

# Triathlon NSW Event Safety Checklist

Event:

Date:

Event Organisation:

Race Director:

Completed by:



Temporary Facilities – Site sheds, Marquees, Expo area, Recovery area (personal observation)				
	Situation	Reference	Observations	Score
1	Fire extinguishers visible, securely lashed, and inspection tags current	WHS Legislation		
2	240V leads bundled, and not trip hazards	WHS Legislation		
3	240V leads “tagged and tested” and within currency	WHS Legislation		
4	No general trip hazards or obstacles	WHS Legislation		

<b>Emergency Evacuation (personal observation)</b>				
	<b>Situation</b>	<b>Reference</b>	<b>Observations</b>	<b>Score</b>
5	Directions to and location of Emergency Assembly Area signposted	WHS Legislation		
6	Swim Competitors advised of Emergency Evacuation procedure (whistles)	Emergency Evacuation Plan		
7	Unobstructed emergency vehicle path to swim exit and recovery area	WHS Legislation		

<b>Swim Course (personal observation)</b>				
	<b>Situation</b>	<b>Reference</b>	<b>Observations</b>	<b>Score</b>
8	Minimum no. of water safety in position before race start	Check Sanctioning docs. _ x IRBs _ boards		
9	All IRBs have radio communications	Best practice		
10	All water safety personnel have laminated maps and safety contacts and info.	Best practice		

<b>Bike Course (personal observation)</b>				
	<b>Situation</b>	<b>Reference</b>	<b>Observations</b>	<b>Score</b>
11	Marshals have lanyards containing event safety	Best practice		

	information			
12	Marshals confirm that they have had a site safety induction and understand their roles	WHS Legislation		

<b>Volunteers (information provided by Volunteer Director or RD post race)</b>				
	<b>Situation</b>	<b>Reference</b>	<b>Observations</b>	<b>Score</b>
13	Volunteer Waiver & Consent forms sighted	WHS Legislation		
14	Volunteer sign on / sign off signature sheets sighted	WHS Legislation		
15	Swim, bike and run course volunteers' job descriptions sighted	Best practice		

<b>Contractors (eg coffee cart, BBQ etc) (information provided by Race Director)</b>				
	<b>Situation</b>	<b>Reference</b>	<b>Observations</b>	<b>Score</b>
16	Evidence that contractors have had a site safety induction from RD (or delegate)	WHS Legislation		

<b>Medical (personal observation)</b>				
	<b>Situation</b>	<b>Reference</b>	<b>Observations</b>	<b>Score</b>
17	Onsite medical equipment is sufficient for the event	WHS Legislation		
18	Medical personnel have radio comms.	Best practice		
19	Recovery area has a private enclosure for medical treatment	Best practice		

<b>Technical Officials (information provided by Technical Delegate post race)</b>				
	<b>Situation</b>	<b>Reference</b>	<b>Observations</b>	<b>Score</b>
20	Confirmation that TD has had a site safety induction from RD (or delegate)	WHS Legislation		
--	Pre-race TO Toolbox talk signature sheet sighted	WHS Legislation		N/A for scoring the event organiser

<b>Bike Course Traffic Control Plans (personal observation)</b>						
<b>TCP #</b>	<b>As Detailed on TCP</b>		<b>Observed</b>		<b>Comments</b>	<b>Score</b>
	<b>Marshals</b>	<b>Controllers</b>	<b>Marshals</b>	<b>Controllers</b>		
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