

Appendix 1: Fuel emergency response plan checklist

Who is this checklist for?

This checklist is a guide for a person conducting a business or undertaking (PCBU) who manages or controls motorsport events. It can be adapted to form part of the event or venue safety plan.

This checklist is a guide only, and does not cover all legal requirements or all your health and safety duties.

Site/location

Motorsport venue:

Location:

Checklist completed by: (name, title, company)

Date: DD / MM / YEAR

BEFORE THE EVENT

Process for notifying WorkSafe about an emergency involving fuel

You must have a process for notifying WorkSafe if an emergency involving fuel exposes a worker or any other person at the venue to a serious risk to their health and safety, or if someone is seriously injured.

- All marshals and officials know the process to follow if a fuel emergency occurs, and who is responsible for notifying WorkSafe.

Emergency

- Emergency plan prepared for venue/site.
- Everyone at the venue knows what they need to do in an emergency.
- Anyone handling fuel knows how to raise the alarm if there is an emergency.
- The safety data sheet (SDS) for motorsport fuel is included with the emergency plan.
- There is at least one fire extinguisher at the venue, and one fire extinguisher in pit lane.

First aid

- Adequate first aid equipment is available.
- People on site have access to first aid facilities and trained first aiders.
- There are CPR trained workers on site.

DURING THE EVENT

Follow these steps if any one of these emergencies occurs during your motorsport event.

Fire

- Raise the alarm and phone 111 to alert emergency services.
- Isolate the source of the fire, and establish a hazard zone to keep non-emergency response personnel and vehicles out of danger.
- Clear roadways so emergency services can reach the scene quickly and safely.
- If the fire is small and it is safe to do so, use a fire extinguisher to attempt to contain or extinguish the fire.
- If the fire is large, don't attempt to extinguish it and move to a safe distance.

Fuel spill

- Raise the alarm and phone 111 to alert emergency services.
- Isolate the source of the spill, and establish a hazard zone to keep non-emergency response personnel and vehicles out of danger.
- Clear roadways so emergency services can reach the scene quickly and safely.
- Remove all ignition sources from the area.
- Use the spill kit to control the spread of the spill.
- Anyone cleaning up the spill is wearing the appropriate PPE.
- Dispose of any waste according to the SDS.
- Notify your local council, including details of the spill and the clean up process.

Precautions

- Don't put yourself or others at risk.
- Never leave a fire or spill unattended.
- Don't put water on petrol or electrical fires.
- Wear the correct PPE when cleaning up a spill.