vehicle involved are to be re-tested.
- 8.5.3 Under no-circumstances shall any person under the influence of alcohol be in control of or work upon any motor vehicle at the event.

9 Site

9.1 Communications

- 9.1.1 A communications system capable of covering the entire event site shall be operational for the duration of the event.
- 9.1.2 A communication/radio protocol shall be set and made available to all users
- 9.1.3 A Public Address system shall be set up to cover the campsite, pits and all common areas.
- 9.1.4 Ability to contact outside emergency services shall be maintained for the duration of the event.

9.2 Pits

- 9.2.1 The pits should be located on a level site, with sufficient area to maintain a one metre gap between vehicles.
- 9.2.2 A maximum speed limit of 5km/h shall apply at all times in the pit area.
- 9.2.3 A well marked entry and exit is required with a one way traffic system in place if possible.
- 9.2.4 Vehicle traffic in the pits shall be limited to competitive vehicles only, unless under the direction of a committee member.

10 Events

10.1 Course Coordinators

The responsibilities of the course coordinators are as follow:

- Establish clearly designated spectator zones taking all safety concerns into account.
- Establish a well defined start and finish location.
- Assign marshal positions.
- Have all equipment necessary to run the event and have it appropriately marked and located.
- Provide appropriate instruction to the competitors.
- Conduct CSRA with safety officer until all required actions have been completed.

10.2 Course Safety and Risk Analysis (CSRA)

This must be carried out by a trained safety officer prior to an event commencing. The CSRA is not complete until signed by the safety officer to signify that all required actions are complete.

All completed CSRA will be put on public display at the event as soon as they are completed. (Appendix D).

11 Scrutineering

11.1 Head Scrutineer

A Head Scrutineer needs to be appointed by the MEC. The Head Scrutineers say is final in matters relating to the worthiness of competing vehicles. The Head Scrutineer for the event shall as a minimum be a qualified mechanic. The Head Scrutineer may appoint other scrutineers at their discretion.

11.2 Scrutineering of Vehicles

11.2.1 All Vehicles to be presented for scrutineering prior to competing, the minimum standards for vehicles are outlined in Appendix A.

11.2.2 Scrutineering papers shall be kept in vehicles at all times.

11.2.3 Vehicles shall be marked in such a way to easily identify vehicles which have been successfully scrutineered.

11.2.4 If at any time a Course Coordinator believes a vehicle has been damaged during the running of a course, he/she may tag the vehicle for re-scrutineering. This vehicle may not start any course until the tag has been removed by a scrutineer.

12 Auditing

Auditing shall be carried out on the National Scout Motorsport Safety Management System, not on individual people or hazards. The intent is to examine the hazard identification and control strategy and identify its strengths and weaknesses. The auditor in all cases will be appointed by the BRC

Auditing shall be carried out to:

1. Identify non-conformances in the Safety Management System
2. Identify potential improvements in the Safety Management System

12.1 Areas to be Audited

12.1.1 Each vehicle scrutineer shall have a car randomly re-scrutineered by an independent auditor with qualifications/experience at least as high as that required to being a scrutineer, and the non-conformances found by each to be compared.

12.1.2 The following Statistics shall be audited and recorded as a minimum:

- Number of committee members not completing training in the use of the Safety Management System.
- Number of Hazards and Incidents Reported
- Number of Hazards and Incidents not actioned
- Number of instances found where existing procedures were not followed.
- Number of safety related complaints made.
- Numbers of rollovers or cars leaving the track etc.

NOTE: for some of these areas, higher numbers will be good. For others, lower numbers are good.

12.2 Recording

All findings shall be recorded in a report containing the auditor's conclusions and recommendations about areas of concern or changes required to the Safety Management System. This report shall be tabled for the Event Committee, MEC, CC, BRC Chairman, CCA and NRC Chairman.

13 Distribution

CCA	1	CC	1ea
NRC	1	BRC	1ea
BC-AA	1ea	BC-AT&D	1ea
MEC	1ea	Qualified Committee members	1ea

14 Documentation

Appendix A	Vehicle Specifications
Appendix B	Incident Report Form
Appendix C	Hazard Report Form
Appendix D	Course Safety and Risk Analysis
Appendix E	Training Outcomes
Appendix F	Activity Incident Investigation Procedure

15 Recommendations

These procedures are recommended by the following:

NRC Chairman - Name:

Signature:

Date ___/___/___

16 Authorisation

These procedures are authorised by.

Chief Commissioner Australia- Name:

Signature:

Date ___/___/___

Any changes to these procedures must be recommended and authorised by the persons holding the above positions prior to them becoming any part of or replacing part of this document.

Last Revision: 17th January 2003

APPENDIX 1: VEHICLE SPECIFICATIONS

1 GENERAL

2 VEHICLE CONSTRUCTION

- 2.1. Chassis and Floor Plan**
- 2.2. Fire Wall**
- 2.3. Front Grill**
- 2.4. Rust**
- 2.5. Roof**
- 2.6. Roll Over Protection**

3 DRIVE TRAIN

- 3.1. Engine Type**
- 3.2. Gearbox & Differential**
- 3.3. Tail shaft loop**

4 ELECTRICAL

- 4.1. Battery**
- 4.2. Lights**
- 4.3. Engine Kill Switch**

5 TOW POINTS

6 STEERING

7 BRAKES

8 EXHAUST

9 ENGINE COOLING SYSTEM

10 TYRES AND RIMS

11 FUEL SYSTEMS

12 PASSENGER COMPARTMENT

- 12.1. Seats**
- 12.2. Safety Harness**
- 12.3. Head Restraints**
- 12.4. Grab Handles**

13 HELMETS

1 GENERAL

The following requirements serve to specify a bare minimum standard only. The National Rover Motor Sport Committee and the National Rover Council have put these standards together to show a pro-active and co-ordinated approach to motor sport safety.

All vehicles must be registered as an off road vehicle within the state the event is held. All vehicles shall be propelled by their own means, running on at least four wheels.

All vehicles must have a securely mounted fire extinguisher meeting AS 1841

2 VEHICLE CONSTRUCTION

All vehicles shall be constructed so that all occupants are suitably protected. All moving parts shall be placed outside the occupant's compartment.

2.1 CHASSIS AND FLOOR PANS

The floor pan of the vehicle shall extend under the entire passenger compartment of the vehicle. The floor pan shall be in good condition and be free from holes or gaps.

2.2 FIRE WALL

All vehicles must be fitted with an effective fire retardant firewall, which must separate all occupants from the fuel tank and from the engine. No holes or cracks to be apparent.

2.3 FRONT GRILL

A securely fitted protective grill is to replace front windscreens, which must meet the following specifications:

- Wire 2mm-5mm thick
- Squares no larger than 2500mm²

2.4 RUST

Any rust in the floor pan, firewall, pillars or any other structural part of the car is not acceptable.

2.5 ROOF

All open vehicles, including sedans where the original roof panel has been removed, must be fitted with a securely fixed roof panel to cover all occupants' heads.

2.6 ROLL OVER PROTECTION

All vehicles shall have a suitably constructed and securely fixed Roll Over Protection System. This Roll Over Protection System must offer protection to all occupants in the event of a rollover.

3 DRIVE TRAIN

3.1 ENGINE TYPE

The engine can be of any size, type or breed of internal combustion engine, mounted in any position. The engine is to be fueled on only standard fuels {leaded, unleaded, premium unleaded or diesel}. LPG or other fuel mixes are not allowed.

3.2 GEARBOX & DIFFERENTIAL

Any number of configurations of gearboxes and differentials may be used.

3.3 TAILSHAFT LOOP

A universal tail shaft loop must be constructed to encircle the tail shaft 150mm rear of the front universal joint. This loop must be securely fitted and capable of stopping the tail shaft from dropping out or entering the passenger compartment in the event of universal joint failure. Vehicles fitted with a centre bearing in the tail shaft will require two (2) such loops.

4 ELECTRICAL

4.1 BATTERY

The battery is to be securely fastened and if in the passenger compartment, covered suitably to prevent acid spillage coming in contact with passengers. A 150mm blue triangle marker (white if vehicle is blue) indicating the position of the battery, should be visible on the outside of vehicle.

4.2 LIGHTS

For night driving activities, all vehicles must have a minimum of two (2) headlights of at least 60 watts each on front of the vehicle. Minimum of one (1) red tail lamp. Reversing light operated by either gearbox switch or toggle switch. Brake lights must be operational at all times.

4.3 ENGINE KILL SWITCH

The engine is to be controlled by an ignition kill switch accessible from the outside of the vehicle and clearly marked. A kill switch is also to be fitted and accessible by hand to both driver and navigator when in the harness. This switch must be clearly marked.

5 TOW POINTS

Towing hooks for salvage purposes shall be provided in easily accessible positions, and must be securely attached to the vehicle chassis front and rear. Tow points shall be as low as practicable, as long as recovery chains can be easily attached to the vehicle from a standing position. Suspension components are not acceptable salvage points.

6 STEERING

All steering must be in good mechanical working order with minimal play in steering components. All steering connections secured with bolts shall be locked and pinned. Steering locks are to be made inoperative.

7 BRAKES

Primary: - All vehicles to have pedal operated main braking system acting on minimum of four wheels.

Secondary: - All vehicles to have locking braking system (e.g. park brake) acting on minimum of two wheels which must be easily accessible to the driver.

8 EXHAUST

All engines exhaust pipes shall terminate behind the passenger compartment be pointed rearwards and be not less than 100mm above the ground and may not project more than 50mm beyond the body of the car. The Exhaust pipe must terminate in a visible position, not under the vehicle. The exhaust emissions must pass through an effective silencing system. All exposed pipe work; internal or external must be covered to prevent accidental contact.

9 ENGINE COOLING SYSTEM

A firewall must exist between the cooling system and occupants. External pipes must be covered with a steel guard or heat resistant covering. If the radiator is not in standard configuration, all hose used should meet original engine manufacturer specifications.

10 TYRES AND RIMS

Tyre chains are not permitted. Tyre's and rims fitted to the vehicle shall be free of any apparent defects.

11 FUEL SYSTEMS

Fuel tanks are to be securely fastened. Fuel lines are to be protected from rubbing and abrasion. A firewall must exist between fuel system and occupants. The breather pipe must be constructed so that it will not leak in the event of a vehicle rolling.

12 PASSENGER COMPARTMENT

12.1 SEATS

Seats must be in a sound condition. Seats must be securely fitted inside the roll over protection system.

12.2 SAFETY HARNESSSES

In all vehicles there shall be fitted a full harness for each occupant consisting of at least a lap strap and two-strap shoulder harness. These must comply with the requirements of AS 2596

12 3 HEAD RESTRAINTS

If a head restraint is not incorporated in the car seat one must be fitted. A minimum size of 200mm x 100mm with at least 25mm thick padding is acceptable. Restraints must be fixed securely.

12.4 GRAB HANDLES

Vehicles must have handgrips accessible to all passengers.

13 HELMETS

All occupants are required to wear safety helmets, which comply with the AS 1698 Snell 1980, 1985, and 1990.

Incident Reporting Form

PART A INITIATOR TO COMPLETE

Name: _____

Signature: _____

Crew: _____

Incident Date: _____ / _____ / _____

Incident Time: _____ : _____ am pm

Incident Location:

Names Of People Directly Involved:

Was Anyone Injured In The Incident?

Yes

No

If Yes Provide Full Name(S), Contact Details And List Of Obvious Injuries:

Was any equipment damaged in the incident?

Yes

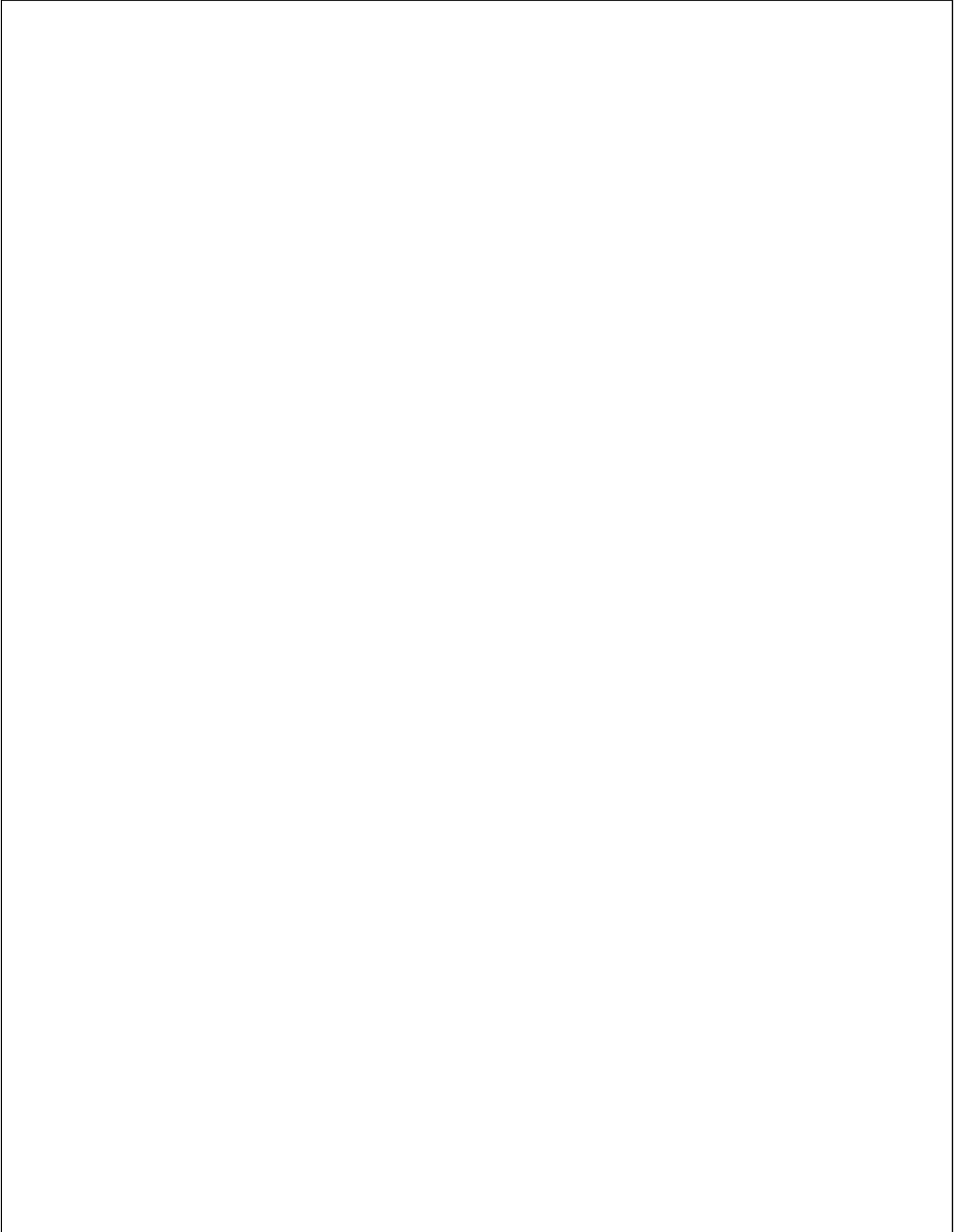
No

If Yes, Provide List Of Equipment Damaged And Estimated Cost If Repairs / Replacement If Known:

Description of Incident (attach additional sheets if required)

Incident Reporting Form

SKETCH SITUATION (if applicable)

A large, empty rectangular box with a thin black border, intended for sketching the incident situation. The box is currently blank.

Committee Use Only

COMMITTEE MEMBER TO COMPLETE			
Committee Member's Name: _____			
Committee Member's Signature: _____			
Date Notified:	/	/	Time Notified : am pm
Was medical attention required?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
If Yes provide details			

CHAIRMAN TO COMPLETE			
Ambulance called?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Date: Time:
Notifiable to Chief Commissioner?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Date: Time:
Notifiable to General Manager?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Date: Time:
Notifiable to Insurers?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Date: Time:
Action taken:			
Date Completed: / / Signed Off:			

Hazard Reporting Form

Hazard observed by:

Name:

Signature:

Crew:

Date:

____ / ____ / ____

Time:

____ : ____ am pm

Location of Hazard:

Description of Hazard:

Recommended Action:

Follow up required? Yes No

COMMITTEE USE ONLY

Follow up Action Taken:

Date Completed: ____ / ____ / ____

Signed Off: _____

IT IS PROPOSED THAT THIS TRAINING BE CARRIED OUT IN CONJUNCTION WITH ADVENTUROUS ACTIVITIES TRAINING

**APPENDIX E
TRAINING Requirements**

Committee Training – Scout Motorsport Safety System

TRAINING OUTCOMES	Unacceptable ×	Acceptable √
Understands his/her responsibility under Duty of Care legislation.		
Has read and understood the Motorsport Safety System and understands his/her obligations under the System		
Understand the need to carry out a thorough Risk Assessment in all levels of planning for the event.		
Demonstrates the ability to conduct a Course Safety and Risk Analysis.		
Demonstrates the ability to complete a Hazard and Identification reporting form and understands all requirements related to these forms		
Has read and understood the Emergency Response Plans and understands his/her role in these plans.		

Course Coordinators Training – Scout Motorsport Safety System

TRAINING OUTCOMES	Unacceptable ×	Acceptable √
Understands his/her responsibility under Duty of Care legislation.		
Understand the need to carry out a thorough Risk Assessment for all Courses.		
Demonstrates the ability to conduct a Course Safety and Risk Analysis.		

APPENDIX F

ACTIVITY INCIDENT INVESTIGATION PROCEDURE

1 GENERAL

When a serious incident or accident occurs during an activity, the Branch is compelled to establish an Activity Incident Investigation Committee to undertake a full investigation into the situation, how it arose, how it was handled and make recommendations to the Chief Commissioner in relation to any changes in procedures and/or disciplinary action required for personnel.

The Committee may hear matters brought before it from any source including:

- Those referred directly by the Chief Commissioner, Assistant Chief Commissioner or Branch Commissioners.
- Those referred by a District Commissioner or other person or persons involved with the activity or who witnessed the incident.
- Any other source at the discretion of the Chief Commissioner.

1 COMMITTEE

- The members of the committee are appointed by the Chief Commissioner and shall consist of not less than three (3) nor more than five (5) suitably experienced Leaders, Lay supporters or Community members.
- The Chief Commissioner shall appoint the Chairman.
- The committee shall include a person with technical knowledge of the particular activity.

2 PROCEEDINGS OF THE TRIBUNAL

- The Chief Commissioner, on receiving notification of the incident must suspend the activity operators 'Ticket' and within seven (7) days appoint a Chairman and other members of a committee to investigate the incident.
- The appointed chairman and committee, within 14 days, should meet with all parties concerned in an attempt to clarify how & why the incident occurred and what if any changes are required to prevent a repeat or similar incident happening.
- Any party or member of the committee, if deemed beneficial to the investigation may call witnesses.
- Evidence may be given by personal appearance or alternatively in writing. However, written submissions may only be admitted at the discretion of the members of the committee.
- At the conclusion of the meetings, discussions and deliberations, the committee members should report their findings and make any appropriate recommendations to the Chief Commissioner.
- The Chief Commissioner should within fourteen (14) days of receiving the committee report, act on its findings and recommendations at his/her discretion. This should include the reissuing of the operators 'Ticket' or taking further action as appropriate.
- Where it appears desirable and in the best interests of the movement, such further action could involve the cancellation of an operators 'Ticket'.
- In exercising his discretionary power, the Chief Commissioner should always be seen to be affording people natural justice.



Course Safety and Risk Analysis Form

EVENT :

DATE:

TIME:

COMPLETED BY:

HAZARD	Potential Consequences	L	C	R	Control Measure	Residual Hazard	L	C	R

I believe the above hazards have been dealt with satisfactorily to minimise risk during the running of the course:

SIGNED:

POSITION: