



**Karting NSW Inc.**  
**State Policy**  
**CRITICAL INCIDENT PROCEDURES**

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In the event of a serious injury or death at a Karting Event it will be classified as a **CRITICAL INCIDENT** and the following procedure must be followed:

- 1) The Chief Steward in conjunction with the Medical Staff will declare a **CRITICAL INCIDENT** situation.
- 2) The Chief Steward will take the role as **Incident Coordinator** and ensure the Police, NSW Ambulance and Karting NSW Inc. CEO are informed of the situation including the age, sex and name of the injured person or persons.
- 3) Advise commentator that no announcements are to be made unless authorised by the Incident Coordinator.
- 4) Confirm the age, sex and identity of injured persons.
- 5) If next of kin or close relative are present, the **Incident Coordinator** or their delegates escort them to a quiet place away from the scene and notify them of the situation. It is preferable if two officials take part in the interview and they keep calm, clear and relaxed when doing so.
- 6) Any Karts involved must be impounded for inspection by the Police and Chief Scrutineer.
- 7) The accident scene must be secured and photographs and sketches must be taken of the scene prior to any repositioning of barriers or cleanup etc. This task should be assigned to the next most senior Steward of the Race Meeting.
- 8) The Karting NSW Inc. Track Inspector will be advised and will attend if present with Club Track Safety Officer. If the Track Inspector is not present the Club Track Safety Officer is responsible for gathering all relevant data for Track and Health and Safety assessment by the onsite Police representatives.
- 9) The Karting NSW Inc. CEO may assign additional resources to the incident. This will usually be done in conjunction with the **Incident Coordinator**
- 10) As soon as possible the Incident Coordinator will arrange for a preliminary statement to be broadcast at the track to minimise panic and confusion. This initial broadcast must be followed by updates every 15 minutes to keep all Stakeholders informed.
- 11) Incident Coordinator is to collate and retain a copy of all reports from:
  - a) Clerk of Course
  - b) Race Secretary



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- c) Chief Steward
  - d) Flag Marshalls closest to incident
  - e) Drivers involved
  - f) On site Medical and NSW Ambulance Officers attending including Name, ID Number and Home Station (**copies of any documents provided to Police or Ambulance Officers are to be retained**)
  - g) Any witnesses
- 12) A ***Serious Injury Report*** must be filled out and forwarded to both **NSW Office of Sport** and the **Police Local Area Command, Traffic Services**.  
**(Copy to be retained by Incident Coordinator)**
- 13) A ***KNSW Incident Report*** is to be completed at the track and sent to the Karting NSW Inc. Office for processing and registering with the current Insurer.
- 14) If required, Karting NSW Inc. will advise the claims procedure for any claimants to follow with the current insurers.
- 15) The host Club must list and identify all persons involved in the incident including officials and at an appropriate time **MANDATORY** support will be organised by Karting NSW Inc.
- 16) Karting NSW Inc. will maintain contact with any possible trauma affected persons to monitor if further intervention is necessary.

**This document is to be read in conjunction with the Managing Critical Incidents Guide.**