

## ATTACHMENT A - TOOL FOR DOCUMENTING HAZARDS, RISKS AND RISK CONTROL MEASURES

**Worksheet No:** 1 ..... **Area covered in the assessment:** GRCOR / GMSC .....  
**Date of Assessment:** 25 February 2017 ..... **Assessment conducted by:** Andrew Park .....  
**People consulted:** Committee .....  
**Risk assessment method used:** Collaborative HIRA .....

No.	Hazards Identified (Describe the situation which could possibly give rise to injury, illness or disease)	Is there any risk? (Is there any likelihood of injury illness or disease occurring?)			Where there is a risk, describe the proposed risk control measures	Are the risk control measures practicable?		Date for the implementation of practicable risk control measures	Responsible person
		Yes	No	List any risk control measures already implemented to address the hazard		Yes	No*		
1.	<b>Environmental hazards</b>								
	Sunburn	Y		Supply of sunscreen, Shade sails, discuss in drivers and marshals briefing, Racers to bring own gazebos	Maintain sunscreen supply	Y			
	Uneven ground / tripping	Y		GMSC graded car park, maintain crushed rock paths, note for marshals not to run on track while attending errant cars	Induction	Y			
	Snakes Spiders Insects bites stings	Y		Inspect area for snakes, Aerogard on hand, first aid kit available	Inspections	Y			
	Diseases / impacts of others smoking / passive smoke	Y		Provision of rules around smoking – not permitted on drivers stand or on track. Smokers advised to stay away from others in pits / up wind	Induction	Y			

	Fire	Y		Maintain grass cutting, weed control, removal of dead branches / trees and store in stockpile	Maintenance schedule	Y			
	Gazebos / wind blown items striking people	Y		People responsible for tying down gazebos, discuss likely wind impacts	Check gazebos on race day for pin down / wind	Y			
2.	<b>Access and Security risks</b>								
	Theft and burglary	Y		Container lock boxes, secure funds in discreet location, access to container by GRCOR members only	Review security provisions	Y			
	Car park accidents	Y		Park in orderly manner, no children to drive on the complex grounds, use witches hats or bollards if congested, use spotters to reverse cars / trailers, parents to keep children supervised while car park filling / emptying. No honing in car park. Keep hand brakes on. Mark any obstructions / holes or other plant / equipment	Supervise children and monitor drivers behavior. Mention spotting for reversing	Y			
	Children impacted by model cars	Y		No driving models in car park, designated area for test and tune behind fence / on track, maintain fencing, children not permitted on track / inside fences	Maintain fencing, scrutineering and child supervision. Induction	Y			

3.	<b>Being impacted / struck by Models</b>								
	Errant Car	Y		Maintain fencing, kill switches checked by scrutineer. Marshals and Drivers obligations signed on to in membership and on day of race, reiteration at briefing, marshals to wear vests and stay behind cages, drivers to slow down past a marshalling event. Young or inexperienced drivers to be trained / supervised / monitored / mentored.	Scrutineering, Induction	Y			
	Errant plane / helicopter	Y		Not permitted on site	Monitoring	Y			
	Burns, noise	Y		Wear hearing protection / advise of use. Use silenced pipes as appropriate. Warn people of noise. Advise marshals to wear gloves. Be aware of different model configurations and where hot pipes and stop buttons are.	Induction	Y			
4.	<b>Amenities risks</b>								
	Unsanitary toilets causing disease	Y		User groups to empty bins, clean toilets	Report conditions if unacceptable, place seats down, tidy amenities	Y			

	Sharps injuries	Y		Use tongs to collect any sharps and dispose in receptacle	Use bbq tongs and place into plastic bottle and seal with lid	Y			
	Food poisoning	Y		Food prep area to be disinfected and kept clean, wear gloves while handling food, sterilize utensils, pre heat BBQ and keep clean, keep meat and food stuffs cool / out of sun, wrapped in plastic. Purchase fresh in date foodstuffs	Clean and hygiene rules implementation	Y			
	Falling from stairs drivers stand, trip hazards in / on container	Y		Maintain guard railing and clear stairway. No standing on railing or stairs. Spectators to keep out of drivers stand. No running on drivers stand or down / up stairs. Keep floor mat edges uncurled. Keep floors clear of trip hazards, keep container tidy and use shelves, racks.	Monitor, inspect	Y			
	Burns / explosion of BBQ / Gas	Y		Keep gas in ventilated area, no smoking in container or while cooking. Use mittens / towels and tongs, no use / handling of hot oil, wear long sleeves and pants when cooking or apron. Check for gas leaks regularly, keep valves closed, check o-rings for wear and deterioration, no self / home fills, use bottles in test date <10yrs, use swap and go system.	Wear long sleeves and use utensils	Y			

5.	<b>Impacted by visitors / public / other clubs interface</b>								
	Visitors causing trouble / fighting	Y		Maintain a friendly culture / environment. Set ground rules for behavior and publicise.	Discuss issues and rectify	Y			
6.	<b>Working Bee Risks COMPLETE THIS SECTION BASED ON TASKS TO BE PERFORMED</b>								
	Struck / killed by plant operating, overturning plant impacting operator	Y		Prepare risk assessment, complete pre commencement check, implement clear zones ie 5m outside operational radius, no inexperienced people to interface plant works, operate on flat clear level ground within machine limits. ROPS / FOPS mandatory.					
	Service strikes	Y		MOCS and service investigation prior to any digging.					
	Injury from small tools / equipment use	Y		Experienced users, check tools and leads before use, no dropping tools, tools to be stopped before placing on ground,					
	Electrocution	Y		Use RCD's, check leads and outlets, use grounding if / as required.					

	Sprains and Strains	Y		Use correct handling techniques, plan lifts, dual lifts for heavy items. Bend knees not back.					
	Fall from heights	Y		No working >2m without fall protection. No standing on top ladder rungs, maintain 3 points of contact, stabilize ladders, hold ladders, use work platform ie ute tray before using ladder					
	Being struck by (falling) objects or impacted by other workers	Y		Implement drop zones, hard hats for work overhead,					

\*Attach separate sheet(s) to provide reasons

