



SERIOUS AND FATAL INJURY PROCEDURE REPORT

THIS PROCEDURE IS TO BE FOLLOWED IN THE EVENT OF AN ACCIDENT RESULTING IN LIFE-THREATENING INJURY TO ANY PERSON, OR THE LIKELY DEATH OF ANY PERSON IN ATTENDANCE AT A RACE MEETING OR ANY PERSON BEING TRANSPORTED FROM A TRACK BY AMBULANCE.

The following information assumes the normal emergency services are in attendance and have been provided for at a race meeting and the emergency situation stabilised. The following tasks, 1 to 8, must be completed in sequence and in reasonably quick succession.

Club/Association: _____

Promoter: _____ **Chief Steward:** _____

Date of Race Meeting: _____ **Race Event Number:** _____

	Task	Responsibility	Completed	
			By Whom	Time
1	Instruct a person to undertake the following tasks.	Clerk of Course		
2	Advise the police on duty at the event to attend the scene of the accident. If there are no police in attendance, contact the local police station and request their immediate attendance.	Clerk of Course		
3	Advise the commentators, radio or TV persons, that NO announcement is to be made on this matter until cleared by the Clerk of Course personally.	Clerk of Course		
4	Obtain a copy of the official entry form or, in the case of an official, the sign on sheet. This is required to confirm name and address details.	Clerk of Course		
5	Discreetly find out from others (pit crew, fellow competitors or officials) if the next of kin or close friends of the victim are in attendance and escort them away to a quiet place from all activity (not to the scene of the accident). <i>If the next of kin or immediate friend is female, it is preferable to have female company to help with consolation in what will be a stressful time. The track Chaplain, if available should be involved at this stage.</i>	Clerk of Course Chaplain		
6	Calmly introduce yourself (no matter how well you know the people) by your name and position within the club/association. Advise them that there has been an accident in which the victim was involved and it has resulted in a serious, possibly fatal injury.	Clerk of Course Chaplain		

	Task	Responsibility	Completed	
			By Whom	Time
7	Locate a reliable professional photographer to report to you at the scene of the accident. Record all the photographer's details (name, address, and contact details). Photograph evidence and video footage should be obtained.	Clerk of Course		
	Photographer's Name:	Address:	Phone:	
8	Ensure that the Clerk of Course has carried out the above tasks (1 to 7).	Chief Steward		
9	Personally attend the accident scene. Under no circumstances should any vehicle(s) or any items (debris etc) be moved from the position in which the vehicles finished.	Clerk of Course Chief Steward		
10	Organise for the relevant Chief Scrutineer to attend the accident scene. (<i>Division and track if applicable</i>)	Clerk of Course Chief Steward		
11	If a member of the WASC Safety & Regulations Committee is available at the race meeting, take them to the scene of the accident.	Clerk of Course		
12	Note the weather and track conditions, including the ambient temperature both at the time of the accident and approximately 30 minutes prior. Note any changes of atmospheric conditions in that time.	Clerk of Course		
	Weather Details: (Time of Accident)			
	Weather Details: (30 mins prior)			
13	Meet the police and note their details (name, rank, numbers and contact details etc).	Clerk of Course		
	Police Details: (Name/Rank)	Station Name:	Address:	Phone:
14	Arrange for a replacement ambulance to attend the remainder of the race meeting.	Promoter		
15	Check with the Medical Officer attending that the victim is the same person who has been reported to you	Clerk of Course		
16	Obtain names and addresses of three eye witnesses and ask them to report to the police.	Clerk of Course Chief Steward		
	Witness Details 1 2 3	Address:	Phone:	
17	Carry out an on-site survey of the scene and draw a diagram noting accurate distances of objects (debris, vehicles etc) to some landmark (safety fence, pit gate etc).	Clerk of Course Chief Steward		

	Task	Responsibility	Completed By Whom	Completed Time
18	<p>Meet with the photographer and arrange to take photos of the;</p> <ul style="list-style-type: none"> ▪ General Area ▪ Approach to the accident scene ▪ Any skid marks ▪ Any damage to safety fence ▪ Pictures of the vehicle(s) involved should be taken from at least four different angles both before and after the vehicle(s) have been moved. <p>If any major structural damage/problems are obvious (collapsed roll bar etc) detailed close up photos should be taken at the scene of the accident.</p> <p>The photographs should be taken with a standard perspective lens (50mm) and should show as much detail as possible.</p> <p><i>Arrange for the film to be taken into your control if possible.</i></p>	Clerk of Course		
19	<p>Have the vehicle(s) taken to a restricted, secure area (not the scrutineering bay). Impound the vehicle(s) indefinitely and do not release the vehicle(s) until cleared by the Police.</p> <p>Should the police require the vehicle(s), it is in order to release it/them when the Clerk of Course and photographer have finished.</p>	Chief Scrutineer		
20	Have the accident area cleared in preparation for the next event and hand control back to the Chief Steward.	Clerk of Course		
21	Check safety of the track.	Chief Steward		
22	Approve track for further racing. Deem track is clear. <i>(In writing)</i> .	Chief Steward		
23	Confirmation of Track Safety and further use for racing <i>(include time)</i>:			
24	If the police require the vehicle(s) to be impounded, please ensure that the vehicle(s) are untouched by any persons in attendance at the scene.	Clerk of Course		
25	Have the Chief Scrutineer check the vehicle to establish any mechanical failure, which may have led to the accident.	Clerk of Course		
26	Ensure the Chief Scrutineer's Report is completed with all details covered and the report signed and dated.	Clerk of Course		
27	Ensure you have possession of the helmet.	Clerk of Course		
28	Ensure you have completed and signed this report.	Clerk of Course		

The WA Speedway Commission requires one comprehensive report on all accidents of this nature. Each report must be completed and include all eight (8) pages. These reports must be submitted to the WASC Office within two working days after the incident, either in person, or via email.

Please also **attach** copies of the following:

- Supplementary Regulations
- Nomination Form
- Entry Form / Officials Sign of List
- Lap Sheets / Results
- Officials Programme
- Competitors Licence
- Log Book for vehicle(s)

Name of Clerk of Course:

(Please print)

Signature of Clerk of Course:

Date and Time:

_____/_____/20____

at _____ AM / PM

NOTE: This document can be photocopied as you need or copies obtained from the WASC.

SERIOUS OR FATAL INJURY PROCEDURE REPORT

Chief Scrutineers Report

Chief Scrutineer's name: _____ Club/Assoc: _____

Date: ____ / ____ / 20 ____ time of event: _____ AM/PM Event No: _____

Incident details

Name of Car Owner: _____ Car Reg Number: _____

Name of Victim: _____ Racing Division: _____

Time of accident: _____ : _____ AM / PM Date: _____

Vehicle(s) impounded: _____

Location of impounded vehicles: _____

Report on vehicle's damage

Signature: _____ T/P No: _____

Signature: _____ Date and Time: ____ / ____ / 20 ____ at ____ : ____ AM / PM
Clerk of Course

SERIOUS OR FATAL INJURY PROCEDURE REPORT

Incident Report

(PROVIDE A COPY TO EACH EYE WITNESS)

Eye Witness Name: _____
(Please print)

Address: _____

Description of Accident Scene: _____

Event Details: _____

Eyewitness Signature: _____ **T/P No:** _____

Signature: _____ **Date and Time:** ____/____/20____ at ____:____ AM / PM
Clerk of Course

SERIOUS OR FATAL INJURY PROCEDURE REPORT

Sketch of the Accident Scene