



FKR Limited

**Company Rules, Regulations, Safety Policies and
Procedures - Staff Manual**



Full Name _____	Date / /
Contact Number _____	
Email _____	Date of Birth / /
Age Today _____	
Do you have a current First Aids Certificate	Yes No
<i>(If yes, please provide a copy for our records)</i>	

HEALTH & SAFETY STATEMENT 2022

FKR limited, trading as Pro Karts is firmly committed to providing a safe and healthy environment for all our staff, patrons, and visitors, and we will continually improve 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 (Team) member who works for Pro Karts, by following correct procedures and relevant work and safety standards which are continually developed through a participatory approach.

Every member of our team shall attend an induction and training course on the commencement of employment and undergo further training as required for each position/role they are applied to.

They must regularly attend our monthly Health and Safety meetings and are asked to openly bring forwards any risks, hazards, or issues (RAMS) that they see or concern them in their workplace.

Staff members of Pro Karts shall follow all company rules, safety policies and regulations as listed and trained. Any team member who isn't a part of our stringent safety plan and cannot follow our policies has no place working here.

Section 1: ALL STAFF

1. GENERAL RULES

- a) Hi-vis vest must always be worn by all staff in the pit area.
- b) All staff members are required to be at work and ready with their hi-vis vest and radio on at their rostered start time.
- c) Mobile phones are not to be used during working hours for either talking or texting.
- d) No smoking inside the fenced track and pit areas or spectator areas.
- e) All staff members are required to know how the driver briefings for both our Fun Karts and Pro Karts. *If you don't know the briefing or have trouble with it, it is your responsibility to practice it until you are confident at doing it. If you require help with either briefing, please ask management for help.*
- f) All staff must always be safety conscious and must report anything that they see as unsafe or a hazard. If possible, this should be corrected immediately. This should also be brought to the attention of your Duty Manager on the day
- g) 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!!
- h) All pit gates from the spectator areas must always be closed off.
- i) All faulty karts with tags must be tested and signed off on a job card before re-entering the system for public use.
- j) Track staff are responsible to make sure all areas are always safe for our staff, and the public.

- k) All staff are required to attend 2 out of every 3 Health & Safety meetings which are held once a month, usually on the first Tuesday or Wednesday of the month.
- l) As an Employee of Pro Karts, you are always to be courteous to Customers and fellow Employees, and not behave or speak in a way that will damage the reputation or business.

2. START OF DAY ONLINE CHECKLISTS:

- a) Each day before we operate, we need to complete a "Start of Day" safety check of the Track and all Karts, and complete and submit the "Start of Day" online safety check form. This form must be filled out before we open to make sure all our equipment is safe for public use. It is crucial that the lists are completed before we operate. If someone were to get hurt and our safety forms aren't completed, we put the whole business and staff at risk.
- b) The online form can be found on PKRacer at <https://www.prokartsandprobounce.com/karts> you can either do this on your phone or on a work computer.
- c) You are responsible to make sure everything is safe for use. If you are unsure on something refer to management for assistance.

3. GENERAL ONSITE AND TRACK RULES

- a) There must always be at least one person on site with a current first aid certificate.
- b) 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.
- c) 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 in the bottom draw at the POS desk. This must also be reported to the company owner (Nick). If you have any questions, please contact Nick about this ASAP.

Please read both our current Adults Karts and Kids Karts driver briefings for our racing rules.

4. KART SAFETY

- a) All our karts are WorkSafe certified; all karts are electronically governed (RaceSafety) to not exceed maximum speed limits set by WorkSafe.
- b) 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.
- c) All Fun Kart drivers must be 7 years of age or older, minimum of 1.2 metres in height.
- d) All Pro Kart drivers must be 12 years of age or older, minimum of 1.35 metres in height.
- e) All Two-Seater karts must be driven by someone 18 years or older, and the passenger must be 3 years of age or older.
- f) All drivers must always wear a seat belt.
- g) All drivers must always wear a helmet.
- h) No passengers are permitted. (*Unless on our Two-seater karts*)
- i) No driver changes or passenger changes during any race. (*unless during a Bathurst event*)

- j) No one is permitted to race with a cell phone, camera or any other handheld device while driving.
- k) No deliberate contact, no pushing, no bumping, no cutting off, no blocking or continuing contact with safety barriers or obstructions.
- l) **No loose clothing.**
- m) **Enclosed shoes must always be worn.**
- n) **Long hair must be tied up.**
- o) **NO SCARVES!! Scarves and head scarves must be removed while driving, for the driver's own safety!! THIS IS A MUST AND THERE IS NO EXCEPTION WHATSOEVER TO THE RULE!!**

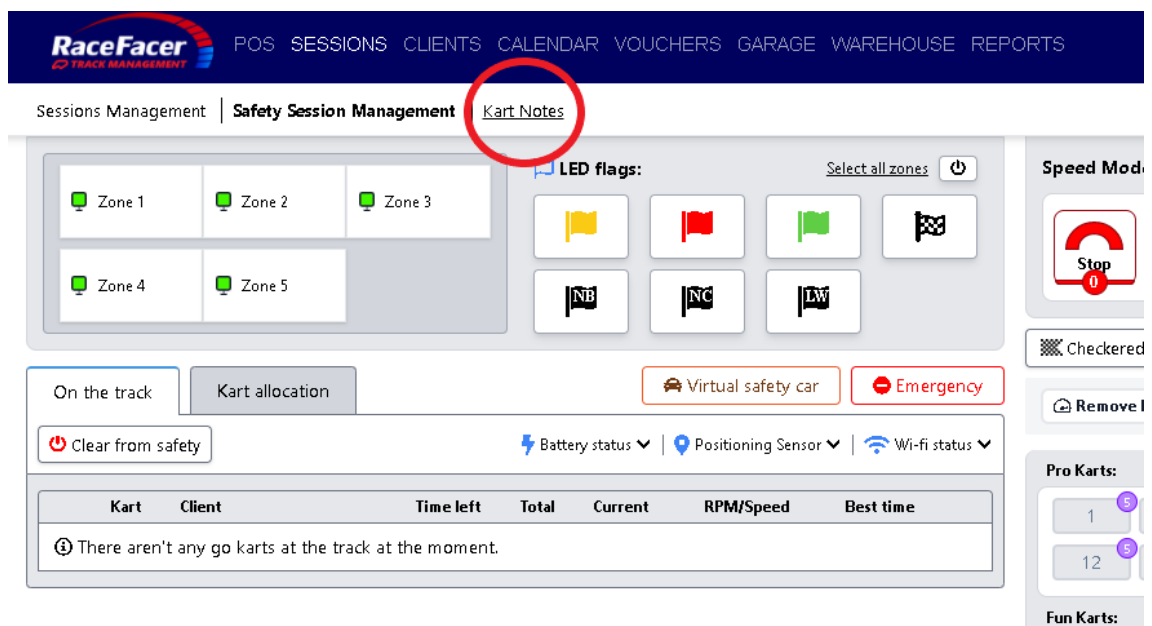


Pictures of Go Karts Safety signs

Important: Please go to <https://www.prokartsandprobounce.com/extreme-risk> before going any further.

5. STAFF DAILY GO KART AND PIT SAFETY

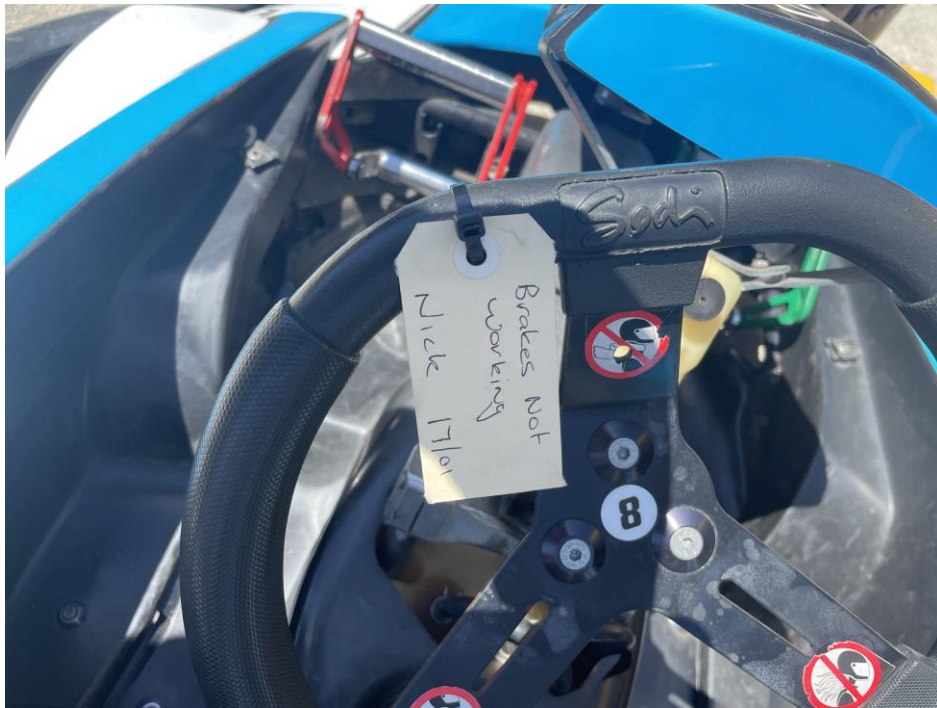
- a) Whenever a go kart is being driven or tested the driver and passenger must always wear a crash helmet.
- b) When put the go karts away, all drivers must wear a helmet.
- c) All operating go karts should have a GKSC (Go Kart Safety Check) checked every day before use this should be recording on the online Daily Go Karts Safety check form.
- d) All non-operating go karts (karts scheduled on RaceFacer for repairs) should have a GKSC by the repairer before being approved for public use.
- e) Always report any Damaged/faulty go kart to the Duty Manager as well as on the faulty kart reporting system on RaceFacer (Kart Notes). Faulty karts also are required to be tagged and removed from the pit lane and returned to the workshop repair area for repair.



Kart Notes

Pictures of Kart Notes (how to report go kart issues)

- f) Once a go kart has been reported on RaceFacer as “Damaged” it will no longer be available on RaceFacer to assign to future races until it has been repaired and a “GKSC has been completed” by one of our Mechanics.

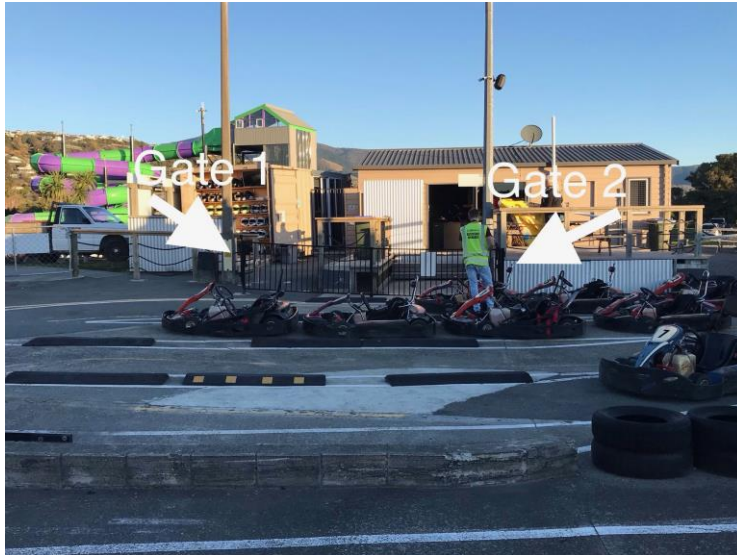


Picture of Tagged Go Kart on Steering

Unsafe karts must be tagged on the outer rim of the steering wheel with a card noting the issue with the go karts, the name of the person reporting it, and the date. it then cannot be used again until the tag is removed by one of our Mechanics and a “GKSC has been completed”.

6. PIT SAFETY RULES AND PROCEDURES

- a) All track and briefing staff should always wear a Hi-Vis Vest and have a Radio for communication.
- b) The next race, drivers should be called to the briefing area, so they can start being briefed a minimum 12-15 minutes before the end of the current session/race.
- c) You should start seating Next Drivers at least 3 minutes prior to their race.
- d) There are four lanes for karts in our pit area, the two nearest to the spectator area are for Fun karts and two far lanes are for the Pro Karts. *(Please keep these lanes in neat working order).*
- e) All pit gates must always be kept shut.
- f) When bringing new drivers into the pits to be seated in their assigned karts, you must always use the Gate 1.
- g) Gate 2 is for staff only, the only Exception is when drivers are exiting from the pits, you can use Gate 2 to clear people from the pit area more efficiently and faster.



Picture of Gate 1 and Gate 2

- h) No unauthorised personnel are allowed in our pit area or anywhere inside our fenced track parameters. Meaning that staff, current and next drivers only!
No Spectators and/or Photographers are prohibited!!
- i) Before bringing new drivers into the pits to be seated in their karts, you must check the track timer, if there is less than 60 seconds in the current race you must get clearance from your Head Track marshal or Track Manager to enter bring drivers into the pits. *Never bring new drivers into the pits inside 60 seconds unless you have clearance from the Track marshal that the pit area is safe to enter.*
- j) The Track Marshal must make sure the pits are safe before re-entering karts into the pits from the track. If new drivers are standing or walking around the pits not seated, the pits are not safe!! Hold all karts re-entering the pits in the pit lane until the pits are safe.
- k) When new drivers for the next race are seated and ready, all karts re-entering the pits must slow right down to walking pace or slower through the pit lane and in the pits.
- l) The pit area is a safe area for drivers to get in and out of their karts. It is not part of the racetrack.
- m) Briefing staff are not allowed on or near the Safe Viewing Stand which is in the “Danger Zone” unless they are.
 - a. Issuing a warning to a driver
 - b. Assist with the start of a race
- n) All staff must stay out of the “Danger Zone” unless they are seating or unseating drivers and/or walking to the Safe Viewing Stand for any reasons a. or b. above.
- o) All hazards in the pit area must always be coned off.



Picture of the pit area Danger Zone

7. PIT SAFETY RULES AND PROCEDURES FOR RACE EVENTS

- a) The only time the pit lane should be open part of the track during a race is when we are running a Bathurst race event or Racing League event, when either of these “Race Events” are running new driver must stay behind the cones until their kart has re-entered and completely stopped inside the pit box.





Pictures of Bathurst event pit setup

- b) When running a "Race Event" it is extremely important that all karts enter the pits at a completely controlled speed. (*Meaning - any loss of traction, brake lock up, uncontrolled entry or connection with cones or barriers is deemed "Entering in an unsafe manner and the driver must be penalised".*)
- c) When running a "Race Event" it is extremely important that absolutely no unauthorised persons enter the pit area.

8. SHOP AND WORKSHOP GENERAL RULES

- a) All Pro Karts staff are required to be at work and ready with their hi-vis vest and radio on at their rostered start time.
- b) All gates must always be kept shut.
- c) All access ways must always be kept clear.
- d) There must always be clear access in and out of the workshop from all areas and efficient working room around all projects.
- e) No smoking inside the buildings.
- f) All Damaged/Faulty karts must be checked tested before re-entry for public use.
- g) All repairs or maintenance on karts should preferably be done in the workshop or on the pad outside the workshop, exceptions can be made if a quick repair is required to keep a race/session running on time and/or avoid any refunds.
- h) Mobile phones are not to be used during working hours for either talking or texting.
- i) Before using any Power Tools or Large Equipment please check to see if there is a SOP (Safe Operating Procedure) in PKRacer in the Health & Safety page. You must read this and apply to all SOPs for the power tool you are using.
- j) Safety glasses and/or earmuffs are to be worn whenever using power tools, saws, hammer, or other equipment. Check the SOP to ensure safe operation.

- k) All staff must always be safety conscious and must report anything that they see as unsafe or a hazard. If possible, this should be corrected immediately.
- l) All Pro Karts staff are responsible to make sure all areas are safe for our staff, and the public.
- m) If there is any damage of property that may put our staff, visitors, or customers at risk it must be reported to your Duty Manager and dealt with immediately!!

9. SITE VISITORS' GENERAL RULES

- a) All visitors must report to the counter and full out a visitor form.
- b) All visitors must wear a Hi-vis
- c) No visitors are allowed in the pit area during track hours unless authorised by management.
- d) No unauthorised personnel in the workshop, unless authorised by management. Visitors approved to visit the workshop must always stay behind the yellow line and sign-in in the visitor book.

10. FUEL AND REFUELLING RULES AND PROCEDURES

- a) Under No Circumstances are go karts to be refueled, if occupied by a driver/s.
- b) Under No Circumstances are go karts to be refueled if there is anyone other than staff inside the pit perimeter.
- c) If you are refueling during operating hours, the pits entrance must be closed to re-entering go karts while refueling is in progress.
- d) All fuel must be stored in the fuel station. (Fuel Container)
- e) Any spillage of fuel must be cleaned up immediately.

UNDER NO CIRCUMSTANCES is a go karts to be refueled if occupied by a driver!!

Checks & Safety checks to complete before every Race/Session.

Check all drivers as you brief for the following:

- All drivers must be listed in the next race. *(Check your number is correct and you don't have drivers from another race).*
- Minimum age for Kids Karts is (7 years); *if a driver looks under 7 ask them their age. Children tend to be honest about their age.*
- Minimum age for Adults Karts is (12 years); *if a driver looks under 12 ask them their age.*
- **Correct Footwear.** *Driver and Passengers must have closed in footwear.*
- **No Loose Clothing.** *Jackets, dress shirts etc. Need to be zipped or buttoned up.*
- **No Scarfs.** *Scarves and head scarves must be removed while driving, for the drivers own safety!! This is a must and there is no exception to this rule!*
- **Long Hair below shoulder height must be tied up.** *Long hair must be tied up and tucked into the hair net or shirt.*

Help all drivers with:

- *Fit the correct sized helmets with a hairnet and check the helmet is strapped up properly. The helmet should be firm on the drivers' head, if it wobbles around it is probably too loose! (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 movable pedals. We also have seat inserts for smaller sized drivers. So please make sure the kart is adjusted to correctly fit each driver).*
- *Fun Karts also have fully adjustable seats and pedals, so please make sure the kart is adjusted to correctly fit each driver*
- *Two-seater karts. Our two-seater karts have adjustable driver's seats and peddles to suit most size drivers. Please Note: Passenger seats are not adjustable.*

11. HELMET COLOURS AND SIZES

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

<i>Blue</i>	=	<i>XXL (XXL)</i>
<i>Black</i>	=	<i>XL (XL)</i>
<i>Black/Blue</i>	=	<i>Large (L)</i>
<i>Black/Red</i>	=	<i>Medium (M)</i>
<i>White / Black</i>	=	<i>Small (S)</i>
<i>White</i>	=	<i>X Small (XS)</i>



The helmet shelves must always be kept in a tidy presentable manor. (As displayed above)

12. Fire Extinguishers and First Aid Kit:



Located on the right of the computer station behind the counter.

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.

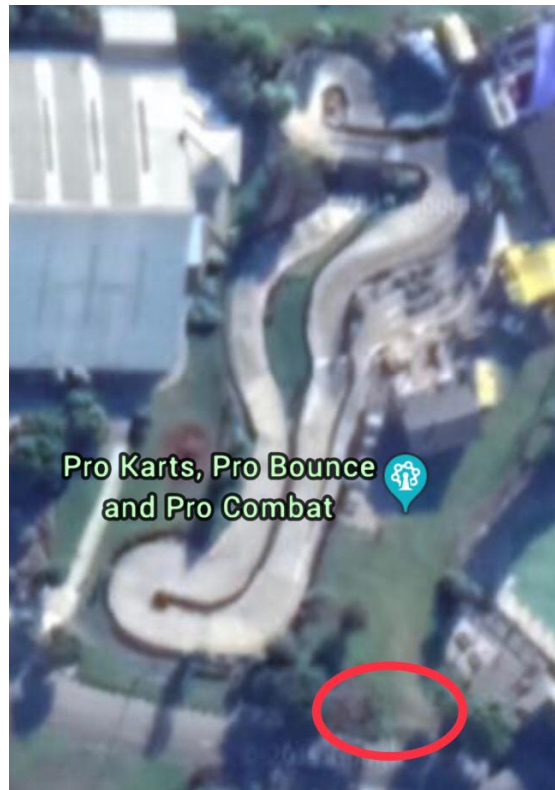
The main first aid kit is located next to the sink, there is also a fire extinguisher near.



At the workshop between both roller doors inside the building.

2 Dry powder extinguishers. (See pictures for examples)

REMEMBER - For any emergency phone 111
Emergency Meeting Point



In the event of an earthquake, fire or another event our Emergency Safe Meeting Point is on the grass by the Pro Karts road sign.

Section 2: TRACK PROCEDURES

13. TRACK SAFETY RULES AND PROCEDURES

- a) 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 for any hazards. Any issues must be sorted out before any karts are put on the track and the Track must be signed off on the “Daily Track and Site Safety Check Form” for use by the Head Track Marshal.
- b) All track and briefing staff should always wear a Hi-Vis Vest, have a Radio for communication and smart watch.
- c) The Head Track marshal is responsible for a safe track and pit safety. *(Meaning: All tyre walls are in their correct places, all pit and track gates are to be always shut, the pit area is closed whenever a race is in progress).*
- d) For your safety Track marshals must always be on the “Safe Viewing Stand” or in an approved safe viewing area while watching kart sessions/races. **(Unless attending a crash.)**
- e) If there are more than one track staff watching a session/race, each staff member **must** always be stationed in different safe areas.
- f) As soon as deliberate or continuous contact is seen a “Warning” must be given.
- g) Within the first minute of each session, it is recommended to bring up the “No Contact” signs on the LED signal lights.



4 Safe viewing areas marked with yellow area and the 6 track Zones.
Remember only one staff member per area *(Exceptions are made only if a staff member is a being trained and it has been approved by management).*



Picture of the Safe Viewing Stand

14. ATTENDING CRASHES, SAFETY RULES AND PROCEDURES

When attending to a crash or any stopped kart

Before any track marshal goes on the track to attend a crashed or any stopped kart, make sure the caution lights have come on and/or you have been alerted on your smart watch.

You must follow the below steps in this order.

1. Checked the track is safe before going onto it.
2. Once you are at the kart you must "Always go to the safe side of the kart" when attending a crash. Or put yourself in the safest position well away from the danger of oncoming traffic (Karts). *(The "Safe side" is the side of the kart that is away from the traffic flow).*
3. Make sure you always keep your eyes on the oncoming traffic.
4. Never have your back to the oncoming traffic.
5. Once "you are in a safe position" check that the driver/drivers involved is/are ok.
6. If anyone is hurt and needs attention "Shutdown all the other karts using your RaceFacer or by radioing another staff member. Then if required radio through for first aid assistants.
7. Before removing a crashed or stopped kart from its location, wave any approaching kart/s to pass, then remove it from its position.
8. To avoid a second crash and for your own safety. Make sure you tell the driver of the kart you have attended too, to wait until you say go.

When stopping a kart, DO NOT STOP IT ON THE RACE LINE!!

Stop karts in the "Stopping Zones" or up the "Pit Lane" only. Whenever you are stopping a kart turn the kart off or to "Speed 1" when it is approaching the Stopping zone.

15. CONTACT WARNING PROCEDURE

- a) When someone is seen to be making deliberate contact, by either blocking, hitting or cutting off another kart. The Head Track marshal must instantly enforce a warning by showing the "Last warning" LED sign.
- b) When enforcing a warning, go to the warnings app and send the "Last Warning Kart #?" and change the number to the offending karts number. Make sure it is up for 2 to 3 laps.
- c) After you have given a warning, you can help reduce more issues by anticipating the driver's actions and/or put that Driver on a "Driver Mode" E.g., Driver Mode 3 or 2.
- d) If you have several drivers making contact, slow ALL the karts down to "Speed 3 or 2" or bring them back into the pits and warn them all verbally! And show every driver the "Last Warning All Drivers" LED sign.
- e) If that driver continues to make contact, act irresponsibly or dangerously. Then they must be removed from the track.
- f) If we have a regular trouble group (Bad Group), E.g., a Speedway 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 who makes any contact will be removed from the track! If the group continues 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, this way they do not ruin someone else's experience.
- g) If you are attending a crash and a warning is required, ask your manager or briefing staff to send out the warning.
- h) In the case where we have a trouble group. Please make sure we have at least two track staff overseeing their whole race.
- i) If you have a trouble group do not hesitate to put them on "Driver mode" 3 or 2.





Picture of Track Staff given a Warning



Picture of a Warning on the signal lights

16. HEAD TRACK MARSHALS RESPONSIBILITIES FOR THE PRO KARTS:

- a) The Head Track marshal is the track marshal with the higher-level rating.
- b) The Head Track marshal the senior person in charge of safety on the track and by law is fully responsible for the safety of all drivers and staff on the track.
- c) Warnings to any driver making deliberate contact must be enforced straight away.

17. GENERAL OPERATING PROCEDURES FOR PRO KARTS:

- a) For the first lap of any new session, all new drivers will exceed speed 3. This is a warmup period, for the driver, the kart, and the tyres.
- b) Any driver who continuously crashes or spins out must be slowed down for their own safety to a safe speed. (*E.g., Speed 4 Driver mode 3 or 2*). That driver must be warned that if they do not drive more carefully, they will be removed from the track. (*This maybe for their own safety*)
- c) On a caution all karts approaching the crash Zone will automatically slow down until after they pass the crashed kart, and then speed back up to race speed.
- d) When slow karts are holding up traffic the blue light will flashing with their number aside them to move aside. This feature is automatic, however there is a manually option as well.
- e) At the end of every session all karts will be slowed down automatically to SPEED 2 as they come into Zone 3 and then once they enter the pit lane the kart will switch to Speed 1 and clear itself from the race.

18. GENERAL OPERATING PROCEDURES FOR FUN KARTS:

- a) For the first lap of any new session, all new drivers will exceed speed 3. This is a warmup period, for the driver, the kart, and the tyres.
- b) Any driver who continuously crashes or spins out must be slowed down for their own safety to a safe speed. (*E.g., Speed 4 Driver mode 3 or 2*). That driver must be warned that if they do not drive more carefully, they will be removed from the track. (*This maybe for their own safety*)
- c) On a caution all karts approaching the Crash Zone will automatically slow down until after they pass the crashed kart, and then speed back up to race speed.
- d) When slow karts are holding up traffic the blue light will flashing with their number aside them to move aside. This feature is automatic, however there is a manually option as well.
- e) At the end of every session all karts will be slowed down automatically to SPEED 2 as they come into Zone 3 and then once they enter the pit lane the kart will switch to Speed 1 and clear itself from the race.

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 always abide by the Onsite and Track Rules of Pro Karts 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 / /

Sections Completed

Section 1: ALL STAFF

Section 2: TRACK PROCEDURES

Trainers Signature.....

Trainers Name.....

Trainers Current Level

Managers Signature.....

Level completed