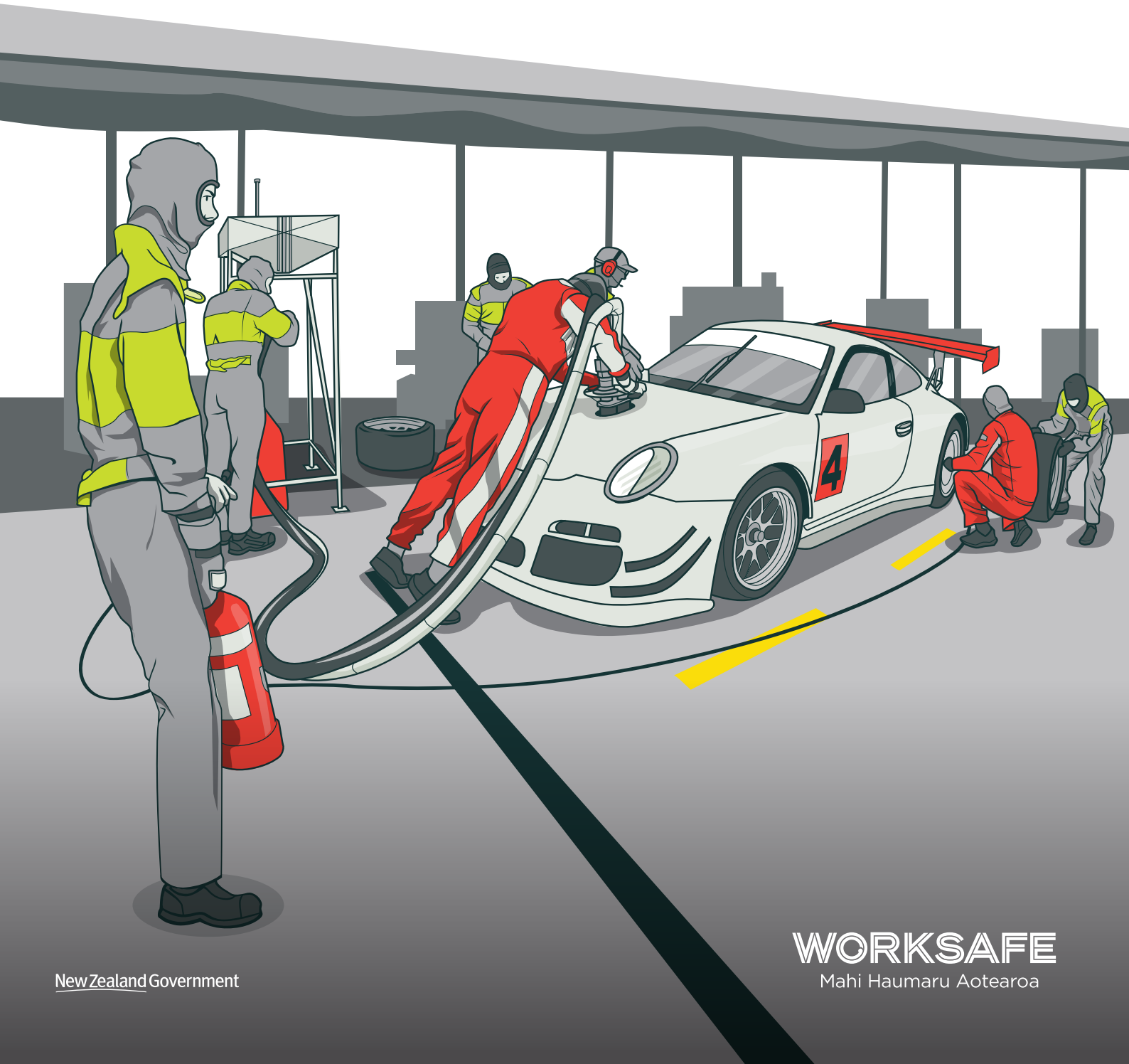
HSWA

QUICK GUIDE

Storing and handling fuel at motorsport events

August 2019



New Zealand Government

WORKSAFE
Mahi Haumaru Aotearoa

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ACKNOWLEDGEMENTS

WorkSafe New Zealand would like to acknowledge and thank the many stakeholders who have contributed to the development of this guidance.
The cover image is based on a photo taken by Geoff Ridder.

1.0 Key points to know before reading this guide

This guide explains how to manage the risks arising from storing and handling fuel at motorsport events.

The risk of exposure to fuel vapours can't be fully eliminated. Therefore you need to consider what you can do to minimise the risk. Use this guide to help you decide whether you are doing everything you can, so far as is reasonably practicable, to ensure that motorsport fuel is handled and stored safely at all times.

Enforcement at motorsport events

WorkSafe New Zealand (WorkSafe) enforces the Health and Safety at Work Act 2015 (HSWA) and Health and Safety at Work (Hazardous Substances) Regulations 2017 (the Regulations) in workplaces.

If the event is on a road, the enforcement of HSWA is undertaken by the New Zealand Police.

If the event is not at a place of work, for example, private club events run by volunteers, the requirements for motorsport fuel storage and handling fall under the Hazardous Substances and New Organisms (HSNO) Act 1996. HSNO is enforced by the Environmental Protection Authority (EPA).

Other requirements

In addition to HSWA, there are other rules and regulations you must meet.

The legal requirements for transporting motorsport fuel to and from motorsport venues or events are covered under the Land Transport Rule: Dangerous Goods 2005. See the New Zealand Transport Agency website for information on how these rules apply to you.

MotorSport NZ may also enforce their own rules which are not covered in this guide. You can contact them for advice on how to manage safety at your event.

Key terms used in this guide

TERM	DEFINITION
Sprint race	A motorsport competition where the cars are expected to complete the prescribed distance without needing to refuel. Refueling during the race isn't allowed.
Endurance race	A motorsport competition of long duration where re-fueling of the car during the race is allowed.
Rally events	An event held on a closed, public road, consisting of a series of competitive stages alternated with touring stages. Rally events vary between 1 to 4 day events, and can have up to 130 cars entered.
Pit area	A pit area is the area occupied by one competing vehicle either in a permanent garage, temporary garaging or in the open. If two or more competing vehicles are occupying a common space the pit area refers to the space immediately surrounding each vehicle.

TABLE 1:
Terms and definitions

2.0 Who this guide is for

This guide is for motorsport event organisers

It provides information to persons conducting a business or undertaking (PCBUs) who organise or manage motorsport events. It covers the safe storing and handling of motorsport fuels during sprint and endurance circuit races or rally events. It explains how to safely control the risks of motorsport fuel and protect competitors, racing car support personnel, event officials, marshals and spectators who handle motorsport fuel, or may be exposed to vapours or fumes.

A **PCBU** who organises or manages a motorsport event must ensure, so far as is reasonably practicable, the health and safety of its workers, and any other workers who are influenced or directed by the business. The PCBU must also make sure that other persons such as spectators are not put at risk by their work.

Volunteer clubs or associations who organise private events don't have health and safety duties, but we still recommend you follow the safety practices outlined in this guide.

Who else may find this guide useful?

This guide may also be useful to the following PCBUs:

- MotorSport NZ
- the venue owner where the motorsport event is being held
- the track operator
- the company responsible for supplying and bringing in motorsport fuel to the event
- motorsport teams competing at the event.

When planning your motorsport event, speak with other PCBUs who are going to be involved in the motorsport event to help you identify any health and safety issues and how you can work together to manage them. Their views can help you improve health and safety.

Everyone is responsible for health and safety

This means that while you have certain responsibilities such as making sure the motorsport fuel is stored correctly, workers are responsible for reporting issues when they see them.

Other examples of different responsibilities include:

- Fuel suppliers must make sure they act in ways that ensure people's health and safety. For example, if they don't believe a fuel tank or container is safe, they should not fill it.
- Manufacturers of fuel storage containers must make sure they manufacture containers that are compliant.

What's the risk?

Motorsport fuel is a flammable substance, and is toxic to people and the environment.It can be a fire and explosion hazard if it isn't stored or handled correctly.
It also gives off vapours, which can enter the lungs and cause damage.

Prolonged or repeated exposure to motorsport fuel vapours on the skin or eyes can lead to irritation or dermatitis.

Work with other PCBUs to eliminate or minimise risks

You and other PCBUs responsible for the motorsport event must, so far as is reasonably practicable, work together (consult, cooperate and coordinate activities) where you share health and safety duties in relation to the same matter. These are known as **overlapping duties**.

For example, you may consult and coordinate with other PCBUs to:

- identify the health and safety risks that need managing
- agree on how, together, you will manage these risks. Some PCBUs may be better placed to manage a risk than others
- define roles, responsibilities and actions, and explain these so everyone knows what to expect
- decide how you will review your control measures to ensure they are still effective.

Think about how you will coordinate emergency procedures, share first aid facilities, provide relevant health and safety information to competitors and spectators and engage with event personnel to get their input on health and safety matters.

Talk with other PCBUs about how motorsport fuel will be stored in areas where your health and safety duties overlap. This will help to prevent any gaps in managing health and safety risks, and ensure you meet the regulatory requirements.

Involving workers

Always ask workers for input on identifying health and safety risks, and when choosing solutions. People are more likely to take responsibility and make good choices if they've been involved in the conversation. Workers may suggest practical, cost-effective solutions, and may be able to identify risks that are not so obvious.

3.0 Storing motorsport fuel safely

Follow these key controls to keep everyone on site, including competitors, marshals, volunteers and spectators safe.

Store only what you need

Keep the amount of motorsport fuel you store both in the pit area and designated fuel storage area to a minimum. This will make it easier to manage the motorsport fuel you have stored at your venue, and may reduce your compliance needs and costs.

If you're running a sprint race, competitors should only store a maximum of 40 L of motorsport fuel in their allocated pit paddock at one time. If a team has multiple competition vehicles, not all the motorsport fuel should be stored in one location. Keep a 3 m distance between each 40 L of petrol stored.

If you're running an endurance race, competitors should only store a maximum of 200 L of motorsport fuel in their allocated pit paddock at one time.

During a rally event, competitors should only store enough motorsport fuel in their pit area to refuel their car during a single service. Store all other fuel in the designated storage area.

Secure all fuel from unauthorised access

Motorsport fuel must be secured from unauthorised access if left unattended. At the end of each day of racing, all motorsport fuel should be moved from the pit paddock to the designated fuel storage area or to a secure location off site. Only motorsport fuel already in the competition vehicle should remain in the pit areas overnight.

If you don't have a designated storage area on site, it's the competitor's responsibility to safely store the motorsport fuel off site overnight.

Get your site certified

QUANTITY	COMPLIANCE CERTIFICATION REQUIREMENTS
0 > 50 L	⊗
50 > 2000 L	You don't need a location compliance certificate if the fuel is: – stored for less than 14 days – stored in one or more secure containers, each of which has a capacity of less than 250 L; and complies with the relevant packaging requirements – stored at least 15 m away from any protected place – stored either in the open or in a well-ventilated building, and – in a compound or other place where any spills will not endanger any building or flow into any stream, lake, or natural water.
> 2000 L	✓

TABLE 2: Location compliance certificate requirements

If you need a location compliance certificate, you'll need to arrange for a compliance certifier to visit the motorsport venue.

Secondary containment

A secondary containment system is a physical barrier or container that can hold the content of the fuel containers in case they spill or leak.

If you're storing less than 2000 L of motorsport fuel at the venue, you don't need a secondary containment system if the fuel is:

- contained in a tank wagon or in secure containers
- each individual container has a capacity of less than 250 L
- located so that any spillage will not endanger any building or flow into any stream, lake, or natural water, and is
- stored for a continuous period of less than 14 days.

If you're storing over 2000 L of fuel, you'll need secondary containment. The amount of secondary containment you need depends on the location of your store and size of your container.

Use the hazardous substances calculator to find out how much secondary containment you need.

Use an approved container

If competitors are bringing their own fuel to the event, make sure you check that they are transporting and storing it in an approved container. This also applies if you're getting fuel delivered in bulk to the event, and then decanting it into smaller containers for competitors to use.

All portable containers that have a capacity of 25 L or less must meet Australia New Zealand Standard AS/NZS 2906:2001, or ASTM F852:08 or a standard referred to in a safe work instrument. Some of these containers will have a LAB registration number marked on them.

Check that your portable containers:

- have a sealing cap to prevent the fuel and vapours from leaking
- are made of metal or a durable plastic that won't react with the motorsport fuel
- are correctly labelled to identify the motorsport fuel and show that it's flammable.

Never store motorsport fuel in glass bottles and jars, plastic drink bottles, and containers used to store other types of fuel or hazardous substances such as waste oil, paints or solvents. Residue from these substances can react and cause a violent reaction.

If you're using containers bigger than 25 L, such as steel containers, or drums with appropriate sealing caps, they must:

- have the UN packaging symbol, and
- be clearly labelled or marked to identify the motorsport fuel and the potential hazards.

FIGURE 1:
Pictogram showing the flammable flammable classification of fuel

Separate motorsport fuel from ignition sources

Ignition sources are anything that could ignite motorsport fuel vapours, for example, naked flames, running engines, grinders or tools that could cause sparks, or static electricity. Any motorsport fuel should be stored at least 15 m away from ignition sources.

To reduce the risk of fire, we recommend you adopt a no smoking policy throughout the motorsport venue. Have signs to remind competitors, spectators, officials and marshals that they are not allowed to smoke.

Maintain separation distances

Keep stored motorsport fuel:

- at least 6 m away from combustibles, for example, LPG, other fuels and other hazardous substances such as oxidisers, fertilisers, poisons
- at least 6 m away from property boundaries
- at least 15 m away from residential and public buildings where large number of people are likely to gather
- positioned so that any spilt motorsport fuel won't contaminate streams, lakes or waterways
- positioned away from possible contact from vehicles in a collision
- in an open, well-ventilated area.

Signage

If you're storing more than 250 L of motorsport fuel on site, you need signs to warn everyone at the venue that motorsport fuel is present on site. The signs must tell people about the hazards of motorsport fuel, and the precautions and emergency actions to take.

Even if you aren't required to have signs, it is good practice to have them.

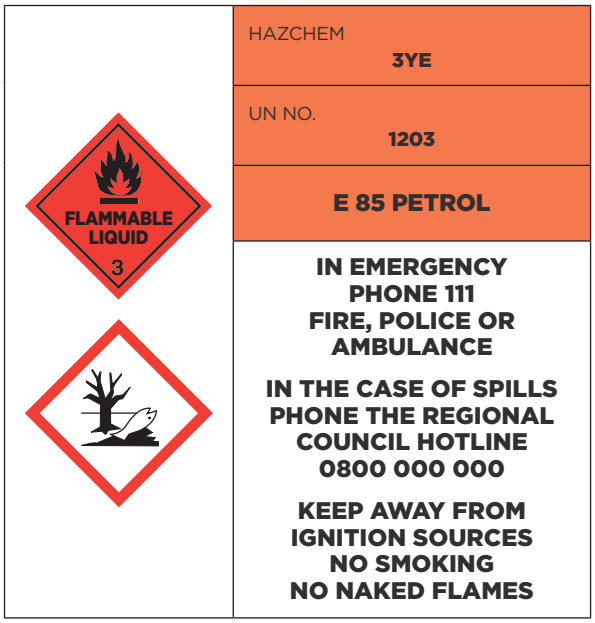

FIGURE 2:
Sign for motorsport fuel

Put a lid on it

Keep lids on your motorsport fuel containers to keep vapours inside. This keeps vapours out of the air and reduces the chance of spills.

4.0
Provide the right personal protective equipment (PPE)

PPE helps protect those handling motorsport fuel or who may be exposed to its vapours from risks to their health and safety. You have a duty to provide marshals, officials and volunteers working in the pit lane or service area with the right PPE when refuelling or defueling. Marshals, officials and volunteers can also provide their own PPE if they choose to do so. If they do, you'll need to make sure the PPE is suitable.

Overalls

Fire resistant overalls, or clothing made of non-flammable material such as wool or cotton should be worn by:

- marshals in charge of the fire extinguishers in pit lane
- service crew members involved in refuelling.

Gloves

Competitors and service crew members should wear gloves made out of suitable material when handling fuel. This will help prevent fuel from coming into contact with the skin.

Footwear

Provide event personnel with safety footwear such as boots or closed-toe shoes with chemical resistant soles to protect feet in case of a spill.

Balaclavas

Crew members involved in refuelling the vehicles for endurance races should be provided with balaclavas or helmets to reduce exposure to fuel vapours.

Goggles

Crew members involved in refuelling should wear safety goggles or a full face helmet.

Remember that PPE is the least effective control measure – it should not be the first or only control measure used to manage risks from fuel.

PPE only works if it's used correctly. If the wrong sort is used, or it doesn't fit, it won't do its job. You must ensure it is kept clean and in working order and maintained, or repaired and replaced so it continues to minimise risks to health and safety.

5.0 Provide health and safety information

You must provide all persons (workers and others) with information, training and supervision needed to protect themselves from health and safety risks arising from your motorsport event.

Workers

Workers need training and supervision to handle motorsport fuel safely. This includes training your workers in how to wear, use, clean and store PPE safely, and the control measures you have put in place to manage the risk of exposure to motorsport fuel vapours. Make sure workers also know how to report back on the effectiveness of your control measures and what to do if they think the PPE provided is not suitable.

In addition, workers who handle and store fuel must have training in:

- the harm that motorsport fuel can cause, and how to keep themselves safe
- how to safely dispense, store and dispose of motorsport fuel
- where the information about how to safely handle and store the fuel is kept, including where the safety data sheets (SDS) are
- the actions they need to take in an emergency, whether it is a fire, a motorsport fuel spill or a medical emergency
- using fire extinguishers and knowing where they are located on site.

Consult with other PCBUs on site, for example, motorsport teams participating in the event to make sure workers have the training needed.

Supervised experience

Workers handling fuel may also need supervision so they know how to protect themselves from risks to their health and safety, and how to use the refuelling equipment correctly. Even if workers have been trained previously you need to provide an induction and supervised experience specific to your event and venue.

Involve your workers when making decisions about training and supervision.

Event officials and marshals

Provide your event personnel with any relevant information on potential risks to their health and safety and details of any safety arrangements for spectators and participants. One way to do this is by holding a safety briefing before the start of your event.

Marshals may also need additional training in using emergency or rescue equipment.

> Marshals need ongoing practice and training to ensure they are still competent. Check with MotorSport NZ or a local club for organised training courses for marshals and officials.

Spectator safety

Provide spectators with suitable information to protect their safety and warn them of the dangers of motorsport fuel. For example, you could have warning signs in front of areas where motorsport fuel is stored and where refuelling takes place to let visitors know that access to these areas is prohibited. Put information on the event brochure or website to advise spectators to follow the event officials' instructions at all times.

Officials may need to communicate with spectators in an emergency involving motorsport fuel. If you plan on using a loudspeaker, check that all spectators can hear it.

Spectators should be familiar with any warning sounds or signals, and know what they need to do in an emergency.

6.0 Refuelling and defuelling

This section contains useful information for competitors and service crew members about safe practices when refuelling or defuelling. You could share this section with them to enable them to work safely when handling motorsport fuel.

Before your event starts, have a plan for how vehicles are to be refuelled and put in place control measures to minimise the risk of spills, fire or emergencies. If possible, refuelling should be done in an open, outdoor area. If your venue doesn't have an outdoor area, keep the indoor area well ventilated and away from ignition sources such as hot surfaces or sparks produced by tools. Keep areas where motorsport fuel is handled clean and remove all rubbish or waste that could ignite a fire.

Refuelling equipment

Refuelling towers

If you're using a refuelling tower (Figure 3), the tower should either be an approved International Automobile Foundation (FIA) tower, or be a MotorSport NZ approved system.

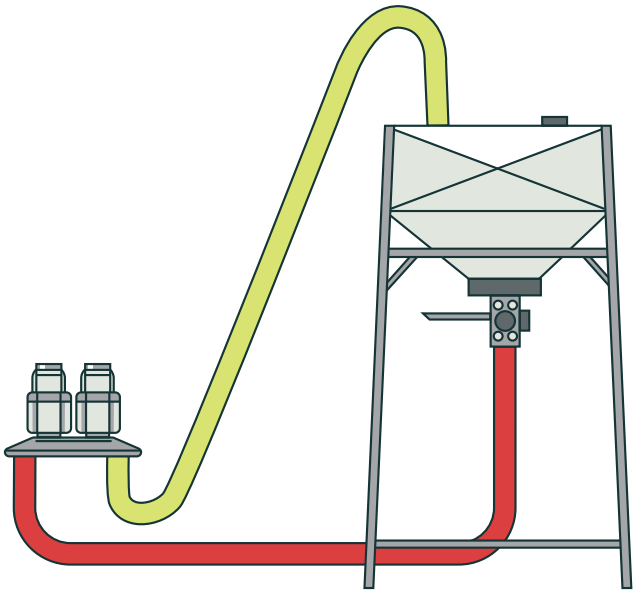

FIGURE 3: Refuelling tower

All parts of the tower (including tank and stand) should be kept inside the pit garage, or behind the pit working line area.

Towers should not:

- hold more than 220 L of motorsport fuel
- be more than 2 m in height from the pit bay floor. Only vents and motorsport fuel holding connections can be higher than 2 m.

All towers should be fitted with a dead man handle valve, which is held open during refuelling. When pressure on the handle of the valve is released, it should close immediately and stop the flow of motorsport fuel.

Before competition, check all refuelling equipment to make sure it's in safe working order. Check:

- for leaks
- all fittings are tight and sealed.

Secure your towers to minimise the risk of them falling over in an accident or emergency.

All refuelling equipment such as refuelling rigs, hoses and couplings should:

- be earthed at all times, and
- meet MotorSport NZ or FIA standards.

Vents

A 'Siamese' filler vent (Figure 4) should be connected to a vent hose linked to the tower. The vent moves all displaced motorsport fuel from the vehicle's fuel tank to the ullage space in the reservoir of the tower.

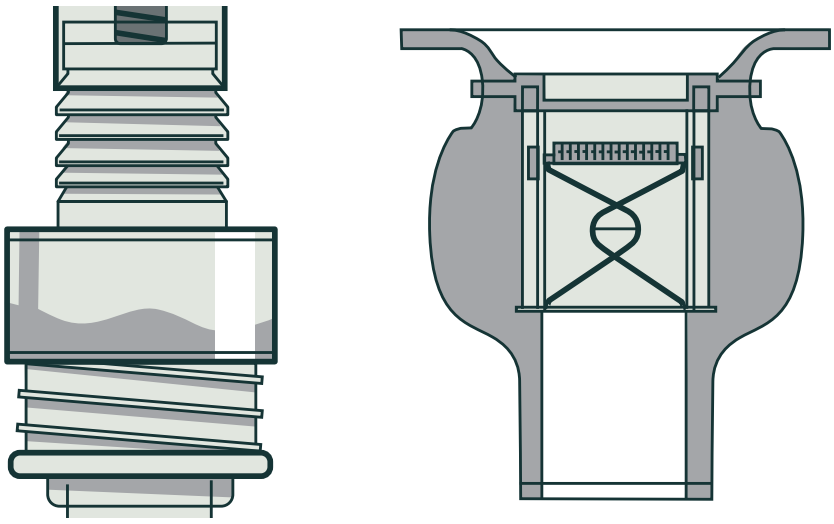

FIGURE 4:
'Siamese' filler vent configuration

The vent hose should:

- be made of rubber or a motorsport fuel-resistant plastic
- be connected to the emergency cut off valve
- be at least 2.5 m long
- be a maximum of 50 mm (2 inches) in diameter
- remain open at all times during refuelling.

Churns

Decanting should only be done in the dedicated refuelling zone or in the pit garage.

Refuelling during races

- Only refuel in the vehicle's pit area, not in pit lane.
- Competitors and crew members shouldn't carry out any work on the vehicle until refuelling is completed.
- Always have at least two crew members who are doing the refuelling. One of these two members should be holding the fire extinguisher, and not be involved in any other activity.
- All crew involved in the refuelling, and any crew working on the quarter of the car where the refuel is occurring should wear PPE
- Don't refuel in the competition safety gear to prevent contamination and exposure to vapours.

If competitors need to refuel during sprint races, they should also follow these guidelines.

Servicing the vehicle during refuelling

If crew members are servicing the vehicle during refuelling, they should avoid using electrical equipment as this can generate sparks.

We recommend you only have a maximum of 6 crew members in pit lane servicing the vehicle during refuelling to minimise the risk of injury. This includes the two crew members involved in refuelling, but excludes the car controller.

Crew members should only service the vehicle while refuelling if the car has a dry break system. If there is no dry break system, wait till refuelling is completed before working on the vehicle.

Safe refuelling practices

- Crew members involved in refuelling should always use a manual hand pump. These have a lower risk of spillage compared to funnels.
- Fuel should not be added or removed from a vehicle after it has left the designated refuelling area.
- Marshals in charge of pit lane should:
  - check the vehicle's engine is switched off before allowing any refuelling to begin
  - check that anyone not involved in refuelling is at least 6 m away from the refuelling area, and
  - check no one smokes in the pit lane, or adjacent pit garages.

When refuelling in pit lane, we expect each team to have a fire marshal who is standing by with a fire extinguisher.

Clean up any fuel spills immediately, if it's safe to do so.

Defuelling

We recommend crew members:

- use a manual hand pump for defuelling. If you're using an electrical pump, check that it is intrinsically safe and suitable for use with fuel
- check any external manual pumps are earthed to prevent static electricity from building up.

During defuelling, have a fire marshal with a fire extinguisher on standby. The fire marshal shouldn't be involved in defuelling.

7.0
Be prepared for an emergency

Even if you're safety conscious, you still need to be prepared for an emergency involving motorsport fuel. Officials, marshals and emergency service workers need to know what to do, and who is responsible for what in an emergency.

General workplace facilities

The layout of your event venue must, so far as is reasonably practicable, allow people to enter, exit and move about safely without risks to their health and safety – under normal conditions and in an emergency. Ask event personnel to share their ideas, experiences or concerns about how the venue is set up.

Emergency planning

Good planning and organisation is important for the safety and enjoyment of everyone involved in the event. One of the steps in ensuring safety is to have an emergency plan. The plan must include information about how to respond to accidents, how to notify emergency services, and what kind of help you'll need from emergency services if a major incident occurs.

However, if you have large amounts of fuel stored on site, you must include some additional information in your emergency plan. The plan must cover all of the likely emergencies involving fuel, and identify who has responsibilities in each emergency.

This plan needs to be tested every year.

Use the Hazardous Substances Calculator to work out if you need an emergency response plan.

When preparing your plan, think about how you will:

- communicate the emergency to spectators and participants. Check that any systems you plan to use are working. You may need to suspend part or all of the event while you respond to the emergency
- protect spectators, competitors and event personnel from immediate danger
- protect property
- evacuate people who are not injured, including those with disabilities
- monitor everyone's safety during the event. Monitoring will allow you to take action quickly to prevent overcrowding which can lead to injury, and to spot anyone who may be in a prohibited area, for example, the motorsport fuel storage area.

Coordinate your emergency plan with the other PCBUs who share health and safety duties with you, for example, the venue owner or operator, Fire and Emergency NZ, NZ Police, and the local authority such as councils. Make sure everyone is clear on their roles in an emergency, where the access routes for emergency vehicles will be, and how many first aid and rescue vehicles onsite will be used.

Workers handling the motorsport fuel need to be familiar with the emergency plan and trained in how to respond.

Appendix 1 has a checklist you can use to help you develop your emergency plan.

First aid

You must provide adequate first aid facilities on site.

- Event officials, marshals and other workers must have access to first aid equipment, and access to first aid facilities.
- When choosing first aid equipment, think about any additional risks to the injured person. For example, cutting equipment used to rescue people trapped in a vehicle could spark, which increases the risk of fire if there is leaked motorsport fuel nearby.
- You must have an adequate number of trained first aiders. These could be trained workers on site, or people at a local medical centre or hospital. Think about the possible first aid needs of spectators and volunteer marshals and officials, and the location of your event. For example, if your event is at a remote location, first aid or medical facilities may not be readily available.
- It's also good practice to have a CPR trained person on site.

If motorsport fuel spills or leaks, the prime concern is the safety of nearby people. If anyone is injured, make sure they receive first aid or medical treatment.

You must notify WorkSafe if a notifiable event occurs at a motorsport event. A notifiable event is when any of the following occurs as a result of work:

- a death
- a notifiable illness or injury
- a notifiable incident.

You must notify WorkSafe of all notifiable events as soon as possible even if emergency services attend.

To notify WorkSafe, ring 0800 030 040 or complete the online notification form

Safety data sheet (SDS)

You must get an SDS from the manufacturer, importer or supplier of your motorsport fuel when they first supply you with it, or after its SDS changes. The SDS will include advice on how to treat health effects from motorsport fuel exposure, and tell emergency service workers what to do in an emergency involving motorsport fuel.

Fire

If you're not the venue owner, check what fire safety arrangements are in place, and what you need to do if a fire breaks out.

Fire extinguishers

Fire extinguishers put out fires before it reaches the motorsport fuel and becomes dangerous.

- If you're storing more than 50 L of motorsport fuel in the pit area, you must have at least one fire extinguisher.
- If you're storing more than 200 L of motorsport fuel, you'll need two fire extinguishers.

Even if you're not required to have a fire extinguisher, we recommend that:

- all competitors keep at least one 4.5 kg dry powder fire extinguisher in the pit area
- you keep one fire extinguisher in pit lane whenever vehicles are practicing or competing
- you have at least two 9 kg fire extinguishers in the pit area for longer endurance races.

Provide all pit lane fire marshals with protective, fire resistant clothing.

Type of extinguishers

Your fire extinguishers should have a rating of at least:

- 60B for sprint races, and
- 80B for endurance races.

You can find this information on the side of your fire extinguisher.

Where to put fire extinguishers

Your fire extinguishers must be clearly visible and accessible in an emergency. Marshals and crew members working in pit lane and in the service area should be trained in using the fire extinguishers, and know where they are stored.

If there's a fire, raise the alarm – phone 111.

- Make sure people are in a safe area.
- Don't put yourself or others at risk.

Spills and leaks

You need to be prepared to deal with a motorsport fuel spill or leak. You need to take extra care with fuel spills to make sure people on site don't do anything to ignite fuel vapours. For example, cell phones shouldn't be used near a spill as they are an ignition source.

Remember to tell your local council about any motorsport fuel spills at your venue if it endangers a waterway. Most councils have an emergency pollution hotline you can call. This number should be recorded on your emergency response plan.

Minor spills

You should follow these steps to clean up a minor motorsport fuel spill:

- keep anyone not cleaning up the spill away
- wear the correct PPE
- check there are no ignition sources near the spill
- stop the spill or leak at the source if it is safe to do so
- stop the spill from spreading by using absorbent materials such as sand, soil or spill containment socks
- clean the spill up using your spill kit
- dispose of all the product and contaminated materials according to the SDS
- clean your PPE after use.

Think about why the spill happened, and review your safety procedures and control measures to minimise the risk of another spill.

Spill kits

For small spills, a spill kit may be enough to contain the spill. Generally, your spill kit should have:

- **PPE** like overalls, gumboots, gloves, goggles and facemasks
- **spill handling equipment** like plastic shovels. Don't use metal shovels because they can spark, which is dangerous when cleaning up a fuel spill
- **spill containment equipment** like drain guards or barriers and absorbent material (eg sand)
- **leak-proof disposable container** to put the waste in once the spill is cleaned up.

What to do if there is a fuel spill

If it's safe, stop the spill at the source. Then:

- stop the fuel escaping to drains or waterways
- clean up the spill, if it's safe to do so
- contact your fuel supplier or council about getting rid of the contaminated material.

8.0
More information

WorkSafe resources

Our website has resources available on safely managing hazardous substances, including fuel.

Your practical guide to working safely with hazardous substances

The hazardous substances calculator will help you work out the key controls you need to apply under the Regulations for the amount of fuel you have stored.

The Emergency Response Flipchart can help you prepare your emergency plan.

Labelling

Signs

Training

We've also produced guidance to help you understand your obligations under HSWA.

Overlapping duties

How to manage work risks

Workplace and facilities requirements

Notifiable events

MotorSport NZ

You can find information and the relevant safety data sheets for the different types of fuel on the MotorSport NZ website

Your local council

Your council might have additional rules that need to be met when storing fuel. Check with your local council for specific rules that apply in your region.

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.

Notes

Disclaimer

This publication provides general guidance. It is not possible for WorkSafe to address every situation that could occur in every workplace. This means that you will need to think about this guidance and how to apply it to your particular circumstances.

WorkSafe regularly reviews and revises guidan ce to ensure that it is up-to-date. If you are reading a printed copy of this guidance, please check worksafe.govt.nz to confirm that your copy is the current version.

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