



The MG Car Club Ltd.
GPO Box 5165
Sydney NSW 2001

The MG Car Club Ltd. Health and Safety Policy

Policy Statement

The MG Car Club Ltd. ("MGCC") is committed to providing so far as it is practicable, a safe and healthy environment for all of its stakeholders. We will strive to proactively minimise and manage risks to the health, safety and welfare of all members, competitors, participants, volunteers, officials, contractors and visitors at events and activities under the MGCC's control or to events and activities conducted under our sanction. This commitment extends to ensuring that our activities do not expose the local community to unavoidable risk of injury, illness or damage to property or the environment. The MGCC however recognises that motoring and motor sport in particular are inherently dangerous activities and that not all risks associated with these activities will be able to be eliminated or controlled.

Scope

This policy applies to all directors, office bearers and members of the MGCC, volunteers and visitors at activities under the MGCC's control or sanction and any paid contractors undertaking work for the MGCC. Where these activities include motorsport, the policies and directions of the Motorsport Australia Ltd or other recognised motorsport entity and the owners of the motor sport facility being used shall have precedence. As a *Volunteer Association* the MGCC understands that it is not required to comply with the WH&S Act 2011. None-the-less we recognise that we have a duty of care and will adopt the principles and standards of the Act, wherever practicable.

Responsibilities

The Directors and Office Bearers of the MGCC are responsible for:

- The implementation of this policy and the allocation of adequate resources and facilities for the safe undertaking of all MGCC events and activities
- Regularly reviewing the health and safety processes and performance of MGCC activities, along with identifying and implementing required corrective and preventative actions.
- Demonstrating leadership by personally requiring compliance at all times to all aspects of this policy.
- Reviewing and updating the MGCC Health and Safety Policy as required.

The MGCC will appoint a person responsible for organising each of its various events. This person is responsible for:

- Completing risk assessments in accordance with Appendix A, identifying hazards and applying control measures to prevent harm.
- Ensuring all volunteers and participants are adequately briefed on risks, safe work plans and practices associated with the activities.
- Utilising suitably trained and competent personnel for the tasks performed.



- Reviewing contingency and emergency preparedness to ensure timely action.
- Requiring all stakeholders to comply with the safety and health requirements.

Each person is individually responsible for:

- Participating in the events and activities of the MGCC safely, not endangering themselves, others or the environment.
- Cooperating with and following the instructions issued to protect their own safety and the safety of others.
- Appropriately using any vehicles, tools and equipment as well as ensuring the use of personal protective equipment including clothing and footwear, as required.
- Ensuring they are fit and healthy for the activity being undertaken.
- Reporting all hazards, injury or damage to the person responsible for organising the event or activity.

President
MG Car Club Ltd

July 2021

The MG Car Club Ltd Health and Safety Risk Assessment and Hazard Analysis Procedure

When arranging an MGCC event the organiser is to undertake a Health and Safety Risk Assessment. For larger events involving a number of different activities, such as a National Meeting, an assessment should be undertaken of the individual activities. However, unless there are unusual circumstances, events such as a ‘club run’ on public roads with road registered vehicles observing all road rules, would not normally require a formal documented Risk Assessment.

The risk assessment may identify that a more detailed hazard analysis is required for the activities proposed to be undertaken and for appropriate controls to be identified and implemented to minimise and manage the risk. This risk assessment and hazard analysis process is not intended to be unnecessarily onerous, but provide a framework with which risk can be considered and appropriate action taken to negate, minimise or mitigate the risk. Risk should be assessed based upon the likelihood of an adverse event occurring and the consequence if it does. Likelihood and consequence are each rated on a scale of 1 to 5 in accordance with the tables below. The combination of the ratings for likelihood and consequence provides an overall risk rating between 1 and 25. The risk rating determines the appropriate management response to the risks identified. This is also included in a table below.

Risk Assessment

LIKELIHOOD	Frequency of an Event
L5-Almost Certain	Common or repeating occurrence, most likely
L4-Likely	Known to occur, or, "it has happened"
L3-Possible	Could occur
L2-Unlikely	Not likely to occur/remote
L1-Rare	Practically impossible/rare occurrence

CONSEQUENCE of an event occurring	Type of Potential Event (Incidents)			Note: Damage and other forms of loss will include theft, fire, and damage to vehicles or equipment.
	Injury Harm	Environmental Damage	Property Damage or other forms of loss	
C5-Catastrophic	Fatality or significant permanent disability: Life threatening event	Major impact (immediate and/or serious long term harm), high potential for adverse publicity, potential EPA prosecution	Significant financial impact	
C4-Major	Injury requiring hospitalisation. Potential life threatening event.	Significant impact and EPA reportable incident; (off-site = effecting neighbouring property/water), measurable environmental harm with potential to be penalised by EPA	Significant financial impact	
C3-Serious	Injury requiring more significant medical treatment and resulting in restriction to a persons normal activities.	Localised impact. Reportable to EPA with infringement potential.	Significant loss - \$10,000 or greater.	
C2-Moderate	Injury requiring medical treatment but resulting in no or minor and temporary restriction to a persons normal activities.	Minor impact - immediate containment/control, potential harm to environment, clean up required, not reportable to EPA.	Between \$1000 to \$10,000 loss	
C1-Minor	Injury requiring minor first aid.	Negligible impact or temporary inconvenience, not requiring EPA notification	Less than \$1000 loss	

Risk Rating

		CONSEQUENCE				
		C1-Minor	C2-Moderate	C3-Serious	C4-Major	C5-Catastrophic
LIKELIHOOD	L5-Almost Certain	11	16	20	23	25
	L4-Likely	7	12	17	21	24
	L3-Possible	4	9	13	18	22
	L2-Unlikely	2	5	10	14	19
	L1-Rare	1	3	6	8	15

MANAGEMENT RESPONSE

Level of Risk Prior to control(s) applied		Actions to be taken Assess/verify proposed hazard controls to be applied in order to reduce residual risk to Low.
20-25	Extreme	Stop – If the activity or event is not a motorsport event being undertaken under the policies and directions of Motorsport Australia or similar, review the conduct of the activity, and obtain the approval of the President to proceed. If the activity proceeds ensure substantial safety controls are determined and documented. Closely monitor progress & compliance.
16-19	High	Activity Hazard Analysis and subsequent controls to be documented by the organiser and confirm that all person involved in the activity understand the risks, requirements & implement controls. The organiser is to actively monitor progress & compliance.
9-15	Medium	Organiser to undertake an Activity Hazard Analysis prior to starting and ensure that all persons understand the requirements and implement the hazard control(s).
1-8	Low	Organiser to review work/tasks and discuss at pre-start briefing.

Activity Hazard Analysis and Controls

Activity Hazard Analysis is used to identify potential hazards and control measure to be taken to eliminate or minimise the health and safety risks for an event. This should be completed for each event activity at the task level. It is encouraged that this process be documented by the event organiser using the below form when the assessed level of risk is low or medium. It is required to be documented when the assessed level of risk is high or extreme. Whether the outcomes need to be documented or not, the process should be followed.

DETAILS					
Event Name:		Date:			
Event location:		Approved by:			
Prepared by:					
Activity description:					

REQUIREMENTS:			
Activity	Hazards	Risk control measures	Who is responsible?
List the tasks required to perform the activity in the sequence they are carried out.	Against each task list the hazards that could cause injury when the task is performed.	List the control measures required to eliminate or minimise the risk of injury from the identified hazard.	Write the name of the person responsible (supervisor or above) to implement the control measure identified.

