



PREAMBLE

The Australian Collectors & Restorers Association (Qld) Inc. has created a set of safety guidelines to assist member clubs when planning, organising and running events.

These guidelines are aimed at encouraging safe participation and appropriate operation and display of vintage and/or heritage machinery. Such guidelines will:

- address the risks associated with the operation of vintage and/or heritage machinery.
- provide all member clubs with a common framework for their activities.
- maintain a standard of safety providing confidence to insurers and State-based authorities.

PART 1: SAFETY COMMITTEE/SAFETY OFFICERS

1.1 SAFETY COMMITTEE/SAFETY OFFICERS

- (1) Member clubs wishing to host an event should consider the importance of establishing a Safety Committee, or appointing safety officers, to assess areas of risk and to oversee the implementation of these guidelines and any other risk management activities (as deemed necessary) so as to ensure the general safety of those attending the event, whether they be exhibitors, fellow members or the general public.
- (2) Members of the Safety Committee/safety officers should be easily identifiable so that exhibitors, fellow members, members of the general public, or emergency services personnel know who to approach if an issue arises. It is suggested that members of the Safety Committee/safety officers wear an identifying vest, shirt or sash and a name tag.

1.2 SAFETY BRIEFING & DISTRIBUTION OF SAFETY GUIDELINES

- (1) It is recommended that the Safety Committee/safety officers conduct a safety briefing prior to the commencement of the event program.
- (2) It is also recommended that these Safety Guidelines be distributed to exhibitors at registration or be made easily accessible for exhibitors to read or refer to throughout the event (e.g. placement of a copy of the guidelines within each compound).

1.3 INSPECTION

Exhibits may be checked by a safety officer or Safety Committee member at any time.

PART 2: SAFETY EQUIPMENT, FIRST AID & EMERGENCIES

2.1 SAFETY EQUIPMENT

- (1) An approved fire extinguisher and first aid kit shall be kept within, or near, compounds housing working displays and demonstrations.
- (2) Safety equipment is to be supplied by the host club.

2.2 FIRST AID

It is recommended that clubs have a first aid plan for their events setting out the procedure and the process to be followed if someone is injured and requires assistance.

2.3 EMERGENCIES

- (1) It is recommended that clubs have an emergency plan for their events setting out the procedure and the process to be followed if an emergency arises.
- (2) If a serious incident occurs, the Safety Committee/safety officers may stop any activity, or the entire event, until it is deemed safe to recommence/continue with the relevant activity/event.

PART 3: INCIDENT REPORTING

3.1 INCIDENT REPORTING

- (1) When an incident occurs which results in personal injury or damage to property and it is likely that an insurance claim will arise from the said incident, it is important to record the details of the incident in the form set out in **Annexure A**.
- (2) A copy of this report, and any associated materials (photos, witness statements, etc.) is to be kept by the club, a further copy of the report (and associated materials) is to be forwarded to the Australian Collectors & Restorers Association (Qld) Inc. Secretary.

PART 4: WORKING EXHIBITS & DEMONSTRATIONS

4.1 FENCING OF WORKING EXHIBITS & DEMONSTRATIONS

- (1) Working exhibits and demonstrations shall be surrounded (on all sides) with a fence comprising of securely fixed posts, supporting an approved type of mesh, e.g. ring lock or high-density polyethylene mesh.
- (2) The fence should stand approximately one (1) metre in height.
- (3) A gate/gates should be included in the fence line to allow secure access for exhibitors and officials.
- (4) Climbing over fences is not permitted.
- (5) The construction of compounds for static displays, memorabilia, small working models, etc. is left to the discretion of the Member Club and its Safety Committee/safety officers.

4.2 ACCESS TO WORKING EXHIBITS & DEMONSTRATIONS

- (1) Only insured operators/exhibitors and safety officers are allowed access to the compounds housing working exhibits and demonstrations.
- (2) It is recommended that signs be placed on the compound fencing stating “no admittance to the public”, to enforce this message.

PART 5: WORKING ENGINES

5.1 GENERAL SAFETY

- (1) All operating engines and equipment shall be in a safe working condition.
- (2) All operating engines and equipment shall be checked by the owner/operator prior to starting.
- (3) No operating engine is to be left unattended.

5.2 PLACEMENT IN COMPOUNDS

- (1) Engines shall be placed in compounds with the flywheels running parallel to the fence.
- (2) Where engines may be better observed by placing the engine with front viewed from the fence line, the engine may be placed so that rotation of the flywheel is away from the public at the fence.
- (3) All engines and machines shall, where possible, be placed a minimum of one and a half metres (1.5m) from the fence, with a minimum of one metre (1.0m) between the engines.

5.3 REFUELLING

- (1) All internal combustion engines shall be stopped for refuelling operations. The “no smoking” rule applies, and a fire extinguisher shall be close by.
- (2) The storage of flammable liquids shall be in an approved container with a screw cap or self-locking flap type cap. Flammable liquid containers shall be stored away from operating engines.

PART 6: DRIVEN EXHIBITS

6.1 GENERAL SAFETY

- (1) The operation of all driven machinery is subject to the approval of the Club Safety Committee.
- (2) All engines and driven exhibits shall be securely fastened to the ground or otherwise rendered incapable of movement.
- (3) All v-section and flat belts and other drive shafts shall be in good condition and have adequate guarding or fencing where considered necessary by the Club Safety Committee/safety officer.

6.2 CHAFF CUTTERS

Chaff cutters may only be operated with the protective knife cover in place.

6.3 SAWS

- (1) Drag-saws, chainsaws, power hacksaws and sawmilling equipment may be demonstrated. Safety regulations applying to the use of such equipment should be observed.
- (2) Saw demonstrations are to be conducted in a separate compound set up to ensure safe operation (taking into account distance and direction from the viewing public).
- (3) Saw operators must have relevant knowledge/experience pertaining to saw operation.
- (4) Protective clothing is to be worn when operating a saw.

6.4 STEAM PLANT

- (1) In accordance with **Schedule 5 (Part2) of the Work Health and Safety Regulations 2011**, a steam boiler categorised as hazard level A, B or C (according to the criteria in **section 2.1 of AS 4343:2005 (Pressure equipment – Hazard levels)**) shall have a certificate of registration, which is to be sighted by the safety officer before operation.
- (2) Steam plant shall only be operated by persons holding an appropriate operator's licence which shall be sighted by the safety officer prior to operation of the steam plant unless the said operator is carrying out high risk work with a heritage boiler (see **Part 4.5 Division 1 Subdivision 1 s.82(5) of the Work Health and Safety Regulations 2011**). Such person does not need to be licenced as a boiler operator.
- (3) For the purposes of this section and in **Schedule 19 of the Work Health and Safety Regulations 2011**, **"heritage boiler"** means a boiler that:
 - (a) was manufactured before 1952; and
 - (b) is used for a historical purpose or activity including an activity that is ancillary to a historical activity.

6.5 SELF-PROPELLED VEHICLES & MACHINERY

- (1) Self-propelled vehicles and machinery shall not be operated at a greater speed than walking pace.
- (2) All operators of self-propelled vehicles and machinery shall:
 - (a) hold a current drivers and/or appropriate operator's licence; or
 - (b) produce evidence of competency to operate the machinery.
- (3) Self-propelled vehicles and machinery shall only be driven in the designated area, fenced compound, or while under the direction of the safety officer.
- (4) Self-propelled vehicles and machinery shall not carry passengers, unless appropriate passenger seating is provided. Riding on mudguards, drawbars or implements is prohibited.
- (5) Traction engines and steam rollers shall not carry passengers not involved in the operation of the machine.

PART 7: TRAILERS

7.1 GENERAL SAFETY

Passengers are not allowed in trailers, unless it is a specified people mover.

PART 8: TRACTOR PULL

8.1 OVERARCHING STATEMENT

The tractor pull is a test of skill designed to demonstrate the 'pulling ability' of vintage and classic tractors. The tractor pull event is not a motor sport or competition.

8.2 TRACTOR SPECIFICATIONS

To qualify, a tractor must be:

- (1) a **vintage tractor**, i.e. a tractor manufactured in 1955 or earlier.
- (2) a **classic tractor**, i.e. a tractor that is at least thirty (30) years old.
- (3) in standard form, however tractors that have been repowered with manufacturer's kits, or kits supplied by third parties, are allowed to participate provided that the conversion has been carried out to a satisfactory standard and the total power increase is no more than twenty-five percent (25%) of the original manufacturer's rating.

A Member Club's Safety Officers/Safety Committee will determine whether a tractor qualifies for the tractor pull event. Such determination will be final.

8.3 CLASSES FOR DEMONSTRATION

Horsepower classing is to be set by the organising club (e.g. maximum or rated drawbar) and advised prior to the demonstration.

Member Clubs may wish to utilise data resources, such as *TractorData.com*, to determine horsepower ratings for tractors entering the tractor pull.

8.4 DRAWBAR

- (1) The maximum drawbar height will be set as follows:
 - (a) Under 25 HP: 450 mm/18 inches
 - (b) Above 25 HP: 560 mm/22 inches
- (2) No modified drawbars are allowed. All drawbars must be original (or original style) as supplied by the manufacturer.

8.5 BALLAST

Pulling tractors may be ballasted however any added weights are to be within the parameters of the manufacturer's specifications.

8.6 GENERAL TRACTOR PULL PROCEDURE

Pulling procedures will be determined by the relevant Member Club running the event. Such procedures should consider the sled design, grounds and the intended operation of the event.

Clear and concise communication of the procedures adopted, or employed, by the Member Club should be offered to operators prior to the commencement of the tractor pull. This is often done by a “toolbox” briefing.

Generally, however, the following procedures should be included in the pulling procedures adopted by Member Clubs:

- (1) Tractor pull operators, flagman and assistants within the tractor pull compound must be wearing an identifying vest, shirt or sash and a name tag.
- (2) Tractors participating in the demonstration must be driven at walking speed to and from the tractor pull compound and under the direction of a Safety Officer.
- (3) If there is a seat on the tractor the driver is always to remain correctly seated.
- (4) No passengers are allowed on tractors participating in the tractor pull.
- (5) Only the operator of the sled is allowed to ride on the sled. No passengers are allowed.
- (6) Tractors must be in neutral, with the clutch disengaged and the brakes applied when being hooked to, or unhooked from, the sled.
- (7) The tractor operator must have both hands raised to indicate that they are “neutral and braked” prior to holing up or unhooking takes place.
- (8) Pulling will start and stop at the sound of a horn on the sled, or a signal by the flagman who is in complete control of the activity.
- (9) The flagman should exercise wise judgement during a tractor pull and watch for the critical moment upon which the operator needs to be “flagged”.
- (10) In the instance that a tractor’s front wheels lift off the ground, the flagman will determine the pull to be finished and the operator will be stopped immediately.
- (11) The flagman has the right to stop any pull if safety becomes a factor.

PART 9: JUNIOR EXHIBITORS/OPERATORS

9.1 GENERAL SAFETY

All junior exhibitors and operators should accept that they, and their actions, will be scrutinised and examined by the public, fellow exhibitors/operators and the Club’s Safety Committee/safety officers.

To ensure safe participation, junior exhibitors and operators should accept guidance and follow directions given by a supervising adult, safety officer or the Club’s Safety Committee.

9.2 WHO IS A JUNIOR EXHIBITOR/OPERATOR?

A person between the ages of 10 years and 17 years is considered to be a junior exhibitor/operator.

9.3 WORKING EXHIBITS & DEMONSTRATIONS

Junior exhibitors/operators enjoy privileges within the compound, provided they are supervised by a responsible adult exhibitor/operator.

9.4 GRAND PARADE

Junior exhibitors/operators may drive a tractor in a Grand Parade under the supervision of an adult once they can show competency in operating the tractor to be driven.

9.5 COMPETENCY TESTS

Member Clubs may formulate their own competency tests for junior exhibitors/operators. As a minimum, however, a junior exhibitor/operator needs to show that he or she:

- (1) has the knowledge and skill to safely operate the exhibit/item of machinery being exhibited/operated;
- (2) knows how to kill/stop the engine/machine in an emergency;
- (3) has a sound knowledge of these safety guidelines; and
- (4) demonstrates the willingness to follow directions and take on any guidance given by safety officers/officials.

PART 10: CLOTHING & FOOTWEAR

10.1 GENERAL SAFETY

Appropriate footwear (e.g. enclosed footwear) must be worn at all times. Clothing shall not be excessively loose.

PART 11: LOADING & UNLOADING

11.1 GENERAL SAFETY

- (1) Operators who are loading or unloading equipment with winches, ramps or other lifting equipment shall ensure that such equipment is in a safe working condition and of adequate strength for the job.
- (2) The safety officer shall have the power to hold loading/unloading should any equipment be considered inadequate.

PART 12: TRACTOR TREKS

12.1 TRACTORS PARTICIPATING IN THE TREK

- (1) All tractors participating in a tractor trek must have the appropriate authority to travel on Queensland roads during the relevant event.
- (2) All tractors participating in a tractor trek must be roadworthy.

12.2 OPERATORS

- (1) All operators must hold a current Queensland driver's licence (provisional or open licence). Operators holding a learner's licence are not able to participate in tractor treks.
- (2) All operators must abide by the event's safety requirements and attend a pre-trek safety briefing.

12.3 PRE-TREK SAFETY BRIEFING

Member Clubs hosting a tractor trek must hold a pre-trek safety briefing. During this briefing it is suggested that host Club officials provide information including, but not limited to:

- (1) the route, signage, planned stops and major intersections (where possible detailed maps can be distributed to operators);
- (2) the speed limit and the need to stay in contact with other tractors;

- (3) the no overtaking rule;
- (4) the need to have regard for other road users – allowing gaps between tractors for safe overtaking by cars;
- (5) the requirements pertaining to passengers on tractors – i.e. only permitted if the tractor has a specifically designed seat for a passenger; and
- (6) the availability and location of first aid and safety equipment.

12.4 MARSHALS & SUPPORT VEHICLES

- (1) Marshals should be easily identifiable. It is suggested that marshals wear an identifying vest, shirt or sash and a name tag.
- (2) Pilot vehicles should be situated at the front, and the rear, and have appropriate signage and flashing lights.
- (3) Marshals, and pilot vehicle operators, should ensure that they are able to maintain phone and/or radio contact for the duration of the trek.

PART 13: EXHIBITOR/OPERATOR CONDUCT

13.1 OFFENSIVE BEHAVIOUR

Exhibitors and operators are expected to follow the directions of a host Club (including their officials/safety officers/volunteers etc.) and act in an affable manner when partaking in events. Foul language, offensive behaviour and poor conduct will not be tolerated.

13.2 INTOXICATION

The use of alcohol or drugs whilst operating machinery is strictly prohibited. If an exhibitor/operator is found to be intoxicated whilst operating machinery, he or she will be directed to shut the machinery down and to remove his or herself from the machinery/display compounds, or in some cases, the venue or rally grounds.

ANNEXURES

ANNEXURE A: INCIDENT REPORT FORM

INCIDENT REPORT FORM

Please complete as much of the form as you are able to. The information provided on this form may be of some importance if an insurance claim is brought against your Club and ACRA (Qld) Inc.

1. REPORTING CLUB DETAILS

Club Name:	
Contact Person:	
Contact Number:	
Contact Email:	

2. INCIDENT DETAILS

2.1 INJURY TO PERSON

2.1.1 WHEN & WHERE

Venue Name:	
Venue Address:	
Date:	
Time:	
Was this a Club Event?	
Was this a Third-Party Event? If so, please provide details.	

2.1.2 WHO WAS HURT?

Person's Full Name:	
Male/Female:	
D.O.B.:	
Full Address:	
Postal Address:	
Contact Number:	
Contact Email:	

2.1.3 WHAT HAPPENED?

Provide details of the activity, location and cause of injury. (The more details the better.)	
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2.1.4 INJURY DETAILS

Provide details about the injury sustained e.g. part of body injured, type of injury, etc.	
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2.1.5 TREATMENT DETAILS

Provide details of first aid or any other medical treatment provided by QAS or hospital. Also provide information pertaining to the outcome of the treatment, i.e. was the personal released or where they referred for further treatment?	
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2.1.6 WHERE THERE ANY WITNESSES?

Provide full name/s and contact details of anyone that witnessed the incident.	
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2.1.7 CORRECTIVE ACTION

Was any corrective action necessary to remove the risk of another incident occurring? If so, provide details of the action taken and the name/s and contact details of those involved in the corrective action.	
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2.2 DAMAGE TO THIRD PARTY PROPERTY

2.2.1 WHEN & WHERE

Venue Name:	
Venue Address:	
Date:	
Time:	
Was this a Club Event?	
Was this a Third-Party Event? If so, please provide details.	

2.2.2 WHO'S PROPERTY WAS DAMAGED?

Person's Full Name:	
Male/Female:	
D.O.B.:	
Licence No.: (if vehicle involved)	
Full Address:	
Postal Address:	
Contact Number:	
Contact Email:	

2.2.3 WHAT HAPPENED?

Provide details of the activity, location and cause of the damage, along with details of who may have caused the damage. (The more details the better.)	
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2.2.4 DAMAGE DETAILS

Provide details about the damage sustained.	
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2.2.5 REMEDIAL ACTION

Provide details of proposed remedial action to be taken (if any).	
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2.2.6 WHERE THERE ANY WITNESSES?

Provide full name/s and contact details of anyone that witnessed the incident.	
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2.2.7 CORRECTIVE ACTION

Was any corrective action necessary to remove the risk of another incident occurring? If so, provide details of the action taken and the name/s and contact details of those involved in the corrective action.	
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