



Sport Safe Guide

An Introduction & Guide to
CR Management Systems
Sport Safe Motor Sport
Risk / OHS Management Documentation

Introduction To The Sport Safe Motor Sport Risk Health and Safety Management Documentation

Motor sport can be dangerous, but it would not be acceptable for Teams, Competitors and officials not to do all they can to reduce the risk of people being injured.

This Duty of Care and Occupational Health & Safety (OHS) are increasingly important in today's society. Sport Safe will assist you to satisfy your compliance obligations under OHS legislation, to eliminate or reduce risks to health and safety of Team Members and others.

Sport Safe has been developed for motor sport teams and related service industry businesses. It is designed to simplify implementation and maintenance of an OHS management system by using recognised motor sport industry standards. It is available on the Internet and in hard copy to make the system as effective, simple and least costly as possible.

Sport Safe will assist you to create and maintain a safe work place by:

- Providing OHS / risk management relevant to your needs
- Making you aware of your legal duty of care
- Providing OHS / risk management tools and training
- Identifying and controlling safety hazards and risks
- Continually improving your management of health and safety
- Providing reminders and records to prove you have exercised your duty of care
- Providing regular OHS / risk news items and Team consultation topics.

Legal Requirement

Australian State OHS laws clearly place the primary duty of care for safe working conditions for each business on its management. Any injury may lead to a WorkCover (or similar authority) investigation, legal action and fines, and the possibility of criminal charges. As places where motor sport activities and venues often fall under the definition of a "workplace", it is necessary to protect the health and safety of staff, volunteers, team members, guests, public, customers and others. To do this your team must have a systematic approach to safety management to prove you have acted responsibly in proportion to the risk.

Sport Safe risk management principles according to Australian Standards 4360, 4801 and 4804 as a recognized systematic approach to risk management.

What Will Sport Safe Implementation Achieve?

Sport Safe Management Documentation enables you to:

- Systematically improve OHS management
- Demonstrate compliance with relevant legislation
- Reduce workplace risks
- Provide evidence of your legal compliance.

A management system is a documented process of planning, allocation of responsibilities, and implementation and review of risk controls relating to all team activities. This enables you to think things through and to identify what is likely to go wrong and to prevent or reduce the likelihood of accidents from happening or if they do occur, reduce the severity of harm.

Recognition by CAMS and V8 Supercars

The Confederation of Australian Motor Sport and V8 Supercars Australia recognize Sport Safe as being an OHS risk management package designed specifically for motor sport, giving you the highest level of confidence that Sport Safe is appropriate for such applications.

Reduced Risk

Full implementation of Sport Safe enables you to reduce risk associated with your activities and continually demonstrate and improve your OHS compliance.

Improved OHS and risk management invariably improves team morale and may also result in lower insurance costs.

Creating a Safe Work Place

Management and all team members must take the initiative to:

1. Identify hazards and potential sources of risk to health and safety, then taking action to control these risks.
2. Taking action based upon effective communication at all levels.

Typically, the sorts of actions you will need to apply will include:

- Identifying, assessing and controlling existing hazards and risks
- Defining and delegating responsibilities
- Improving consultation and communication
- Using personal protective equipment
- Buying safe equipment and materials
- Improving existing work practices by improving training and supervision.

Management must lead by example to create safe work methods and to monitor performance and insist on compliance with specified methods.

Consultation

Sport Safe uses the unique documentation format concept to encourage team participation.

The result of a high level of staff consultation will be:

- Better decisions
- More effective communication
- Less resistance to change
- Safe work practices that are easier to maintain.

Sport Safe Monthly Consultation Topics and OHS News

Sport Safe Online participants are emailed regular consultation topic and relevant OHS news items that you can print and discuss with team members to provide evidence of consultation.

Keeping Up To Date With Legal Requirements

Sport Safe will help you keep up to date and informed with developments and legal requirements for OHS compliance via achievable good business practice.

Sport Safe OHS/risk documentation is available in three separate formats for differing OHS risk and compliance capabilities.

Sport Safe *Team* Management System Capability Statement

Sport Safe Motor Sport *Team* Risk/OHS Management System is suitable for professional national championship level motor sport teams, suppliers and other related motor sport activities where significant risk must be managed according to State, sanctioning or organizing body requirements.

The *Team* Management System is designed to demonstrate full compliance with occupational health and safety legislation of all Australian States and Territories, relating to risks resulting from motor sport activities including the design, construction, transportation, testing, competition, demonstration, servicing and repair of motor sport vehicles, involving team principals, employees, volunteers, spectators, patrons, officials, suppliers, contractors and others. Sport Safe Team is designed for full implementation and audit against AS/NZS 4801, sanctioning body or other relevant compliance criteria.

Price - Refer to page 6 for further management system product and service fee information.

Go to www.safesportsystems.com.au and register your interest. Then call us to arrange a temporary log in to preview Sport Safe Team documentation.

Please contact Warren Mills of CR Management Systems on Ph: 03 9829 1157, Mobile: 0419 329 877, Facsimile: 03 9829 1107 or email: warren.m@crms.com.au or Chris Hones of Hones and Associates on 02 9627 3233.

Sport Safe *Competitor* Capability Statement

Sport Safe Motor Sport *Competitor* OHS system is available for competitors with low OHS risks and compliance requirements, where a comprehensive management system is not required. Sport Safe Motor Sport *Competitor* covers basic vehicle preparation, paid employee and volunteer team member induction training, activity planning and reminder scheduling.

Price - Initial purchase of Sport Safe *Competitor* includes online / on telephone implementation training at a cost of \$946.00 (inc GST). The annual subscription renewal is \$396.00 (inc GST) per annum.

Sport Safe *Activity* OHS Planner/Log Capability Statement

Sport Safe *Activity* OHS Planner / Log is a 2 page planner/log document designed for very low OHS risk motor sport activities where minimal OHS compliance documentation, applicable only to a single activity is appropriate.

Price - Sport Safe *Activity* is available free of charge from www.safesportsystems.com.au

Sport Safe Team Management System Document Contents

The full Sport Safe Management System documents include:

- The Management System Manual
- The Management System Folder
- Good Practice Guidelines

The Sport Safe Team Manual:

The unique Sport Safe manual is a step-by-step approach to understanding and implementing the management system. The Sport Safe "Standards" provide the framework of the management system. Each Standard includes a topic, a statement of intention, the detail of each requirements, references and links to other documents or records. Each Standard also creates a record of the actions required for implementation.

The Sport Safe Team Folder:

OHS Procedures:

OHS Procedures are provided in conjunction with reproducible forms and reports. The procedures explain how to implement the management system.

Forms & Reports:

The forms and reports called PCM's (photo copy masters) are contained within this Section. They include:

Risk Control Register

The risk control register is a complete list of hazards, assessment of risks and record of risk controls implemented.

Induction Checklist

The induction checklist is proof that each employee has been properly assessed to use risk controls provided

Good Practice Guidelines:

The Good Practice Guidelines provide practical guidelines of how you might respond to relevant laws by implementing the good practices that are already recognised within your industry.

Sport Safe Team Management System Services and Fees

Full Implementation and Audit Service

Two full days on-site implementation training includes:

- Presentation of the full Sport Safe System to Management's OHS representative;
- Training Management in OHS legal duties
- Training all Managers, Supervisors and Administration staff in Sport Safe implementation and maintenance
- Presentation of Sport Safe to all staff (if required)

A one day audit of the fully implemented system is included.

Full Implementation Fee \$7,700.00 (inc. GST)

Further Assistance

Further assistance via the Internet and telephone is available during the subscription period.

Conditions

All site visits must be completed within 12 months of the commencement date.

Internet Document Access Only

Teams that have previously implemented comprehensive OHS management systems may choose to purchase Internet document only without the provision of on-site training and audit support.

Internet Document Access Fee \$2,200.00 (inc. GST)

Annual Online Subscription

The annual online subscription is payable at the commencement of the second year. It includes all revisions of Sport Safe Management System, monthly news items and ongoing support free of charge for 12 months.

Fee \$396.00 (inc. GST) per site

Travel & Accommodation

The cost of travel and accommodation to visit any Australian Capital city once only is included. Additional travel and accommodation is chargeable at cost.

Sport Safe Team Hard Copy Document Set

A full copy of all Sport Safe Team documents is available to all registrants, including:

- Sport Safe Team Manual (A5 format)
- Sport Safe Team Folder (A4 format)

Fee Payment

Fee payment by agreed monthly credit card payments are available.

Sport Safe Competitor Services and Fees

Please refer to page 4.

Sport Safe Application Form

Registered Business Name or Proprietor's Name:		
Trading Name:		
Contact Person:	Title:	
Business Street Address:		
City:		
State:	Postcode:	
Postal Address (if different):		
City:		
State:	Postcode:	
Office Phone:	Mobile:	Fax:
E-Mail:		
A.B.N. Number:		

SPORT SAFE DOCUMENTS SUPPLIED	SERVICES INCLUDED	EXTRA CHARGES MAY APPLY TO
Hard copy and / or online Team Management System Competitor OHS Checklist Activity Planner / Log	2 day on-site implementation training. 1 day on-site audit service Telephone / internet support and help line Revisions downloaded & news items by email Travel & accommodation to Capital cities once only	Additional training or implementation Additional travel & accommodation. Additional audit follow-up visits, reports or training

System Fees, Registration, Documentation & Licencing:

The sum of \$ _____ (inc GST) is payable to CR Management Systems at VACC House, Level 7, 464 St Kilda Road Melbourne, Victoria, 3004, Telephone (03) 9829 1157 Fax (03) 9829 1107.

This payment entitles the Proprietor to use the Copyright Material according to the terms set out by CR Management Systems current *Document Licence Agreement*. Further use of the Copyright Material is subject to the payment of the Annual Renewal Fee. An annual subscription fee of \$ _____ (inc GST) is applicable.

All prices are subject to change without notice.

CR Management Systems their employees or Sub-Contractors are not responsible for any consequential loss or claim that may arise as a result of the implementation of this OHS Management System. This is a binding contract. Legal costs may result from non payment of agreed amounts.

Payment Terms: _____

Acknowledged on behalf of the Business by: _____ Date: _____

Received and acknowledged on behalf of CR Management Systems by: _____ Date: _____

Internet Access Security (Both must have a minimum of 6 characters and maximum of 10 Characters)			
USER ID:	_____	PASSWORD:	_____

Sport Safe OHS Management System Document Licence Agreement

CR Management Systems of CR House, Level 7/464 St Kilda Road, Melbourne, Victoria, 3004 Australia, hereby licences the party named as the Proprietor in the attached Sport Safe Application Form ("the Proprietor") to use the above named system Copyright Material owned by CR Management Systems solely for the purpose of implementing and maintaining the OHS Management Documentation at the address nominated.

For the purposes of this Licence, "the Copyright Material" means all pages and concepts in the Management System's Manual and all supporting documents, which have been created for CR Management Systems and will at all times remain the property of CR Management Systems.

This Licence is conditional upon the Proprietor at all times:

- Using the Copyright Material only for the proper implementation and maintenance of the Management System
- Not copying any of the Copyright Material other than those parts specifically authorised for copying and use within the Proprietor's nominated business, as approved by CR Management Systems
- Paying all fees for use of the Copyright Material as described in the current Sport Safe Guide and Sport Safe Application Form

In the event that the Proprietor breaches any of the foregoing conditions, this Licence may be terminated at any time by CR Management Systems giving written notice to the Proprietor. Termination is effective immediately upon receiving this notification.

In the event of termination, the Proprietor shall return to CR Management Systems, all copies of the Copyright Material.

This Licence is issued only to the Proprietor and is not transferable unless by agreement with CR Management Systems.

System users hereby indemnify CR Management Systems, their employees and contractors from legal actions relating from the use of this management system.

Agreed and acknowledged by the Proprietor in person or by a duly authorised partner, principal or director

this _____ day of _____ in the year _____.

BUSINESS NAME

SIGNATURE