



FKR Limited Work Safe Plan
and Onsite Rules 2016 v3



Full Name _____ Date / /

Contact Number _____

Email _____ Date of Birth / /

Age Today _____

Do you have a current First Aids Certificate Yes No

(If yes, please provide a copy for our records)

Safety Statement & Onsite and Track Rules for 2016

Pro Karts Nelson is firmly committed to providing a safe and healthy work environment for staff members and other visitors and to continually improving the systems, practices and appropriate resources to achieve this. A safe and healthy work environment is achieved through the cooperation and compliance of every staff member with Pro Karts procedures and relevant work standards which are developed through a participatory approach.

Every staff member shall attend an induction and training course on the commencement of employment and undergo further training as required.

Staff members shall follow all rules as scheduled in the onsite and track rules of Pro Karts.

GENERAL RULES

- 1 Hi-vis vests must be worn at ALL times.**
- 2 All staff members are required to be at work and ready with their hi-vis vest and radio on at their rostered start time.
- 3 Mobile phones are not to be used during working hours for either talking or texting.
- 4 No smoking inside the fenced track area or within 2 metres of any building.
- 5 All staff members are required to know how the driver briefings function for both our Fun Karts and Pro Karts. *If you don't know the briefing or have trouble with it, it is your responsible to practice it until you are confident at doing it. If you require help with either briefing please ask management for help.*
- 6 Under no circumstances are karts to be fuelled when occupied by a driver.
- 7 All staff must be safety conscious at all times, and must report anything that they see as unsafe or a hazard. If possible this should be corrected immediately.
- 8 The pit entrance from the spectator area must be closed off at all times.
- 9 All faulty karts with rim tags must be tested before re-entry for public use.
- 10 All staff members are responsible to make sure all areas are safe for staff and the public.
- 11 All gates must be kept shut at all times.
- 12 If there is any damage of property that may put our staff, visitors or customers at risk it will need to be dealt with immediately!!
- 13 All staff members are required to attend our safety meetings which are held once a month.
- 14 As an Employee of Pro Karts you are to be courteous to Customers and fellow Employees at all times, and not behave or speak in a way that will damage the reputation or business of Pro Karts.

GENERAL ONSITE AND TRACK RULES

- 1 There must always be at least one person on site with a current first aid certificate.
- 2 In the event of any accident where an Employee or Customer is injured the duty manager at the time of the accident is to ensure in the first instance that the appropriate action is taken to arrange any required medical assistance for the injured person.
- 3 Any major or minor accident, where a staff member or customer/driver is hurt must be reported in the Accident Report Folder this is located on the office desk. If you have any questions please report this to Nick ASAP.

Please read both our current Pro Karts and Fun Karts driver briefings for our racing rules.

KART SAFETY

All of our karts are OSH certified; all karts are electronically governed to not exceed maximum speeds set by OSH.

- 1 A maximum of twelve karts are permitted on the track at any one time, and our Pro Karts may not be operated at the same time as the slower Fun Karts.
- 2 All Fun Kart drivers must be 7 years of age or older, minimum of 1.2 metres in height.
- 3 All Pro Kart drivers must be 12 years of age or older, minimum of 1.35 metres in height.
- 4 All Two seater karts must be driven by someone 18 years or older, and the passenger must be 3-8 years of age.
- 5 All drivers must always wear a seat belt.
- 6 No passengers are permitted. *(Unless on our Two seater karts)*
- 7 No one is permitted to race with a cell phone, camera or any other handheld device while driving.
- 8 No loose clothing.
- 9 Enclosed shoes must be worn at all times.
- 10 Long hair must be tied up.
- 11 NO SCARVES!! Scarves must be removed!!!
- 12 Whenever anyone is testing a kart they must always wear a helmet.
- 13 No deliberate contact, no pushing, no bumping, no cutting off, no blocking.



- 14 Always report any kart faults to the duty manager and document all faulty karts white board and faulty kart report system. The kart also is required to be tagged and removed from the pit lane and returned to the workshop.
- 15 When tagging a kart we have two tagging systems, unsafe karts must be tagged on the outer rim of the steering wheel and can't be used again until the tag is removed. Karts with the tag on the steering wheel inner spokes are minor faults that are not safety related and the kart can still be used on an "ONLY IF REQUIRED" basis.

ONLY IF REQUIRED means, if you get a large group and require an extra kart to make up numbers, then and then only you can use that kart. Again karts with tags on the outer rim of the steering wheel are not to be use at any time!!

- 16 All tyres, brakes, steering, seatbelts and throttle systems on the karts should be checked every day before use and at least twice a day.
- 17 Fuel levels on all karts must be checked at least once every two hours.

PIT SAFETY RULES AND PROCEDURES

- 1 All track and briefing staff should always wear a Hi-Vis Vest and Radio.
- 2 On busy days, the next session of drivers should start being briefed at least 8 minutes before the end of the current session running. (E.g. during Christmas/Summer season).
- 3 The top left ticket on the ticket screen queue is always the first in the queue. If unsure check the ticket number, the lowest number was purchased first.
- 4 All gates must be kept shut at all times.

- 5 Every group racing the Pro Karts or Fun Karts should get at least one print out of their lap times.
- 6 Both timing systems need to be reset and ready to go for the next session.
- 7 There are four lines of karts in our pit area, the Fun Kart line and two Pro Kart lines and a two seater line. (Please keep these lines in neat working order).
- 8 No unauthorised personnel are a loud in our pit area. (*Meaning staff and current drivers only!!*). Or anywhere inside our fence parameters.
- 9 Before bringing drivers into the pits to be seated in their karts, you must get clearance from your Head Track marshal **or Track Manager**. Never bring new drivers into the pits until you have clearance that the pit area is safe.
- 10 The Track marshal must make sure the pits are clear before opening the pits for karts to re-enter. It is the Track Marshals responsibility to make sure the area is safe and the pit area must be "safe for entry" before bringing any karts into the pits.**
- 11 The pit entrance from the track must be closed at all times while a race is in progress, and shall only be opened for karts finishing their sessions to re-enter the pits.
- 12 The pit area is a safe area for drivers to get in and out of their karts. It is not part of the race track.
- 13 When new drivers are seated, All karts re-entering the pits must first stop at the entrance before having clearance to re-enter.**
- 14 All hazards in the pit area must be coned off at all times.

Check all drivers as you bring them through the gate for:

- *All drivers must have a ticket. (If a group ticket check the number of drivers paid on the ticket).*
- *Age on Fun Karts (7); if a driver looks under 7 ask them their age.*
- *Correct foot wear. (Must have closed in footwear).*
- *Any loose clothing. (Jackets, dress shirts etc, need to be zipped or buttoned up)*
- *All scarfs' must be removed.*
- *Long hair below shoulder height. (Long hair must be tied up and tucked into the hair*

Help all drivers:

- *Fit the correct sized helmets with a hairnet and check the helmet is strapped properly. (All drivers and passengers must wear a helmet).*
- *Put drivers in karts and adjust appropriately to suit the driver. (E.g. All Pro Karts have adjustable seats and flip over pedals. We also have seat liners for smaller sized drivers. So make sure the kart is adjusted to correctly fit your driver).*
- *Fun karts also have fully adjustable seats and pedals, We also have four karts with small seats (karts 13, 14, 15, 16) and the other four with large seats (17, 18, 19, 20).*
- *Two seater karts. Kart 31 has a normal size seat and standard peddles and Kart 34 has a large seat and more leg room.*

HELMET COLOURS AND SIZES

Junior helmets

White (open face) = *kids medium*

Red = *kids small*

Adult helmets (from Top to Bottom as seen in the below picture)

Blue = *XXL*

Black = *XL*

Black/white = *Large*

White/Blue = *Medium*

Green/White = *Small*

White = *X Small*



TRACK SAFETY RULES AND PROCEDURES

- 1 All track and briefing staff should always wear a Hi-Vis Vest and Radio.
- 2 The Head Track marshal is responsible for a safe track.

Meaning: All tyres are in there correct places, all gates are to be shut at all times, the pit area is closed whenever a race is in progress.

- 3 Track marshals must always be on the “safe viewing platform” watching for the safety of all drivers and any infringements whenever a kart session is running. (Unless attending a crash.)
- 4 As soon as contact is seen a warning must be given.
- 5 Before any track marshal goes on the track to attend to a crash, the crash must be radioed through and then all karts must be slowed down.



When operating the radios:

The radios are for important use only, the main radio calls are “Crash” when there is a crash. “Clear” once the crash has been cleared.

When attending to a crash or stopped kart:

- 1 Always go to the safe side of the kart when attending a crash. Or put yourself in a safe position well away from the danger of oncoming traffic. (*The “Safe side” is the side away from the traffic*).
- 2 Never have your back to the oncoming traffic.
- 3 Always keep your eyes on the oncoming traffic.
- 4 Once you are in a safe position check that the driver/drivers involved are ok.
- 5 If anyone is hurt and needs attention “Shutdown all the other karts so you can attend to them safely.
- 6 Before removing a crashed or stopped kart from its location, wave any approaching karts passed then removing it from its position.
- 7 To avoid a second crash and for your safety. Make sure you tell the driver of the kart you have attended too, to wait until you say go.
- 8 No stopping karts on the race lines. Green areas are the only stopping zones. (whenever you are stopping a kart turn it off when it is approaching the green zone.)

CONTACT WARNING PROCEDURE

- 1 When someone is seen to be making deliberate contact, by either blocking, hitting or cutting someone off. The Head Track marshal must instantly enforce a warning by showing the "No contact, Last warning" sign.
- 2 When enforcing a warning, as the kart comes into turn 9 you must slow it down to "Speed 2" or slower and hold out the sign and make sure you point at whoever you are giving the warning too.
- 3 If that driver makes deliberate makes contact again. Then they are to be removed from the track.
- 4 If you have a number of drivers making contact, slow ALL the karts down to "Speed 2" or slower and show every driver the "last warning" sign.
- 5 If we have a regular trouble group, make sure they are briefed by a senior staff member. When briefing them tell the group they will get one group warning, then the next person to make contact will be removed. If the group continue to make contact, then the whole group will be removed!! In this case when we have a larger group like this. Try to put them out on the track on their own.
- 6 In the case where we have a trouble group. Please make sure we have at least two senior staff overseeing their whole session.
- 7 If you are attending a crash ask your track assistant to show the warning.





HEAD TRACK MARSHALS RESPONSIBILITIES FOR THE PRO KARTS:

- Before the first race of the day the Head track marshal for the day must walk a 1 lap track inspection and check all safety barriers and for any hazards. *(Any issues must be sorted out before any karts are put on the track).*
- The Head Track marshal is the track marshal with the higher level rating.
- The Head Track marshal by law is fully responsible for the safety of all drivers on the track.
- The Head Track marshal is always the marshal with the control of the main Deharrdt remote control. *(The head track marshal should control all karts back to full speed after a caution).*
- Warnings to any driver making deliberate contact must be enforced straight away.

GENERAL PROCEDURES FOR PRO KARTS:

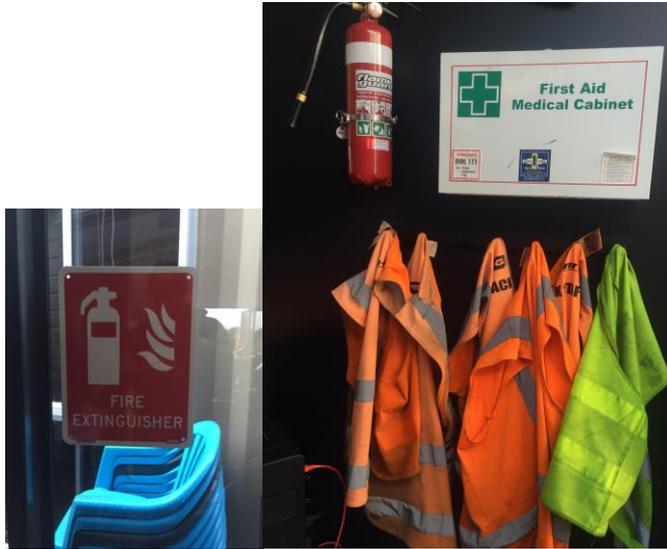
- For the first One to Two laps of any new session, all new drivers should not exceed 3500 rpm. This is a warm up period, for the driver, the kart and the tyres.
- Any driver who continuously crashes or spins out must be slowed down for their own safety to a safe speed. *(From 4000 rpm which is SPEED3 to 3750 rpm or maybe right down to 3250 rpm for extremely bad drivers).* that driver must be warned that if they don't drive more carefully they will be removed from the track. *(This maybe for their own safety)*
- On a caution make sure karts are slow to a safe enough speed for track marshals to assist. 3000 rpm which is SPEED2 or lower.
- When slow karts are holding up traffic wave the blue flag and signal the slow driver to move to the left lane on the track.
- At the end of any session all karts should be slowed down to SPEED1 or slower from turn 6 onwards, once they have slowed right down you can speed them up 2500 rpm maximum if required.

GENERAL PROCEDURES FOR FUN KARTS:

- Any driver who continuously crashes or spins out must be slowed down for their own safety to a safe speed. *(3000 rpm which is SPEED2 or 2750 rpm or 2500 rpm for extremely bad drivers)*. That driver must be warned that if they don't drive more carefully they will be removed from the track. *(This maybe for their own safety)*.
- For the first Two to Three laps of any new session, all young drivers should not exceed 2750 rpm. This is a warm up period, for the driver, the kart and the tyres.
- On a caution make sure karts are slow to a safe enough speed for track marshals to assist. 2500 rpm or SPEED1 *(2000 rpm)*.
- When slow karts are holding up traffic wave the blue flag and signal the slow driver to move the left lane on the track.
- At the end of any session all karts should be slowed down to SPEED1 or slower from turn 6 onwards, once they have slowed right down you can speed them up 2500 rpm maximum if required.

Fire Extinguishers and First Aid Kit:

Located on the right of the ROC timing computer station, next to the sliding door through to the office.



Or at the workshop between both roller doors inside the building.



2 Dry powder extinguishers. (See pictures for examples)

To use them remove the green safety tag & then remove the locking pin, point the nozzle at the base of the fire then pull the trigger. If you are unable to stop the fire, Dial 111.

The first aid kit is located next to the lap timing computer station also next to the fire extinguisher.



For any emergency phone 111

Emergency Meeting Point

In the event of an earth quake or other event our emergency safe meeting point is across the road opposite Pro Karts and the Hydroslide. ADDED MAP!!

TRACK MAP AND TURN/CORNER NUMBERS



LEVEL RATING FOR STAFF.

PLEASE NOTE: NO BODY UNDER LEVEL 4 IS ALOUD ON THE TRACK AT ANY TIME. UNLESS APPROVE BY A LEVEL 6 OR HIGHER STAFF MEMBER.

Level 1:

- Access to our main building and briefing area only!!
- Outside access only to the workshop! (Via the side iron gate.)
- Perform driver briefings with a level 3 or higher staff member over seeing you.

Level 2:

- **You are a "Trainee"**
- You are qualified to access all areas in level 1.
- Access to the pit area up to the red cones.
- Access the workshop via the pits area.
- You are able to give driver briefings on your own.

Level 3:

- **You are now a "Instructor"**
- You are now qualified to do everything in levels 1 & 2.
- You are able to perform driver briefings on your own
- You are able to train level 1 staff.

Level 4:

- **You are now a "Driving Instructor"**
- You are now qualified to do everything in levels 1 -3
- You can work as a "track assistant" with a level 6 or higher staff member. (As a Track Assistant you can report crashes over the radio, attend basic crashes if approve by trainer and watch track activity as well as reporting and giving contact warnings).
- **You can complete a lap of the track at 20.999 or faster.**
- **You can brief and seat a group of 8 or more in 3.5 minutes.**

Please note: Track Assistants cannot operate dehaardt mini remotes well in training.

Level 5:

- **You are now a "Driving Instructor" and "Pit Manager"**
- You are now qualified to do everything in levels 1- 4
- You can now work as a "training" Track Marshal.
- You can operate the track on your own as long as there is a level 6 or higher staff member on site.
- You must have a minimum of 20 hours "training" Track Marshal time at this level before you can qualify to move to level 6.

Level 6:

- **You are a fully qualified "Track Marshal" and "Pit Manager"**
- You are now qualified to do everything in levels 1-5.
- You can operate the track on you own.
- You are able to assist in the training of level 3 and level 5 staff.
- You can train and sign off level 1 and level 2.

Please note: Level 6 or higher must have a current first aid certificate.

Level 7:

- **You are now a fully qualified "Track Manager"**
- You are now qualified to do everything in levels 1-6.
- You can operate the track on you own.
- You are qualified to train other track staff to the point of being signed off.
- You must be 18 years or older to be at level 7 or higher.

Level 8:

- **You are a fully qualified Track Manager.**
- You are now qualified to do everything in levels 1-7.
- You are qualified to train anyone in any level below you.
- You are qualified to train and sign off all staff at levels 1-6.
- You must be 18 years or older to be at level 7

When you complete levels 5 you will receive a 50 cents per hour pay rise and once at Level 7 your minimum pay rate is \$1.00 above the adult minimum wage or 50 cents per hour, which ever work out to be more. If you want to fast track this and get your qualification higher you can arrange to come in on un-rostered weekends days off (without pay) to receive training from a higher ranked staff member.

I have read and understood the contents of this manual, I am happy with the training I have been given to date and agree to abide the Onsite and Track House Rules of Pro Karts at all times and to undertake further training from time to time as Pro Karts deem necessary. I also understand by signing this I am currently at Level 1 only.

Employee Signature.....

Name.....

Date / /

I have read and understood the contents of this manual, I am happy with the training I have been given to date and agree to abide by the Onsite and Track Rules of Pro Karts at all times and to undertake further training from time to time as Pro Karts deem necessary. I understand that I will also be given further training to progress through my track staff levels and I am happy with the training I have received the move me to Level

Employee's Signature.....

Name..... Date / /

Trainers Signature.....

Trainers Name..... Trainers Current Level

Managers Signature..... Level completed

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Employee's Signature.....

Name..... Date / /

Trainers Signature.....

Trainers Name..... Trainers Current Level

Managers Signature..... Level completed

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Employee's Signature.....

Name.....

Date / /

Trainers Signature.....

Trainers Name.....

Trainers Current Level

Managers Signature.....

Level completed

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Employee's Signature.....

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Date / /

Trainers Signature.....

Trainers Name.....

Trainers Current Level

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Level completed

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Employee's Signature.....

Name.....

Date / /

Trainers Signature.....

Trainers Name.....

Trainers Current Level

Managers Signature.....

Level completed