



UNISA AUSTRALIAN HPV SUPER SERIES

**ROUND 4 2017 ADELAIDE 6 HOUR
EVENT MANUAL**

ALL ENQUIRIES TO:

**Australian International Pedal Prix Inc.
83 Goodwood Road
Goodwood SA 5034
Phone: 08 83571978**

E: office@pedalprix.com.au

W: www.pedalprix.com.au



REVISED 14 MAY 2017

If changes are made to this manual, the organising body will notify all teams who have entered the Event and the revised document will be published on the website



PROGRAM OF EVENTS

SCRUTINEERING ALL CATEGORIES- Friday 28 July

Victoria Park Circuit infield – Enter via Wakefield Road.

30-minute time slots between 11.00am and 7.30pm will be allocated to Teams and the listing published on the web site. Prior to the event Teams will be asked to nominate preferred times. Vehicles not presented at their allocated time will not be scrutineered.

Vehicles will not be scrutineered on Race Day.

RACE DAY- Category 4 Saturday 29 July

- 8.30am Compulsory First Shift Marshals Briefing at Race Control (10 mins)**
- 8.50am Compulsory Team Manager Briefing at Race Control (10 mins)**
- 9.20am Grid form up commences**
- 9.30am All Marshals in position**
- 9.50am Form up complete and grid clear except for officials, vehicles and riders**
- 10.00am Competition begins**

Unless there are unforeseen circumstances such as a significant race stoppage, lap counting will end exactly 6 hours after commencement (commencement being when the first vehicle first crossed the start/finish line after the start).

- 4.30pm Results & Presentations**

RACE DAY- Category 1 - 3 Sunday 30 July

- 8.30am Compulsory First Shift Marshals Briefing at Race Control (10 mins)**
- 8.50am Compulsory Team Manager Briefing at Race Control (10 mins)**
- 9.20am Grid form up commences**
- 9.30am All Marshals in position**
- 9.50am Form up complete and grid clear except for officials, vehicles and riders**
- 10.00am Competition begins**

Unless there are unforeseen circumstances such as a significant race stoppage, lap counting will end exactly 6 hours after commencement (commencement being when the first vehicle first crossed the start/finish line after the start).

- 4.30pm Results & Presentations**

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DEFINITIONS

“HPV” referred to in this document is human powered vehicle

“Organising Body” referred to in this document is Australian International Pedal Prix Inc

“Event” referred to in this document is Round 4 of the 2017 UniSA Australian HPV Super Series

1 CATEGORIES

Category 1 School

Where riders are from Year 6 and 7 in 2017 from a single school

Up to 20 riders allowed per team

Category 1 Community

Community based - where riders are from Year 6 and 7 in 2017, not from a single school

Up to 20 riders allowed per team

Category 2 School

Where riders are under the age of 16 on January 1 2017 from a single school

Up to 14 riders allowed per team

Category 2 Community

Community based - where riders are under the age of 16 on January 1 2017, not from a single school

Up to 14 riders allowed per team

Category 3 School

Where riders are under the age of 19 on January 1 2017 from a single school

Up to 12 riders allowed per team

Category 3 Community

Community based - where riders are under the age of 19 on January 1 2017, not from a single school

Up to 12 riders allowed per team

Category 4 Community

Where riders exceed the age limit of Category 3, open to private individuals and groups irrespective of their background.

Up to 10 riders allowed per team

Category Notes

- a. Each team must have at least one nominated Team Manager over the age of 18 years of age who is not a riding member of the team, unless permission is obtained from the Organising Body at least one week prior to the event.
- b. The Community Category is for teams made up of riders from across the community and offers the opportunity for sports teams, cultural and social groups and private individuals to enter within their age category.
- c. Within each Category is a sub Category for all female teams. In Category 4 there is a sub Category for Masters where all riders in the team are over 30 years of age on January 1 2017.
- d. There is a limit on the number of entries at each event and preference will be given – should a decision have to be made when upgrading teams from the waiting list – to teams who have entered multiple events and not just a single race.
- e. In the case of disadvantaged persons' teams, the number of members may be negotiated with the Organising Body at least one month prior to each event.

2 TIMES/DATES

Scrutineering – All Categories

Friday July 28

11.00am to 8.00pm

Race day – Category 4

Saturday July 29

One 6 hour race

10.00am to 4.00pm

Race day – Category 1 - 3

Sunday July 30

One 6 hour race

10.00am to 4.00pm

3 VENUE

Victoria Park, Adelaide. AIPP retains the right to alter the venue as required and will give notice via email to all Teams entered should this be necessary. Teams are reminded that we have been afforded the privilege of using the Adelaide Parklands for an HPV event.

Note the following:

- 3.1 Any damage to trees or vegetation must be reported to the Event Director.
- 3.2 Any damage to ground surface and grassed areas must be reported to the Event Director.
- 3.3 No open fires may be lit in the area.
- 3.4 All rubbish and refuse must be disposed of in the bins provided. All carpet, matting etc must be removed from the venue.
- 3.5 All materials and equipment shall be stored so as to prevent damage to the site and minimize hazards to persons, materials and equipment.
- 3.6 Individuals should remember that they are a member of a team and ultimately responsible for the actions of all their team. Team Managers should brief their team accordingly.

4 AMENITIES / SERVICES

The following amenities and services will be available to the public throughout the event:

4.1 Catering

A range of hot and cold food and drinks will be available from 8.00am.

Note: Teams are not permitted to sell food at the event as a means of fundraising.

4.2 Toilets

Public toilets are available.

4.3 Rubbish Removal

Teams are expected to keep their areas tidy during the event and utilise rubbish bins provided. Teams must clean up their immediate area prior to departure. All carpet, matting etc must be removed from the venue.

4.4 Power

Power is not provided to pits. Teams requiring power in their pit area should provide their own generators which need to be located with consideration for other teams. All teams with generators must have an appropriate fire extinguisher adjacent to the generator at all times, and observe safe procedures when refuelling (Appendix 2).

4.5 Public Address System

A public address system will operate from 8.00am on race days. Please ensure you monitor this for important announcements.

5 ACCESS TO VICTORIA PARK

Vehicle access for set up of pits is available from Wakefield Road (Appendix 1)

Gates open 6.00am Saturday and Sunday.

Access to Victoria Park for motor vehicles closes at 8.45am each day

All vehicles must be removed from the Parklands by 9.00am

Gates open post event 4.15pm.

Gates close 6.00pm

6 CAR PARKING

Teams are permitted to park a trailer behind their pit area. All motor vehicles must be parked outside the circuit. Adelaide City Council will impose substantial fines on vehicles left in Victoria Park and AIPP team penalties will also apply. Parking is available in the car park on the eastern side of Victoria Park. Enter from Fullarton Road. U-Park manages this and a fee applies.

7 TEAM MANAGERS BRIEFING

Time: 8.50am Saturday and Sunday of the event

Location: Race Control

Attendance at this meeting is compulsory for all team managers and their proxies.

8 ROLE OF THE TEAM MANAGER

Information in this section also relates to any person who is acting in the capacity of Proxy for a Team Manager.

Each team must have one nominated Team Manager over the age of 18 years of age who:

- 8.1 Is the official contact between Organising Body and the Team.
- 8.2 Is responsible for presenting all necessary documentation at scrutineering.
- 8.3 Is responsible for ensuring their team members act within the rules and spirit of the event.
- 8.4 Must be present in the Team's pit area throughout the event and have the nominated contact mobile phone with them turned on and not diverted or switched to message bank.
- 8.5 Must be present at the Team Managers' briefing of each event entered. This applies to Team Managers and their nominated proxies.
- 8.6 Will not be a riding member of the team unless permission is obtained from Organising Body at least one week prior to the event.
- 8.7 Has the responsibility of ensuring that all team members understand all rules, guidelines and safety procedures governing the event and are aware of the consequences of any infringement.
- 8.8 Has the responsibility of ensuring each rider has all necessary adjustments in their vehicle made before they enter the track especially seat belts. This should primarily be achieved through establishing the Team's practised protocols.
- 8.9 Is responsible for the conduct of those in and associated with the team.
- 8.10 Is responsible for ensuring that all areas used by the team, its support staff and visitors are kept tidy and left tidy after the event.
- 8.11 Is responsible for ensuring that the team provides trained marshals as required.
- 8.12 Is reminded that they have a particular responsibility and duty of care to their riders and during construction and use of the team vehicle, they must monitor -
 - (a) that the rider protection structures are adequate to meet their purpose.
 - (b) that all other aspects of the vehicle do not compromise rider safety at any time.
- 8.13 Must be familiar with and comply with the duty of care check list below

Team Managers are reminded that they have a "duty of care" and are responsible for safety within their pit areas. The following check list is provided to assist Team Managers fulfil their duty and remind them they are responsible for safety within their pit areas –

- This is a smoke free event.

- ALL motor vehicles must be removed from the parklands. No motor vehicles will be driven inside the venue during the event other than emergency services and official vehicles.
- ALL emergency access roadways must be kept clear at all times.
- ALL electrical equipment and leads must be tagged as required.
- ALL electrical leads across walkways to be covered.
- ALL extension lead joins to be covered with a waterproof cover.
- ALL generators and electrical equipment must conform to Australian Standards.
- SAFE storage and handling of spare fuel for generators (20 litres only to be left in pit area, the rest to be removed to safe storage in car parks i.e. boot of cars)
- SAFE refuelling procedures of generators (appendix 2)
- SAFE storage and handling of all gas bottles and cylinders.
- ALL gas bottles and cylinders must be within test date.
- ALL gas fuelled equipment must be in safe operating condition.
- SAFE location and operation of all cooking facilities. (behind pit-site only)
- SAFE location of all heating devices. Do not use gas or fuel powered heaters in tents or enclosed spaces.
- Teams operating generators and/or gas fuelled equipment must provide fire extinguishers MINIMUM of 2.3 Kg A:B (e) type in their pit sites. Fire extinguishers must be fully charged and within test date.
- ALL tents must be securely pegged and guyed.
- ALL guy ropes and pegs must be kept clear of walkways.
- ALL exposed tent pegs must be shielded - e.g. sandbags.
- Wherever necessary guy ropes and tent pegs must be clearly identified.
- SAFE and healthy storage of food and drink supplies.
- SAFE preparation of food.
- CONTROL and removal of all rubbish from your pit area.

PROHIBITED ITEMS AT THIS EVENT INCLUDE –

- Open fires.
- Any item which may cause alarm, injury or distress to any person.
- Firearms of any type.
- Bows and arrows or slingshots of any description.
- Cap guns, caps for cap guns or guns which fire missiles or projectiles of any description.
- Silly string or any spray projected item.
- Fireworks or pyrotechnic devices including sparklers.
- Water pistols or any gun like device.
- Any item of a pornographic or offensive nature.
- Alcohol.
- Illicit drugs.

9 IDENTIFICATION

- 9.1 Identification, as listed below, will be issued –
Following successful scrutineering one wristband for each team rider and ID for each team manager.
- 9.2 Only properly identified team members will be permitted to ride vehicles.
- 9.3 Replacement wristbands will only be issued on return of a damaged band. Lost bands will not be replaced.
- 9.4 Team riders, managers and proxies must wear their identification at all times during the event.

10 RIDER ATTIRE & HELMETS

- 10.1 Riders must wear appropriate clothing (cycling attire etc) which is neatly fitting. No singlets or tank tops. Shoulders must be covered.
- 10.2 Riders must wear an approved cycle helmet or skate board helmet or full face helmet with visor (**AS2063.1, AS2063.2, AS/NZS2063, AS1698, AS/NZS1698 or SNELL B95**)
- 10.3 Helmets must be properly fastened and adjusted correctly at all times.
- 10.4 Caps, hats, beanies, hoods or other items must not to be worn under helmets.
- 10.5 Riders of open canopy vehicles must wear safety glasses that meet or exceed AS/NZS1337.1:2010 safety standards at all times whilst riding. Prescription glasses do not meet this standard and must have a set of approved glasses over the top if required to be worn. Where a fully enclosed vehicle is no longer deemed to be fully enclosed they are required to meet the same requirements as an open canopy vehicle.
- 10.6 Hand and finger protection is recommended for riders.
- 10.7 Riders must wear shoes that provide full foot coverage.
- 10.8 Riders must not wear personal listening devices while on the track.

11 VEHICLE NUMBERS

- 11.1 Vehicle side number panels and numbers will be provided to Team Managers during Scrutineering at the first Series event entered.
- 11.2 Teams will be allocated the same number for the entire series irrespective of the number of rounds entered.
- 11.3 Number panels are not required to complete scrutineering, but must be attached (as per 3.7 2017 Rules and Specs) prior to the start of competition.
- 11.4 Replacement panels and numbers can be purchased for \$11.00 per panel.

12 PIT NUMBERS & ALLOCATION

- 12.1 Pits will be marked and numbered and will be allocated prior to the event with the information available on the web site.
- 12.2 Pits will be approximately 3 metres in width. Cat 4 Teams will need to provide weights to secure tents as they will be set up on a hard surface.
- 12.3 No stakes, poles etc are to be driven into any sealed surface or where there are underground watering systems in place. These will be marked by blue paint.
- 12.4 Team marquees, tents etc must be set up at least 6 metres back from the edge of the track.

13 DOCUMENTATION

Documentation will take place at -

All Categories

Victoria Park - Entrance from Wakefield Road.

Friday July 28 – 11.00am to 8.00pm

- 13.1 All teams are required to present documents prior to scrutineering.
- 13.2 To complete the process, the following are required.

Form 1 Principal's Declaration for all Institutional teams should have already been forwarded to the AIPP Office.

Form 2 Team Manager Declaration required from all Team Managers.

Form 2A Team Manager Scrutineering Form required from all Team Managers.

Form 3 Consent Release and Indemnity required from all riders prior to their participation in the Series.

Form 4 Team Member List to be submitted at Documentation for each event.

- 13.3 Once all documents have been checked and are found to be in order, Teams will be issued a Scrutineering Checklist Form and their number panels. Number panels are not required to complete scrutineering, but must be attached (as per 3.7 2016 Rules and Specs) prior to the start of competition.

14 SCRUTINEERING

Scrutineering will take place at -

All Categories

Victoria Park - Entrance from Wakefield Road.

Friday July 28 – 11.00am to 8.00pm

- 14.1 All HPV's will be fully scrutineered to ensure they comply with current 2016 Vehicle Specifications and will not be permitted to start until they have passed scrutineering.
- 14.2 Successful scrutineering will result in teams being allocated rider wristbands and Team Manager ID.
- 14.3 Vehicles not presented at their allotted time will not be scrutineered.
- 14.4 Vehicles may be subject to subsequent scrutineering during or after the event.

15 LAP COUNTING & TIMING

- 15.1 All teams are required to provide their own MYLAPS Cycle ProChip transponder. Fitting instructions and assistance will be provided at Scrutineering.
- 15.2 Each vehicle will have its transponder checked under riding conditions as part of the scrutineering process.
- 15.3 Should a failure of the electronic lap counting system occur the fairest allocation of positions with the information that is available will be determined at the sole discretion of the Event Organisers. Results and Awards will be announced accordingly.

16 TRACK MARSHALLING

- 16.1 All teams will be advised of their allocated marshalling time and location via the web.
- 16.2 All teams are required to ensure they have appropriately trained marshals in accordance with the marshal training program.
- 16.3 Failure to appear at the rostered time and location will result in team penalties.
- 16.4 A track marshal must be 18 years or over.
- 16.5 There will be a briefing at Race Control for all first shift marshals at 8.30am Sunday. Attendance at this briefing is compulsory for all first shift track marshals.
- 16.6 Marshals must arrive at their position five minutes prior to their allocated time.
- 16.7 Marshals will be provided with radios, high visibility vests, flags/lights, and writing equipment. All equipment must be passed to the next marshal at changeover.
- 16.8 Marshals must not leave their position until relieved.
- 16.9 The Marshal taking up the position must radio in at changeover.
- 16.10 The final Marshal on each point must return all equipment to Race Control at the conclusion of the event.

17 COURSE CAR

- 17.1 A Course Car may be used at the start of the race to control the field on the rolling lap and may be used to collect the field during the event if required.
- 17.2 Yellow & Red flags/lights will signify the vehicle has entered the track.
- 17.3 HPVs should form up behind the Course Car.
- 17.4 ONCE THE COURSE CAR HAS ENTERED THE TRACK NO HPV MAY PASS IT UNLESS INSTRUCTED TO DO SO BY THE DRIVER OR OBSERVER

18 START OF COMPETITION

Grid positions will be determined by an equitable seeding process undertaken by AIPP and published on the AIPP website at least one week prior to the competition.

- 18.1 09:20 Vehicles will be 4 abreast across the track and will grid up in accordance with the grid allocations. Grid positions made vacant by the late withdrawal of vehicles will remain vacant.
- 18.2 09:50 All vehicles in position with riders strapped in and ready to race. Any vehicle not in position or where the rider is not in the vehicle with belts properly fastened and adjusted prior to 9.50am will start at the rear of the grid. Where this is not possible to enforce at race start the offending vehicle will be shown a black flag and will be held at Race Control on the following lap for a 5 minute penalty.
- 18.3 09:55 Rolling start will commence behind the Course Car. The field will complete one lap behind the Course Car and racing will commence on the completion of the rolling lap.
- 18.4 10:00 Race Start - National flag.

19 END OF COMPETITION

- 19.1 Unless there are unforeseen circumstances lap counting will end exactly 6 hours (inclusive of race stoppages) after commencement.
- 19.2 All vehicles crossing the line after this time will receive the chequered flag.
- 19.3 The chequered flag signals the end of the event and all vehicles once shown this flag must immediately return to their pit.

20 POST EVENT AWARD PRESENTATIONS

Presentations will occur at the Start/Finish area at 4.30pm Saturday and 4.30pm Sunday.

21 RIDER INJURIES & MEDICAL TREATMENT

- 21.1 St John First Aid representatives will be present on-site for the duration of the event to facilitate the treatment of injuries.
- 21.2 Team members are urged to have ambulance insurance cover in case travel to hospital is needed. Enquiries should be made into school student accident/medical insurance coverage.
- 21.3 In the event on-site treatment is required, the following procedure **must** be adhered to:
- 21.3.1 In the case of competition team members - as soon as practicable after the injury the Team Manager or delegate should accompany the rider to the St John treatment station.
 - 21.3.2 The Team Manager or delegate must provide St John with all available medical information required concerning the patient to assist with their treatment.
 - 21.3.3 Once the required treatment has been completed the Team Manager or delegate is to attend at Race Control to provide details of the incident – Injury Report Form to be completed - **Appendix 3**
- 21.4 A vehicle that a rider has been injured in may be subject to re-scrutineering. If any rider is seriously injured the vehicle they were riding must not be repaired until scrutineers have had the opportunity to examine the vehicle.
- 21.5 No person may substitute for an injured rider in the team.

22 FLAGS / LIGHTS

National	Competition Start
Green	Conditions normal, race speed.
Yellow	This is the signal for danger – there is a hazard on the track ahead. It may be in the form of another vehicle and/or a marshal. SLOW DOWN and be prepared to take evasive action.
Red & Yellow	Emergency Vehicle or Course Car on or about to enter the track. Red and Yellow flags/lights will be shown at the two marshal points preceding the obstacle. Riders need to be very aware of these occurrences and ensure they proceed with caution with NO OVERTAKING.
Red	STOP IMMEDIATELY AS NEAR AS PRACTICABLE TO THE LEFT HAND SIDE OF THE TRACK. If red condition continues for an extended period, teams may be directed to return to their pit. When directed to move, vehicles are to return to their pit in single file. NO OVERTAKING PERMITTED.
Black Flag	Waved directly at a single vehicle. Vehicle must report to Race Control on the following lap. The Black flag may be shown in conjunction with a vehicle number.
Chequered Flag	End of competition.

Following a race stoppage where all vehicles return to their pits an announcement will be made over the PA system for all vehicles to present to the Start/Finish line and form up in the same grid position they were in at the commencement of the race. One lap will then be undertaken behind the Course Car at the completion of which racing will recommence.

23 EVENT RULES

- 23.1 Riding of vehicles anywhere on the circuit prior to competition start will incur team penalties.
- 23.2 Disorderly and abusive behaviour by teams will not be tolerated. Penalties including exclusion of individuals from the area at the discretion of event organisers may be applied in any case of offensive language or conduct.

23.3 This is Smoke Free event.

23.4 Overtaking and Contact

- 23.4.1 Under no circumstances is a vehicle to be ridden on the track in the opposite direction to racing.
- 23.4.2 Vehicles should keep to the left of the track unless overtaking.
- 23.4.3 Vehicles should where possible overtake on the right hand side with the overtaking vehicle ensuring a safe clearance distance prior to moving back into the preferred track position.
- 23.4.4 Obstruction of overtaking vehicles is prohibited.
- 23.4.5 Deliberate bumping is prohibited.
- 23.4.6 Cutting off is prohibited.

23.5 Pit Lane Conditions

- 23.5.1 Speed limit is 10 km/h
- 23.5.2 Under no circumstances during the competition shall a vehicle enter pit lane other than via the pit entry.
- 23.5.3 Vehicles must stop by using their brakes only without assistance from pit crew.
- 23.5.4 All rider changes must occur in the team's changeover area.
- 23.5.5 Vehicles must be stationary for rider changes.
- 23.5.6 With the exception of pit lane, urgent minor repairs can be undertaken anywhere off the track proper. Teams are not to supply or retrieve any items to or from vehicles on the track proper.
- 23.5.7 To reduce pit lane congestion it is recommended 2 pit crew assist the incoming and outgoing riders.
- 23.5.8 Prior to exiting the pit lane, riders must sound their warning device and display their wristband to the pit lane exit marshal. The exit marshal is permitted to stop vehicles prior to exiting to ensure they comply with regulations relating to horns, helmets, seatbelts and glasses.
- 23.5.9 If a vehicle does not comply with safety requirements the pit exit marshal will hold the vehicle at pit exit in a designated safety area until the defects are remedied.
- 23.5.10 If a vehicle does not comply with safety requirements the pit exit marshal will hold the vehicle at pit exit in a designated safety area until the defects are remedied.
- 23.5.11 Spectating in front of the crowd control barrier between the pit area and pit lane (that is, the track side of the line) is not permitted. Pit lane is not for pedestrian access – please advise your visitors and team accordingly.
- 23.5.12 All personnel in the team rider change over area must wear fully enclosed footwear at all times.

24 PENALTIES

- 24.1 Teams who are found to be in breach of any of the Series rules risk penalty. If any team behaviour is deemed not to be in the spirit or best interests of the event, penalties will be imposed on the team and/or individual.
- 24.2 The Chief Marshal in conjunction with the Race Director will receive and investigate reports of dangerous riding for consideration of penalty.
- 24.3 The Race Director has the discretion to impose penalties for any conduct that is considered not to be in the spirit of the event or seen as bringing the event into disrepute.
- 24.4 Decisions of the Race Director will be final and the relevant team managers will be informed of any penalties imposed.
- 24.5 **Forms of Penalty**
 - Caution
 - Time penalty
 - Exclusion of individual members (substitution not allowed)
 - Exclusion from results
 - Team disqualification from competition

25 PROTESTS

When a team believes on reasonable grounds that another competitor has contravened the rules, they may lodge a written protest with the Race Director. In such cases the following procedure shall be followed:

- 25.1 The Team Manager is to attend at Race Control centre with an official protest form (**Appendix 4**).
- 25.2 Documentation is to be completed accurately.
- 25.3 Completed forms must be lodged no later than **30 minutes** after the alleged incident.
- 25.4 Decisions of the Race Director will be final and the relevant team managers will be informed of any penalties imposed on their team/s.
- 25.5 Teams are reminded that due to the number of vehicles sharing the circuit it is likely that contact will occur. This may not be intentional and therefore may not be worthy of protest.

26 RESULTS

Results are provisional until published by the Organising Body on the official AIPP website.



Victoria Park Circuit
Cat 1 - 3 Race Setup



Legend

- 1 Marshal Point
- OP Overpass
- Pedestrian Path
- ♂ ♀ Toilet
- + First Aid
- ♿ Wheelchair Access
- P Car Park
- RC Race Control
- 🍴 Catering

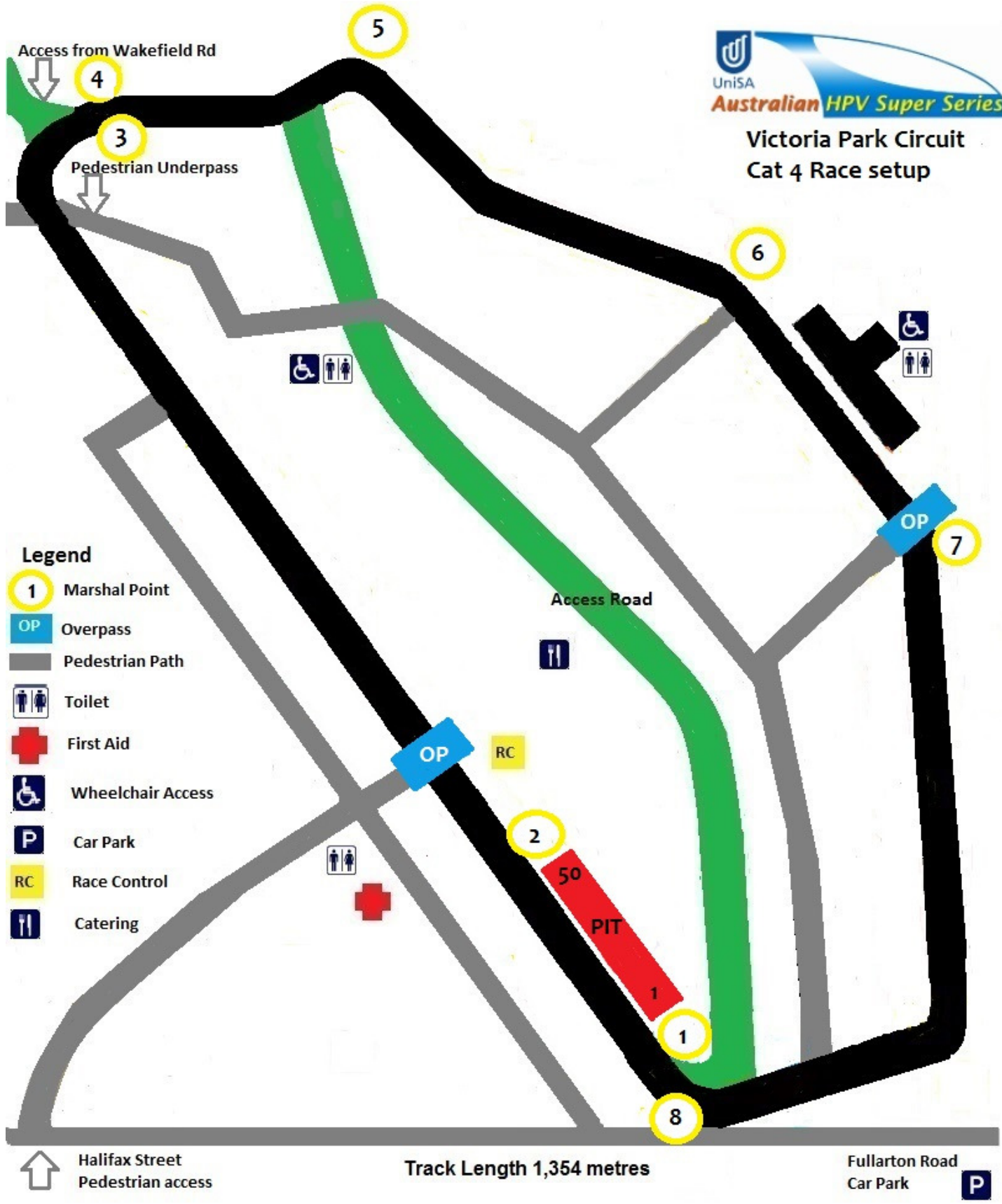
Track Length 1,354 metres

Halifax Street
Pedestrian access

Fullarton Road
Car Park

Victoria Park Circuit

Cat 4 Race setup



Legend

-  Marshal Point
-  Overpass
-  Pedestrian Path
-  Toilet
-  First Aid
-  Wheelchair Access
-  Car Park
-  Race Control
-  Catering

Track Length 1,354 metres

Fullarton Road Car Park



APPENDIX 2

PROCEDURES FOR REFUELLING OF GENERATORS

- 1 All refuelling of generators is to be carried out in conjunction with procedures specified by the manufacturer and/or supplier.
- 2 **NO SMOKING** as these are non smoking events, this should not occur in any situation
- 3 Refuelling to be carried out at least 10m away from naked flames, gas lanterns, lit barbeques etc
- 4 Unit being refuelled **MUST** be switched off
- 5 Turn off all loads on generators prior to commencing refuelling
- 6 If there is any risk of fuel being spilt on hot components, let the unit cool down before refuelling
- 7 Have an assistant standing by with a 2.3kg A:B(e) fire extinguisher
- 8 Release caps on tanks and containers slowly to vent pressure
- 9 Use a funnel to lessen chance of spillage
- 10 Do not fill tanks to the point of overflowing
- 11 If fuel is spilt, clean up and nullify hazard before starting unit
- 12 Have a bucket or bag of sand available for any clean up of fuel
- 13 Remove fuel storage containers to a secure storage area before starting unit
- 14 Ensure all loads on generators are off before restarting generators
- 15 Do not restrict ventilation to generators whilst running and do not cover with flammable material whilst running or hot



APPENDIX 3

FORM 6

INJURY REPORT FORM

To be completed by the Team Manager where any person suffers any injury and/or any person is given medical attention by first aid or medical personnel. If there is insufficient room on the form, please use back of the form to complete report. Any information given on this form will be used by the AIPP solely for statistical and insurance purposes.

DATE AND TIME OF INJURY _____

THE VENUE & LOCATION WHERE THE INJURY OCCURED

INJURED PERSON'S NAME _____

TEAM INJURED PERSON ASSOCIATED WITH _____

ROLE OF INJURED PERSON AT THE EVENT _____

Description of the injury and how it occurred (including such things as weather conditions at the time or any other contributing factors)

INJURY TREATMENT DETAILS

Treated at Scene

By _____

Treated at St John facility

Accompanied by _____

Transported to hospital by private vehicle

Ambulance

TEAM MANAGER NAME _____

TEAM MANAGER SIGNATURE _____

Received by _____ time _____ date _____

AIPP Rep.

SECTION 3 –Organising Body Use

Received by: _____ Time: _____ Date: _____

Action Taken:

Signature: _____