



# DLRA Policy OCCUPATIONAL HEALTH & SAFETY POLICY

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## Occupational Health & Safety Policy

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### Scope

This policy applies to all DLRA Staff and Volunteers working for the DLRA.

### Policy Objective

This Policy shows the DLRA commitment to ensuring the health and safety of Staff, Contractors and Volunteers who work for the DLRA, and for minimising the risk to competitors, participants, officials, Contractors, and visitors at DLRA Events, to the extent reasonably practicable.

### Policy Statement

#### 1. The Working Environment

The DLRA will use its best endeavours to achieve a working environment that, to the extent reasonably practicable eliminates or reduces risks to health and safety by:

- conducting risk assessments on hazards and risks relating to the work of Staff and Volunteers;
- monitoring the health and safety of Staff and Volunteers;
- seeking advice on safety matters when required;
- promoting safety and welfare to Staff and Volunteers;
- working with Staff who are returning to work after illness or injury to assist their rehabilitation;
- providing training to Staff on work health and safety on induction and then as required;
- providing training and instruction to Volunteers as to the safe performance of their work as required;
- ensuring Contractors comply with their health and safety obligations by requiring them in DLRA contracts to address risks and have in place control measures to eliminate or reduce risks arising from their work;
- ensuring those conducting Permitted Events adopt any work health and safety policies required by the DLRA and address risks and have in place control measures to eliminate or reduce risks arising from their Permitted Event/s;
- consulting with Staff and Volunteers on work health and safety matters;
- reporting to the Board Members on work health and safety.

#### 2. The Motor Sport environment



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The DLRA recognises that land speed racing may present risks to the health and safety of competitors, officials, Contractors, and visitors at DLRA Events. The DLRA seeks to reduce those potential risks by:

- having a health and safety program ('the program'), which will protect and enhance the health and safety of all relevant DLRA stakeholders;
- having DLRA Board Members, Staff, Volunteers; and DLRA associated and affiliated organisations working together to develop and implement the program;
- providing training to Volunteers as required;
- applying the program at all DLRA Events and, to the extent possible, Permitted Events;
- reviewing the program annually or more frequently if required;
- reporting on compliance and implementation to the Board Members.

### 3. Procedures

#### 3.1. Best Practice

DLRA aims to be recognised as the motor sport leader in safety as it relates to its Staff and Volunteers.

#### 3.2. Leadership

All DLRA managers and those in leadership positions, including Senior Volunteers, will provide the leadership needed to reach these goals.

#### 3.3. Managers and Senior Volunteers

DLRA managers and Senior Volunteers are committed to the provision and maintenance of a healthy and safe workplace, and to the extent reasonably practicable and as appropriate, will:

- consult and participate with DLRA Staff, Volunteers and associated stakeholders in the health and safety program;
- use risk identification, assessment and control principles to reach DLRA health and safety objectives;
- inform and train DLRA Staff and Volunteers and associated stakeholders in relevant policies, procedures and health and safety obligations;
- participate in DLRA induction and implement all safety procedures;
- allocate appropriate resources for the program.

#### 3.4. Staff and Volunteers

DLRA Staff and Volunteers will:

- participate and support the DLRA in its efforts to reach its health, safety and where relevant, rehabilitation objectives;
- follow reasonable health and safety instructions from managers, supervisors or Senior Volunteers;



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- report any serious incidents, accidents, injuries or hazards in the workplace to supervisors or designated representatives;
- aim to work in a way that does not endanger the safety of themselves and/or others;
- properly use and maintain safety equipment;
- make sure other DLRA Staff and Volunteers and visitors follow safety rules in the workplace;
- participate in all DLRA induction programs when required, and follow all safety procedures.

### 3.5. DLRA Staff and DLRA Appointed Officials at Permitted Events

- DLRA Staff and DLRA Appointed Officials will conduct themselves in a safe manner and in line with local safety policies and procedures when attending Permitted Events on behalf of the DLRA. In the absence of these, DLRA' organisational procedures will apply.
- DLRA Staff and DLRA Appointed Officials have the right to cease work at any Permitted Event if the Staff member or DLRA Appointed Official has concerns that risks to health and safety have not been appropriately eliminated or reduced.

### 3.6. Consultation

The DLRA consults on work health and safety with its Staff, Volunteers and stakeholders in a number of different ways and in accordance with any Consultation Policy.

### 3.7 Dispute Resolution

Any disputes as to work health and safety matters that are not addressed by other DLRA policies or procedures will be at the first instance addressed through informal mediation between the parties. If this is unsuccessful the DLRA President will refer the matter to formal mediation, and may then arbitrate the dispute if required.

## Definitions

The following definitions apply to this policy:

### ***Staff***

A paid employee of the DLRA who conducts work for the DLRA including at DLRA Events and Permitted Events.

### ***DLRA Appointed Officials***

Officials appointed by the DLRA to work at a DLRA Event or a Permitted Event, namely Race Directors, Timers, Starters, Technical Inspectors and any other official expressly appointed by the DLRA.



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### ***Contractor***

A contractor or subcontractor engaged by the DLRA.

### ***Senior Volunteers***

A volunteer who is a Board Member of the DLRA, or a Chair of any DLRA Commission, Committee, State Executive, Working Group, Panel or is otherwise appointed by the DLRA to a senior voluntary position.

### ***Volunteers***

Unpaid / Honorary representatives working for the DLRA on authorised and approved DLRA business, including Senior Volunteers, Commission & Committee members and DLRA Appointed Officials.

### ***Board Members (The Board)***

Directors of the DLRA Board, which also includes the President.

### ***DLRA Events***

Land Speed events conducted by the DLRA excluding Permitted Events.

### ***Permitted Events***

Land Speed events that are not conducted by the DLRA but are conducted pursuant to a licence, permit or authority issued by the DLRA.

### ***Policy Manager***

Manager – Workplace, Health and Safety