



## Officials Bonnet Briefing:

<b>Location:</b>	<b>Date:</b>	<b>Time:</b>	<b>Speaker:</b> (if applicable)
<b>Work Activity: Volunteer Official</b>			
This document acknowledges that motoring events can be and are a potentially dangerous activity, and this briefing supports our aim and objective to identify, mitigate and reduce the risk as much as possible. As well as keeping you, our volunteer officials safe, we extend this commitment to event participants, the general public and all stake holders that are either directly or indirectly involved with this event .			
As a volunteer Event Official and by signing this form, I agree to perform the safe performance of tasks and undertake these tasks lawfully so as not to endanger my safety or the safety of others.			
I understand that being the person on the ground, if I feel unsafe, I will make the necessary moves to reduce the risk.			

**Safety First:** The Road Boss Rally adopts a safety first policy and everyone's wellbeing and safety is our number one priority at all times. As experienced volunteer officials, we rely on you to be our eyes, ears and decision makers. Whatever decision you may make, take comfort in the knowledge that you will be 100% supported by the organisers and all stake holders of the Road Boss Rally.

We are all operating in adverse, difficult, and potentially hazardous conditions, environments as well as unfamiliar geographical locations. While the perfect decision may be impossible, with our knowledge, experience and recourses, we can make smart and wise decisions and actions that will go a long way to making sure people are as safe as possible. Our focus is not just all participants engaged with the event, but everyone in the vicinity.

## Implementation

Work activity	Potential Hazards and Risks	Control Measures	Chain of Responsibility / Communication
General	Your Vehicle	<ul style="list-style-type: none"> <li>• Your vehicle is your responsibility.</li> <li>• While pre-event hints and tips are shared with all, it is up to you to ensure you re-pack your vehicle in a safe manner each day.</li> <li>• Fuel and Roadworthiness – Check your vehicle each day for important safety measures like Flashing lights, Fuel levels.</li> </ul>	Each official Vehicle owner
	Health	<p>Everyone on the events health and wellbeing is extremely important and takes priority over your job or the event. If you are not well, please ensure you are fit for the job at hand and take precautions to avoid deteriorating.</p> <p>If you need to deviate from the course and not fulfil your role, we encourage you to do so. Please communicate this with the Road Boss or the Zero car.</p> <p>As officials, you are in a position to talk to and see everyone on the event. If you notice or feel someone is unwell, please encourage them to seek medical advice or assistance, even if this means deviating from or departing the event.</p> <p>Our event travels into very remote areas where medical supplies are often unavailable.</p> <ul style="list-style-type: none"> <li>• It is essential that you prepare prior to the event and carry sufficient supplies of any medication you may need</li> <li>• It is important to carry good general first aid supplies with you.</li> <li>• If it vital to restock your first aid kit as soon as practical (or ask others who may be going near towns to support you to do this).</li> </ul>	Each official Fellow crew
	Fatigue Management	<p>We understand that this event can require longer than normal work hours.</p> <ul style="list-style-type: none"> <li>• Ensure you allow yourself to be sufficiently rested</li> <li>• Be prepared to share and/or rotate driving and other tasks when possible</li> <li>• Notify other volunteers if you feel unable to drive your vehicle safely</li> <li>• Notify Zero car if you would like your checkpoint reassigned to allow a sufficient break.</li> </ul>	Vehicle Driver Crew members
On Course	Safe Driving:	<ul style="list-style-type: none"> <li>• Drive within your comfort zone, ability and the ever-changing adverse conditions.</li> </ul>	Vehicle driver Crew members

		<ul style="list-style-type: none"> <li>You are the only person who can control your car, so never feel under pressure to keep up or arrive at your destination at a time that is unsafe to achieve.</li> <li>The event schedule is a guide and there are measures in place to delay sections, the entire event and other areas to ensure your safe arrival and wellbeing.</li> <li>Do not travel closely to others so dust becomes a potential hazard. Time has been allowed for gaps in the group/convoy.</li> </ul>	All officials
	Signage / Warnings / Directions	<p>Use extra directional or warning signage where necessary.</p> <ul style="list-style-type: none"> <li>If signage isn't available, look at what resource you can use in the immediate area. Logs, tree's...</li> <li>When placing signs, be mindful of wind blowing the sign later in the day and a driver's vision on approach &amp; sufficient warning time/distance.</li> <li>Crews do not have the luxury of the Hema map overlay to refer back to, so if you find a difficult or tricky instruction or intersection, consider if it requires more signage to direct crews to remain on set course. Always remember they only have the road book to refer to.</li> </ul>	RBR Organisers Zero Car All Officials
Checkpoint	Placement	<ul style="list-style-type: none"> <li>While a check point has a general geographic location, it is your responsibility to assess this upon arrival and make necessary changes in consultation with other officials. When doing the assessment consider the following key factors: <ul style="list-style-type: none"> <li>Dust/fog &amp; weather conditions</li> <li>Drivers vision upon approach</li> <li>Vehicles backing up along the road way</li> <li>Other road users approaching from all directions, especially heavy vehicles</li> <li>Potential hazards when entrants are refuelling and/or repairing vehicles</li> <li>Potential hazards when entrants are taking a break or stretching.</li> </ul> </li> </ul> <p>Use caution boards and/or directional signage if a checkpoint is in a hard to see location or there could be potential for backed up vehicles</p>	RBR Organisers Zero Car All Officials
	Course obstructed, Vehicle/s stuck or Broken down	<p>If you are at a site where one or more vehicles are stopped on course, please assess the area and ensure everyone is using safe practices and the road way and general area is as safe as it can be for everyone in the immediate area.</p> <ul style="list-style-type: none"> <li>Cars approaching without knowledge of the stoppage.</li> <li>Use of recovery equipment</li> <li>Where people are standing near vehicle being repaired or recovered</li> </ul>	All officials
	Tracking vehicles and people	<ul style="list-style-type: none"> <li>Keeping track of all participants on and off the set course is very important.</li> <li>Our check point master sheets are our stocktake paperwork so it is essential these be used as efficiently and effectively as possible.</li> </ul>	All officials

		<ul style="list-style-type: none"> <li>• Not just rally/cruise entrants, but all back up vehicles, officials and if they are on/off the set course and their intended movements.</li> <li>• Back up vehicles and other officials are as important as entrants.</li> <li>• If necessary, verify off course movements and timeframes.</li> </ul>	
	Muster points	<p>If you see or notice that an area could propose potential danger, as in adverse weather, fire, floods..... Use your check point or where you consider a safe location to muster crews in your vicinity.</p> <ul style="list-style-type: none"> <li>• Keep a record of all crews either with you, or that you are aware of.</li> <li>• Use your immediate resources (main roads etc..) to direct people in a safe direction away from danger.</li> <li>• When and if you deem necessary, always utilise local emergency services and dial 000.</li> <li>• Always follow direction and advice emergency services or local authorities.</li> </ul> <p>In the event that emergency services are on site, they will take charge of all rally participants and everyone must follow their direction and advice.</p>	RBR Organisers All officials
Entrants	New / Unfamiliar	<ul style="list-style-type: none"> <li>• As experienced officials, please keep an eye out for new entrants who will not have a lot of basic and essential knowledge and may feel a little overwhelmed and may not feel comfortably asking questions</li> <li>• Make an effort to identify them and talk to them whenever possible, pre event if possible.</li> <li>• At your checkpoint, check and enquire if they are comfortable or if they have any questions or concerns.</li> <li>• Support their needs and connect them with other officials/entrants if necessary.</li> </ul>	RBR Organisers All Officials
	Experience entrants	<ul style="list-style-type: none"> <li>• Even though their confidence level is higher than a new / unfamiliar entrant, please remember that all entrants are in new environments and locations.</li> </ul>	RBR Organisers All officials

Questions raised from this Bonnet Briefing/event and/or future suggestions:

Officials who attended this briefing/event & acknowledge they have read and understand the attached documents, information as well as the potential risks and responsibilities.

<b>Location:</b>		<b>Date:</b>	<b>Time:</b>	<b>Speaker: (if applicable)</b>	
<b>Car #</b>	<b>Driver's Name</b>	<b>Signature</b>	<b>Crew Name/s</b>	<b>Signature/s</b>	