



CAMS OH&S/RISK MANAGEMENT NEWSLETTER

EDITION 10 — 13/12/04

Firstly, a huge thank you to everybody who contributed to the last news letter, your feedback is incredibly valuable. We are now going to review all the feedback that we have received. Once we have done this and drafted the definition of a “near miss” we will forward this to you again for further consideration and opportunity to make any comments.

We have mentioned on numerous occasions that CAMS and motor sport need to “refine and align” our processes to comply with OH&S/Risk Management legislation and the demands of the society that we live in today. One of the major aspects that has been identified is our reporting system. We need to “refine and align” our reporting system so that it not only complies with the methodology of AS/NZS 4360:2004 Risk Management and OH&S legislation, but is also one that is simple and easy to use. An essential feature is the need to ensure the information that is collected through this system is ‘useable’ information and resources are available to process it.

CAMS has limited resources for the processing of forms and data, and we need to consider this when we are “refining and aligning” our reporting system.

In the field, due to our limited resources (particularly time), forms are often not completed and the information that is recorded is often too lengthy to record in a “data processing friendly manner.”

Important questions that we now have to ask ourselves are “How can we fill out the forms that we use more effectively” and “What (if any) aspects of the documents can we change to ensure that the information we are collecting is not only appropriate but also able to be used?”

We have traditionally named forms on what we consider most appropriate in the *motor sport world*. We should not continue this practice as persons outside the *motor sport world* (in other words, those that have been critical of CAMS) may not understand what we mean.

An example of this is our Accident Report, which records information on the damage to a vehicle and is completed by the scrutineers.

There are a significant number of these reports filled out at each motor race meeting or rally.

In the wider community and in terms of OH&S an organisation is often gauged by its "accident rate". A measure of our organisation may be the number of 'Accident Report' forms which are completed at an event. A typical organisation may complete 2 or 3 accident reports per year (which are usually completed when an employee falls over, trips, etc.).

Given the comments above in regard to the "hundreds" of Accident Reports which are generated each year in motor sport, there is no wonder, when we say to the authorities and outsiders that we get hundreds of accident reports each year, that they turn a pale ghostly colour!

Our terminology needs to be "refined and aligned" to meet that of the wider community, therefore lets pose the question; should our 'accident report' be renamed a 'Vehicle Damage Report'?

Whilst we are updating our terminology we also need to asses whether the report/form is collecting the appropriate information for its purpose. Using the accident report as an example again, if we change the report name to 'Vehicle Damage Report' we need to assess if the current report is collecting the appropriate information on vehicle damage, or whether we need to record vehicle damage at all?

The following documents have been identified as major reports in our paperwork system that do not comply with current risk management standards:

Incident report
Injury report
Accident report

Incident Report

The current incident report records breaches of the rules, the driving code, and anything unusual on and off the track which could require the attention of the stewards. Yet they are not generally used to record injury or incidents off the track. As this report is already used to report 'breaches' it is suggested that it be renamed "Breach Report" or "Report of Potential Breach" of the rules, including driving standards. It could also be used to report vehicles leaving the track, but not necessarily resulting with damage.

Accident Report

As mentioned in previous examples, the Accident Report actually records information on 'vehicle damage', not the accident. Suggestions have been made that this document be renamed a "Vehicle Damage Report" and be limited to anything occurring on the track. This report would be completed by the Scrutineers.

Injury Report

The Injury Report is a little different. The Injury Report actually records what is says “injuries”. However this does not mean that it does not require ‘refining and aligning’ . At present the injury report is a one page document for some events.

It has been suggested that it may be beneficial to introduce a multi-page document and depending on the status of the event (and the availability of qualified emergency personnel) an increasing quantity of the report be required to be completed. This report would cover all injuries including those that are deemed to be “serious”. If an injury is deemed serious and was not as a result of a vehicle accident, this report will trigger an investigation/report on how the injury occurred.

Hazard Report

To complete the reporting system for events the introduction of a “Hazard Report” has been suggested. This report would be used as a mechanism to address general hazards, OH&S issues and assist to formalise reports of anything that could injure or kill persons on site.

These reports would then be filtered and assessed for future action and directed to the responsible person (this person could change according to the hazard raised eg. Maintenance personnel, Clerk of Course, Scrutineers etc.)

We have included a question and answer sheet, with specific questions appropriate to each of these reports. We would greatly appreciate it if you would take the time to complete this sheet and return it so that we can keep moving forward on our quest to “refine and align” our processes.

Current copies of the Incident, Accident and Injury reports can be found at www.cams.com.au