

# **IAM RoadSmart MOTORCYCLE DIVISION SAFETY GUIDELINES**



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## **BACKGROUND**

The aims of the Institute of Advanced Motorists (Motorcycle Division) include the promotion of motorcycling as a form of transport, sport and recreation. Prior to 2016, informal briefs and procedures were used to conduct our day to day activities. All that has changed with the introduction of the Health and Safety at Work Act 2015 (the Act), and now the Institute must take formal steps to ensure the safety of its members and the public.

This document will assist regional groups to meet these obligations, especially given that there has been some confusion surrounding the introduction of the Act.

## **KEY HEALTH AND SAFETY TERMS**

There are some new terms that will be referred to throughout this guidance:

A **PCBU** is a “person conducting a business or undertaking”. It is not a person *per se*, rather an organisation or an entity. A PCBU may be large, like the University of Auckland or NZ Police, or small, such as an owner operated motorcycle training business or fish & chip shop. It can also include school boards, or a not-for-profit organisation that employs admin staff.

The **primary duty of care** requires all PCBUs to ensure, so far as is reasonably practicable:

- the health and safety of its workers or those workers who are influenced or directed by the PCBU (for example its workers and contractors)
- that the health and safety of other people is not put at risk from work carried out as part of the conduct of the business or undertaking (for example its visitors and customers).

**Officers** of a PCBU are those people who have a major say in how the PCBU is run. Officers can be held accountable for safety breaches if they have not carried out their duties of due diligence.

**Due diligence** requires officers to take reasonable steps to:

- know about and keep up-to-date with work health and safety matters
- gain an understanding of the operations of the organisation and the hazards and risks generally associated with those operations
- ensure the PCBU has appropriate resources and processes to eliminate or minimise those risks
- ensure the PCBU has appropriate processes for receiving information about incidents, hazards and risks, and for responding to that information
- ensure there are processes for complying with any duty, and that these are implemented

- verify that these resources and processes are in place and being used.

**Workers.** This term captures employees, contractors, subcontractors and anyone else who does work for the PCBU. This ensures that everyone is looked after on a work site, and people cannot “contract out” of their health and safety responsibilities.

A **Volunteer association** is a purely volunteer organisation where volunteers work together for community purposes and which does not have any employees. It is not a PCBU and the HSW Act does not apply.

**Volunteer workers** are given the same health and safety protections as other workers under the Act, with some exclusions. **Casual volunteers** are given the same protections as other people who might be affected by a PCBU’s work such as visitors or customers.

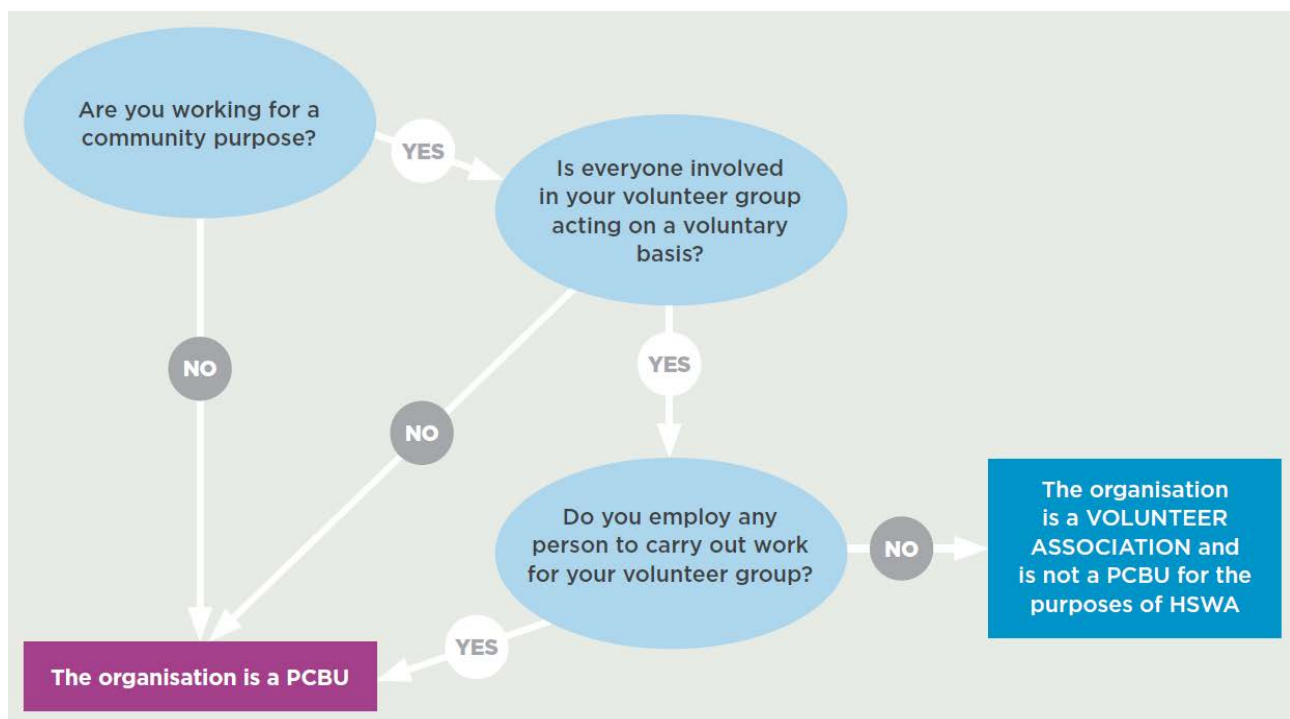


Figure 1. PCBU or Volunteer Association?

## THE ACT AND THE IAM

According to the flow chart above, so long as the IAM does not employ anyone, we are a volunteer association and the Act *does not apply to us*. Observers and the council are all casual volunteers.

If the IAM takes on an employee, the council and regional group leaders could be considered officers, but it is noted that officers who are volunteers *cannot* be prosecuted for a failure of due diligence.

That said, we aim to be exemplars of road safety and therefore we must safeguard our reputation at all costs. We should ensure our members and associates are as safe as far as is reasonably practicable, and that our activities do not harm others. We also need to be aware that if we create a risk, we own that risk.

The reasonably practicable steps we already take include:

- Ensuring a person is fit to operate a vehicle (checking licences)
- Ensuring a vehicle is fit to operate (Checking warrants/registrations and visual checks)
- Ensuring a person is wearing appropriate protective equipment (such as helmets, boots, gloves, jackets, hi-viz, etc.)
- Ensuring a person obeys the law and road code when riding/driving.
- Utilising communications systems wherever possible
- Coaching/mentoring correct behaviour and skills throughout the IAM process.

New initiatives covered by this document include:

- A basic risk management plan
- Emergency response plan
- A template for a formal observer/associate brief
- Social ride guidelines
- Charity ride guidelines.

#### **IAM SAFETY CONTACTS.**

If you have any concerns about safety, need to report any incidents, or need further information about risk management or safety, your first contact is your regional group leader.

For further detailed information, or to report an incident where someone has had a serious accident during an IAM activity, please contact the IAM Safety Officer at [safety.iamnz@gmail.com](mailto:safety.iamnz@gmail.com) without delay.

#### **SOURCE MATERIAL.**

The author acknowledges source material from the HSWA 2015 and associated guidance from WorksafeNZ <http://www.business.govt.nz/worksafe/hswa>.

## **IAM ACTIVITIES**

The objective of the Motorcycle Division is to enhance the safety of IAM members who choose to ride a motorcycle on the road by having associate members pass the advanced test. This test:

- verifies a rider's knowledge of the road code and the IAM system,
- measures a rider's practical skill levels,
- confirms safe riding behaviour, and
- promotes the use of correct rider safety gear

Methods that can be used to enable to raise knowledge, skills and attitudes towards safe riding are usually a combination of:

- Information promulgation (via the Internet and Facebook)
- Formal mentoring/observation
- Informal rider training (such as track days, briefings, demonstrations or other like activities)
- Social IAM group rides
- Participation in external motorcycle events (such as charity rides)

### **Information Promulgation**

Any formal policy or information that is relevant to the running or conduct of the Institute is normally passed through the regional groups to the Secretary or President. After being vetted for relevance and accuracy, the information (if relevant) will be promulgated to members. Less formal information such as internet links and articles intended to encourage discussion can be posted on the IAM Facebook page/s.

Useful lessons learned from accident reports submitted to the safety officer may also be promulgated to members once they have been vetted and redacted (with permission from the affected party).

### **Formal Mentoring and Observation.**

The participation of members in formal rider mentoring and observation is a core tenet of the IAM. Less experienced associates are matched to observers and the formal process of observation and feedback takes place using a written assessment sheet. This observation/feedback cycle repeats until the associate is ready for a pre-assessment check and the sitting of the advanced test.

Once the advanced test has been passed, an associate is deemed to be a full member and can then become an observer themselves.

Basic guidance for the safe conduct of formal mentoring/observation rides is at Annex C.

### **Informal Rider Training**

Informal riding training can be organised from time to time, and can be tailored for specific occasions. Suitable topics could include: selection of riding gear, basic motorbike maintenance, slow speed riding skills, packing your bike for touring, riding with a pillion, riding in groups, etc. These are normally low risk activities that do not require formal risk management.

Other types of informal training can include track days, which are organised by specific groups at tracks such as Pukekohe, Hampton Downs, Manfield and the like. Personnel normally attend in their

own time at their own risk, however if the activity has been organised by the local IAM group, the ownership of any risk passes to the IAM. Most tracks will have formal risk management procedures that must be strictly followed in order for the track to be used.

### **Social IAM Group Rides**

Social rides enable social interaction without the formality or pressure of riding in a formal setting. To be successful, these rides need proper planning, briefing and execution by a suitable ride leader with help from a Tail End Charlie (TEC).

Because of the risk of a multiple vehicle incident, detailed social ride guidelines have been developed and are at Annex D.

### **Events Organised By External Organisations.**

When participating in events such as poker runs organised by other groups, members must make a personal choice to participate. If they seem to be unsafe, use personal discretion to determine whether you wish to stay with the ride. Observations should be posted to Facebook.

**Major sporting events** are normally run by PCBUs as the organisers will normally have someone on the payroll, and are normally for profit. They must have reasonable controls in place to protect workers, volunteer workers and casual volunteers.

IAM may be requested to lend support to these events, however it is noted that much of these activities require close interaction with runners and/or cyclists, which necessitates experienced riders on nimble bikes at slow to medium speeds.

It is the opinion of the Council that such activities are best left to other groups (such as the “Event Riders” Facebook group) to organise and for IAM members to casually volunteer if they wish to take part. It would be up to the individual rider to check that safe operating procedures have been developed and that their personal safety is being taken care of.

**Charity rides** may or may not be run by PCBUs. If the organisers have someone on the payroll they must have reasonable controls in place to protect workers, volunteer workers and casual volunteers.

If not, the Act does not apply, and the level of controls in place may range from very good (think well organised rides with Police support and phased traffic lights) to poor (think rides with unclear roles and expectations, and on the fly, ad-hoc instructions, with participants showing off their “individual riding skills” in a group environment).

Because of this, the Council has put formal checks and guidance in place for those groups that have been requested to assist in such events at Annex E.

Annexes:

- A. Risk management plan
- B. Emergency response plan
- C. Formal observer/associate brief
- D. Social ride guidelines
- E. Charity ride guidelines.

RISK MANAGEMENT PLAN	
<b>Unit:</b> IAM Motorcycle Division	<b>Date(s) of Activity:</b> As per that promulgated in Facebook/IAM Website.
<b>Activity Description</b> Road Bike Ride(s)	<b>Type Of Activity:</b> Small Group and Social Group Rides
<b>Activity Location:</b> Various local or open roads as promulgated in Facebook.	<b>Raised by:</b> R.A. Powell, IAM Safety Officer <b>Date:</b> 30 June 16

Risks (potential losses e.g. death, property damage, loss of process, psychological factors etc.)			
1	Rider becoming separated from the group	5	
2	Injury: Single vehicle accident (Bike)	6	
3	Injury: Multi vehicle accident (Bike-other vehicle)	7	
4	Injury from multi vehicle accident (Bike-Person)	8	

With controls in place this activity is assessed as having a risk ranking of :

**Moderate**

## Assessment of the risks associated with this activity

Hazard	Who can be harmed and how	Reasonable Controls Expected	Likelihood x Consequence = Risk			Remarks/Comments
			L	C	R	
<b>Unlicensed or unauthorised rider</b>	<ul style="list-style-type: none"> <li>Rider</li> <li>Pillion</li> <li>Other road users.</li> </ul> <p>Unsuitable or incompetent operator may lose control.</p>	<ul style="list-style-type: none"> <li>Riders must have a licence that matches their class of motorcycle.</li> <li>Riders must be able to competently operate the motorcycle being used.</li> <li>Riders carrying pillions should be experienced in doing so.</li> </ul>	1	4	4	<p>Riders holding a learners or restricted licence must only ride LAMS approved motorcycles.</p> <p>In the event of rides where mixed experience levels are encountered, mentors should be assigned to those with less experience.</p>
<b>Unsafe rider/pillion</b>	<ul style="list-style-type: none"> <li>Rider</li> <li>Pillion</li> <li>Other road users.</li> </ul> <p>Fatigue, rider/pillion behaviour, peer pressure, alcohol/drugs may contribute to an accident.</p>	<ul style="list-style-type: none"> <li>Riders and pillions must be rested prior to setting out.</li> <li>Riders are not to exceed posted speed limits.</li> <li>All riders and pillions are to wear suitable protective equipment for the road conditions, expected weather, and anticipated speeds.</li> <li>Riders and pillions must not participate in the ride if they are under the influence of drugs or alcohol.</li> <li>Pillions must not be disruptive to the rider or move about when cornering.</li> </ul>	1	4	4	<p>Protective equipment for open road speeds includes suitable riding: Helmet, jacket, pants, boots and gloves. Hi viz clothing is highly recommended.</p> <p>Pillions being carried must be briefed on riding techniques and behaviour.</p> <p><i>*There is a zero alcohol limit if you are under 20. That means if you drive after consuming even one drink you can be charged with drink driving/riding. This includes driving/riding with residual alcohol in your blood from drinking the day before.</i></p> <p>If you're 20 or older, the legal alcohol limit is 250 micrograms per litre of breath or 50 milligrams per 100 millilitres of blood.</p>

<b>Unsafe equipment</b>	<ul style="list-style-type: none"> <li>• Rider</li> <li>• Pillion</li> <li>• Other road users.</li> </ul> <p>Safety critical features may be missing or damaged.</p>	<ul style="list-style-type: none"> <li>• Vehicles must be correctly warranted and licensed.</li> <li>• Vehicle to be checked by the Observer/mentor/leader before each activity.</li> <li>• Non-conformities affecting safety must be rectified before setting off.</li> </ul>	1	4	4	
<b>Road conditions.</b>	<ul style="list-style-type: none"> <li>• Rider</li> <li>• Pillion</li> <li>• Other road users.</li> </ul> <p>Road conditions may cause loss of control.</p>	<ul style="list-style-type: none"> <li>• Riders are to ride at an appropriate speed for the conditions.</li> <li>• Riders shall be aware of: road works, gravel, potholes, melted tar, cyclists and wandering stock.</li> <li>• On tours or long distance rides, cargo must be securely packed.</li> </ul>	1	4	4	Riders should avoid “apexing” and should take safety, stability and visibility into account when cornering.
<b>Environmental conditions.</b>	<ul style="list-style-type: none"> <li>• Rider</li> <li>• Pillion</li> <li>• Other road users.</li> </ul> <p>Environmental conditions may affect hazard perception or cause loss of control.</p>	<ul style="list-style-type: none"> <li>• Ride organisers should check weather forecasts, and change the route if weather will be severe.</li> <li>• Riders are to ride at an appropriate speed for the conditions.</li> <li>• Riders shall ensure headlights are used at all times.</li> <li>• Riders shall be aware of and compensate for: darkness, fog, sunstrike, rain, sleet, snow, high winds.</li> </ul>	1	4	4	
<b>Group riding</b>	<ul style="list-style-type: none"> <li>• Rider</li> <li>• Pillion</li> <li>• Other road users.</li> </ul> <p>Riders may collide, or be separated from the group.</p>	<ul style="list-style-type: none"> <li>• Pre-ride brief to reinforce the need for separation (safety bubbles) and responsible riding.</li> <li>• Pre-ride brief to include method of route indication and rendezvous points.</li> </ul>	1	4	4	Unsafe riding to be reported to the ride leader or TEC. In extreme cases, a rider may be asked to leave the group. Ride leader and TEC should be in communication, and carry first aid kits.



## Risk Assessment Matrix

<b>Likelihood level</b>	<b>4</b>	<b>Very likely</b> Probably expect the event to occur in most circumstances	Moderate (4)	High (8)	Extreme (12)	Extreme (16)
	<b>3</b>	<b>Likely</b> Event likely to occur at least once over the coming year	Moderate (3)	High (6)	High (9)	Extreme (12)
	<b>2</b>	<b>Possible</b> Event may occur at some time	Low (2)	Moderate (4)	High (6)	High (8)
	<b>1</b>	<b>Unlikely</b> Occurrence is conceivable, but not expected to occur	Low (1)	Low (2)	Moderate (3)	Moderate (4)
			<b>Minor</b>	<b>Moderate</b>	<b>Major</b>	<b>Severe</b>
			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
			<b>Consequence level</b>			
<b>Consequence description</b>	<b>Harm to People</b> Potential for injury or death		None or trivial / negligible injury (no or slight injury which requires localised first aid)	Minor injury (illness or injury is not serious, medical treatment required)	Serious injury (serious injury or illness, hospitalisation required)	Fatality, major injury (death, permanent disablement, or significant long-term illness)

### Consider the Likelihood

**Consider:** How often is the task done? Has an accident happened before (here or at another place)? How long are people exposed? How effective are the control measures? Does the environment affect it (e.g. light, temperature, space)? What are people's behaviours (e.g. stress, panic, peer pressure)? What people are exposed (e.g. disabled, elderly, students, etc)?

## Consider the Consequences

**Consider:** What type of harm could occur (minor, serious, death)? Is there anything that will influence the severity (e.g. proximity to hazard, person involved in task, etc)? How many people are exposed to the hazard? Could one failure lead to other failures? Could a small event escalate?

## Calculate the Risk

The final score for each risk is calculated by multiplying the likelihood and consequences response scores. This will give a risk score of between 1 and 16.

All risks rates as “High” or “Extreme” require detailed analysis of mitigating practices / controls to determine the residual risk rating.

“Low” and “Moderate” risks may be excluded from further analysis (other than when the consequence may be severe), however the rationale for excluding these risks should be documented to demonstrate the completeness of analysis undertaken.

Other than in the most unlikely circumstance, risks that can cause major or severe harm to people have been determined as “high” or “extreme”.

Management review is considered appropriate for risks of these nature due to the potential magnitude of the impact, even though the likelihood may be assessed as relatively low.

## Risk Priority - Legend

<b>Extreme</b> <b>(12-16)</b>	Intolerable risk. Immediate action(s) is to be taken by risk owners. Activities should not be started or continued until the risk has been reduced to as low as reasonably practicable using the hierarchy of risk controls.
<b>High</b> <b>(6-9)</b>	Should not be tolerated. Urgent action is to be taken by the risk owner. Activities should not be started or continued until the risk has been reduced to as low as reasonably practicable using the hierarchy of risk controls.
<b>Moderate</b> <b>(3-4)</b>	Risk owner to monitor risks in case changing circumstances increase the level of risk. Some action may be required, e.g. improving controls, postponing events due to weather, mentoring inexperienced riders etc.
<b>Low</b> <b>(1-2)</b>	Requires no attention above routine practices and procedures, apart from monitoring.

IAM Emergency Response Plan	
Emergency Procedures. Each step to be in sequence.	Emergency Gear required
<b>Procedure 1. Lost rider during group ride.</b> <ul style="list-style-type: none"> <li>• Halt at rendezvous point for Tail End Charlie.</li> <li>• Wait five minutes for missing party</li> <li>• If no response, send two riders (with leaders cell phone number) to retrace the route to the last known meeting point.</li> </ul>	Cell phones
<b>Procedure 2. Injury</b> <ul style="list-style-type: none"> <li>• Halt riding</li> <li>• Park in safe positions off the road</li> <li>• Slow down/warn oncoming traffic</li> <li>• Assess injuries</li> <li>• Treat using Leader or TEC First Aid Kits</li> <li>• If hospital treatment is likely to be required, summon emergency services via Cell Phone. DO NOT DIRECTLY INFORM NEXT OF KIN. Pass NOK contact details to the Police.</li> </ul>	First Aid Equipment  Cell phones

If an accident has happened during an IAM event, please email the safety officer at [safety.iamnz@gmail.com](mailto:safety.iamnz@gmail.com) with a basic accident report that covers:

- What happened, where, when and how.
- Are there any thoughts on the cause?
- Are there any thoughts on how it may have been prevented?

Is the person involved happy for this information to be passed on to the wider IAM community for lessons to be learned (no names will be published)

## ASSOCIATE/OBSERVER RIDE *AIDE MEMOIRE*.

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The participation of members in formal rider mentoring and observation is a core tenet of the IAM. Less experienced associates are matched to observers and the formal process of observation and feedback takes place using a written assessment sheet. This observation/feedback cycle repeats until the associate is ready for a pre-assessment check and the sitting of the advanced test.

This process of gathering information and conducting rides is covered in detail in the Trainee Observers course, however this briefing sheet is intended to act as an *Aide Memoire* prior to ride departure.

### **Information Gathering – Questions for New Associates**

- How long have you been riding?
- What sort of Mileage do you do per year?
- How experienced are you?
- What would you like to improve?
- What do you see yourself gaining through participation in the IAM?

### **Information Gathering – Questions for Associates who have participated in previous rides.**

- How many observed rides have you been on?
- Who with?
- How long ago?
- What were you asked to work on?
- How long do you think it will be until you are ready to take the test?

### **Observer - Prior to the ride.**

- Plan your route, taking the associate's needs into account.
- Consider the weather, and postpone if required.
- Conduct checks on the associate's driver's licence, warrant of fitness and registration.
- Synchronise communications units. (SENA communication units are preferred)
- If riding as an independent associate/observer pair, tell someone your expected time of return and let them know you are safe once the ride is concluded.

### **Observer - Briefing (Add or delete as required)**

- The ride today will be to \_\_\_\_\_. It will take approximately \_\_\_\_\_ and will be approximately \_\_\_\_\_ km in length.
- Anticipated hazards we need to consider are: road conditions, weather conditions, traffic, cyclists and livestock.
- We will do a normal observed ride; ride as you would normally do so. As I may be trying to see your movements on your bike, do not worry about my positioning or spacing in relation to you.
- Obey speed limits and road signs, and remember that you are responsible for your own ride. If you need to overtake, please ensure you leave room for me after the manoeuvre as I will try to overtake at the same time.
- To ensure we stay together we will use Bluetooth communications. In the event of comms failure, I will overtake you when I have an opportunity to do so and we will pull off in a safe place and discuss our options.
- The comms system is mainly for me to give directions. I will not give advice to you as we are riding unless I have safety concerns.
- If we need to discuss the ride while we are underway, we will stop in a safe place.
- Remember to ride courteously, and that safety is paramount.
- In the event of an emergency, ensure your own safety first. Park in a safe place, and take corrective action as required. *Note for observer. If there is an incident, inform the regional group leader and email a basic accident report to them.*
- Are there any questions?

## IAM(NZ) SOCIAL RIDE GUIDELINES FOR MOTORCYCLES

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Social rides are organised for the enjoyment of Associates, Observers, Members and their guests. They are an ideal event for associates to practice advanced riding by following more experienced riders, and for observers to learn new routes.

The following information is for the guidance of people organising such rides and acting as ride leaders. *Please note that these are only recommendations, and may be adjusted to suit the riding style and group dynamic of each region as they see fit.*

**Planning.** The leader must plan each ride, taking into account the following:

- **Route.** Determine the best route to achieve maximum enjoyment:
  - Ride duration should be 2-3 hours.
  - Ride routes should include interesting back roads or a place of interest.
  - Ride routes should avoid boring roads such as motorways (where possible).
  - Gravel and road works should be avoided (where possible).
  - The destination should accommodate social interaction between participants (such as a coffee shop, lunch bar, pie shop, ice creamery at a beach, etc).
- **Promulgation.** Rides should be advertised in advance (at least two weeks) to ensure participants are aware that the rides will be taking place. Facebook is an ideal tool, as is e-mail or the IAM website <http://iam.org.nz/>. Participants must be informed that:
  - The start time advertised is the briefing time, not the arrival time. They should come early if they want to chat before the ride starts.
  - They must wear suitable riding gear. Hi-viz is not mandatory, but is desirable.
  - Riders must arrive with a full tank of fuel.
- **Weather.** Rides should be postponed or cancelled if heavy rain or extreme wind is forecast. Riders should be able to cope with light rain or showers.
- **Gear.** The following additional gear is recommended:
  - Cell phones for Leader & Tail End Charlie (TEC) (Mandatory)
  - Communications systems for Leader & TEC (Highly desirable)
  - First Aid Kits for Leader & TEC (Highly desirable)
  - Hi-Visibility vests/jackets or reflective accessories for Leader & TEC (Desirable)

**Preparation.** Before delivering a riders brief, the leader should conduct the following actions:

- Ensure all riders load their cell phones with the Leader & TEC phone numbers (or write them down).
- Ensure Leader & TEC have a first aid kit (if available - if there is only one kit, give it to the TEC).
- Ensure all personnel are wearing full riding gear appropriate to the conditions.
- Remind all personnel that they need the appropriate licence for the bike they are riding.
- Remind all personnel that they need to have a current Warrant of Fitness.
- Ensure all motorcycles have enough fuel for the journey.
- Determine the best method of route indication (Follow the Leader (FTL) is preferred, but pointer system can be useful for rides with more than 6 participants).
- Take a head count, ensure riders details along with their "In Case of Emergency" (ICE) contact details are annotated on rider briefing sheet (Annex A).

**Briefing.** A recommended briefing sheet is attached, however the brief should be adjusted as needed to cater for the number of participants on the ride, and how well they know each other. The rider brief should cover the following subjects:

- Route, distance & times.
- Meeting/Rendezvous points.
- Roles (Leader, TEC, Observers, etc).
- Method of route indication (FTL or Pointers).
- Anticipated hazards, and tips and techniques for avoiding them.
- Cover riding in staggered formation.
- Emphasising that everyone needs to "ride their own ride" to avoid riding beyond their capabilities and that safety is the priority at all times. Inconsiderate or unsafe riding won't be tolerated and should be reported to the Ride Leader if it is seen.
- Emergency Actions.

### **During the Ride**

The following guidelines should be observed:

- The ride needs to be run in accordance with the plan. "On the fly" route changes should be avoided where possible in case the group gets separated.
- Riders should ride to the IAM system throughout the ride, and ride within the law.
- Riders should ride in staggered formation where possible, but single file in twisty sections of the ride.
- After crossing major intersections or passing through traffic lights, the Leader should slow down or even stop in a safe place to allow the group to reform.
- When it is safe to do so, passing manoeuvres should be completed one at a time until the group is past slow moving traffic.

- All riders should be as courteous as possible to other road users.
- If you someone needs to leave the ride early, it is essential that you tell the TEC – otherwise everyone will stop and search for the missing rider

**Completion.** It is up to the leader to decide where the ride will conclude – this may be at the destination, or at a logical point so that people do not have to back-track home. At the conclusion of the ride, the Leader needs to:

- Account for all participants.
- Emphasise any lessons learned.
- Recover all gear. (First Aid Kits).
- Report any incidents or near misses to the Group's Regional leader.



## SUGGESTED RIDER BRIEFING SHEET

### Pre-Briefing

As Leader, you should ensure that:

- ☐ All riders load your contact number on their phones or have it written down
- ☐ Communications between Leader & Tail End Charlie (TEC) are determined
- ☐ Leader & TEC should have a first aid kit
- ☐ All participants are wearing full riding gear appropriate to the conditions. Hi-Viz gear is not compulsory, but recommended
- ☐ All personnel should have the appropriate licence for their bike (They are personally liable if stopped)
- ☐ All motorcycles are roadworthy (they should have a current Warrant of Fitness & registration, and no obvious defects. [They are personally liable if stopped])
- ☐ All motorcycles have enough fuel for the journey
- ☐ Riders details are annotated on the reverse of this sheet

### Briefing (Add or delete as required)

- The ride today will be to \_\_\_\_\_. It will take approximately \_\_\_\_\_ and will be approximately \_\_\_\_\_ km in length.
- To ensure we stay together we will use the Follow the Leader/ Pointer system of indication. If you get separated from the group, meeting/rendezvous points will be at \_\_\_\_\_.
- The Ride Leader will be myself, and I am riding a \_\_\_\_\_. Tail End Charlie is \_\_\_\_\_ and they are riding a \_\_\_\_\_. We both have first aid kits.
- Anticipated hazards we need to consider are: road conditions, weather conditions, traffic, cyclists and livestock.
- Ride in staggered formation on the straights, single file on twisties.
- Safety is paramount. Do not attempt to keep up with the bike in front if you are uncomfortable with the pace, ride your own ride. Ride to the System, and ride within the law. People putting others in danger may be asked to leave the group. If you overtake another rider, do so legally and safely.
- In the event of an emergency, ensure your own safety first. Park in a safe place, and take corrective action as required. Tail End Charlie will be on the scene quickly, and if required contact the ride leader and emergency services. *(NOTE FOR RIDE LEADER: The emergency contact numbers are to be passed to police in the event of a serious harm event. DO NOT ring the next of kin if the rider is seriously hurt).*
- If you wish to leave the ride early, please tell the Tail End Charlie. We need to account for everyone at the end of the ride.
- Are there any questions?

## Rider Briefing Sheet (Reverse)

### Rider Declaration

I declare that I am participating in this ride at my own risk, and will do my utmost to demonstrate responsible riding techniques to safeguard myself and other participants.

I will not hold the IAM responsible or liable for any injury to myself or damage to my vehicle or possessions through my participation in this event.

Name	Bike	Cell phone #	Emergency Contact	Signature

### Ride Leader Declaration

I declare that I am participating in this ride as Ride Leader, and as such will ensure that the ride will be conducted in accordance with IAM guidelines as promulgated by the Council.

Name	Signature	Date

## ANNEX E TO IAM SAFETY GUIDELINES dated June 2016

# IAM(NZ) CHARITY MOTORCYCLE RIDE GUIDELINES

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### **Introduction.**

Charity rides are organised by well-meaning groups to support such causes as breast and prostate cancer awareness, rescue helicopter trusts, and to promote donations of blood, toys, and Easter eggs.

Past experience has shown that the level of safety controls in place during such events may range from very good (think well organised rides with Police support and phased traffic lights) to poor (think rides with unclear roles and expectations, and on the fly, ad-hoc instructions, with participants showing off their “individual riding skills” in a group environment). By lending our official support, the IAM is, in effect, endorsing the event and how the event is being run. It is therefore important that we ensure that we are not associated with those events which may place riders at risk of injury, or expose the IAM to risk of suffering reputational damage<sup>1</sup>.

### **Legal Background**

Charity rides may be run by Persons Conducting a Business or Undertaking (PCBU)<sup>2</sup> or by a Volunteer Association<sup>3</sup>. Under the Health and Safety at Work Act 2015 (the HSW Act), if the organisers have someone on the payroll they are a PCBU and have a duty of care to ensure that reasonable controls are in place to protect workers, volunteer workers and casual volunteers. If there is no one on the payroll, they are a Volunteer Association and the HSW Act does not apply.

Under the HSW Act, volunteers who participate in fundraising events are casual volunteers, and they must ensure people are not harmed by their actions or inactions. Even if the HSW Act does not apply because the event is being run by a volunteer association, the Land Transport Act 1998 and other legislation must still be complied with.

### **IAM: Reputation and Appetite for Risk.**

The IAM aspires to be recognised as exemplars of road safety, and therefore we must safeguard our reputation at all costs. If we are associated with a poorly organised ride and there is an incident, we will sustain reputational damage and lose credibility with our stakeholders (ACC, the NZ Police and others). Potential associates may also be discouraged from joining the organisation. Given this scenario, we have a *low* tolerance for unnecessary risk, and must ensure our members and associates are as safe as far as is reasonably practicable, and that our activities do not harm others.

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<sup>1</sup> Reputational damage is a threat to the good name or standing of a business or entity.

<sup>2</sup> A PCBU is a “person conducting a business or undertaking”. It is not a person per se, rather an organisation or an entity. A PCBU may be large, like the Salvation Army or Breast Cancer Foundation, or small, such as an owner operated Business. A PCBU has duties of “Due Diligence” under the Health and Safety at Work Act, 2015. [S.17]

<sup>3</sup> A Volunteer Association is a purely volunteer organisation where volunteers work together for community purposes and which does not have any employees. It is not a PCBU and the HSW Act does not apply. [S.17(2)]

## Council Approval Process

Because the potential risk to the IAM is high, any request to participate in a charity event must be approved by council (either at the monthly meeting, or via electronic voting). If council approval is not granted, members can still participate as individual casual volunteers as long as no references to the IAM (such as promotional material, banners and IAM Hi-Viz vests) are displayed during the ride. *Note: Members with no official role are free to display full IAM regalia.*

As soon as a request for IAM participation in a charity event is received by a member, the Secretary is to be informed [secretary.iamnz@gmail.com](mailto:secretary.iamnz@gmail.com). A member of the local IAM regional group will then be asked to take on the role of co-ordinator, and will meet with the organisers to gather the following information so that an approval decision can be made utilising the check sheet at Enclosure 1:

- First and foremost, does the charity align with our values? Does it actively encourage safe riding, or does it merely pay lip service? Do mid-ride stops include visits to pubs/bars? Do we want to be associated with the organisation if the ride features on the news? *If the organisation does not align with IAM values, we should not take part.*
- Is the ride well organised? Does it have a planning committee? Has it considered risk management? Has it considered traffic management? *Charity ride safety tips are provided at Enclosure 2.*
- Are the roles for IAM members clearly defined? *Possible roles are: route indicators, intersection marshals, ride guides, Tail End Charlies, providing rides for VIP pillions, and providing rides for media.*
- Will there be a formal brief for participating IAM members? Will there be a formal brief for riders? How will rider behaviour be moderated? Will police or regional traffic management agencies be involved? *The presence of Police will curtail dangerous rider behaviour.*
- Is there an incident management plan? Will medical staff be available? Are we covered by liability insurance? What happens if someone has an accident or medical event?
- Finally, the co-ordinator should make a totally subjective personal assessment: What is the “vibe” within the organising committee? Do they strike you as competent or disorganised? Are they willing to accept constructive criticism or advice?

Once the information has been gathered, a copy of the assessment form and a brief summary of what was discussed should be emailed to the secretary for council approval. From there the decision to go ahead or not will be made.

### Actions on the event not being approved.

The organisation will be contacted by the Secretary, and advised that the IAM cannot officially support the event (the need to describe the reasons why are optional, given the co-ordinator may have written comment that may be wrongly/badly perceived by the event organisers).

As stated above, members can still participate as individual casual volunteers as long as no references to the IAM (such as promotional material, banners and IAM Hi-Viz vests) are displayed during the ride.

### Actions on the event being approved.

The organisation will be contacted by the co-ordinator, and advised that the IAM can officially support the event.

The co-ordinator must maintain close contact with ride organisers, attend their meetings, and pass on relevant information as it comes to hand.

Dates and timelines must be determined, along with the required roles. Once known, the following must be organised:

- Promulgation of the event to members, and a call for volunteers (the creation of an IAM event on Facebook is an excellent way of doing this).
- Volunteers should be matched to the most appropriate role according to style of bike ridden and level of experience.
- If pillions are to be carried, determine what arrangements are being made to provide riding equipment (Helmets, jackets, gloves, etc).
- Verify traffic management arrangements.
- Remind IAM riders to ensure their bike is legal and road worthy and that they are well rested prior to the event.
- Remind IAM riders to inform their insurance agents that they are participating in the event.
- Remind riders to bring IAM vests and other paraphernalia (especially if an IAM information stand will be set up).

#### **On the day of the event:**

- Arrange a meet up time at the ride departure point at least an hour before the ride sets off. Critical attendees are: riders, pillions, the event organiser who will be conducting the pre-ride brief, and Police (if participating). *NOTE: If it turns out that event management greatly differs from that planned, the co-ordinator should consider withdrawing IAM support at this stage.*
- Conduct a roll call/head count and conduct a volunteer riders brief to ensure that the IAM volunteer riders are aware of their roles and responsibilities. Pass on details and contacts of any emergency services that are participating in the ride.
- If IAM riders are carrying pillions, officials, VIPs etc. ensure the riders are satisfied with the protective equipment worn by the pillions and that they carry out a pillion brief.
- Ensure the IAM group is positioned at the head of the ride.

#### **During the ride:**

- If needed, the IAM group can depart before the ride to take up station at intersections.
- IAM riders are to comply with the NZ Road Code when mobile.
- When stationed at intersections, IAM riders acting as intersection marshals must be aware of the fact that they legally **cannot** block traffic (The only exception being where they are under the direct instruction of a Police Officer). Marshals must be courteous to the public when requesting them not to enter the intersection, and where interaction with the public takes place, they must be friendly and diplomatic. *Personal safety takes precedence over stopping traffic.*
- If an incident occurs, report it to the emergency services participating in the ride, or by ringing 111. If confident to do so, warn or manage oncoming traffic so that the accident does not escalate.

- IAM riders should take note of any irresponsible rider behaviour during the ride and report it to any participating police officer, or by dialling \*555. The organisers also need to be informed.
- At the conclusion, IAM riders should park near each other to allow social interaction and de-briefing.

**Ride conclusion:**

- IAM co-ordinator to thank attendees and ask for feedback.
- If needed, the feedback can be submitted via email, and comment can be passed on to the ride organisers.
- Feedback should also be passed to the Secretary, and impressions of the ride should be noted so that we can decide whether to support future events by the same organisation.
- The Secretary shall be informed of any incidents involving IAM members.
- Photos of the event should be posted to Facebook.

Enclosure 1. **Charity Ride Information Gathering**

Event:	Organisation:	PCBU? Yes/No
Proposed Date and Time:	Estimated Riders:	IAM Members Requested:
Event Contact:	e-mail:	Phone:
IAM Contact:	e-mail:	Phone:

	Risk Level				
Area of Risk	Low/Yes	Med Low	Med High	High/No	Remarks
<b>Values and Attitudes</b> Does the charity align with IAM values? Does it actively encourage safe riding? Do mid-ride stops <i>avoid</i> visits to pubs/bars? Do we want to be associated with the organisation if the ride features on the news?					
<b>Planning</b> Is the ride well organised? Does it have a planning committee? Has it considered risk management? Has it considered traffic management?					
<b>Roles</b> Are the roles for IAM members clearly defined? <i>(Indicate what roles are required)</i> <ul style="list-style-type: none"> <li><i>route indicators</i></li> <li><i>intersection marshals</i></li> </ul>					

<ul style="list-style-type: none"> <li>• <i>ride guides</i></li> <li>• <i>Tail End Charlies</i></li> <li>• <i>providing rides for VIP pillions and media</i></li> </ul>					
<b>Event Management</b> Will there be a formal brief for participating IAM members? Will there be a formal brief for riders? How will rider behaviour be moderated? Will police or regional traffic management agencies be involved?					
<b>Emergency Management</b> Is there an incident management plan? Will medical staff be available? Are volunteers covered by liability insurance? What happens if someone has an accident or medical event?					
<b>Overall Impressions of IAM Co-ordinator</b> <i>What is the “vibe” within the organising committee?</i> <i>Do they strike you as competent or disorganised?</i> <i>Are they willing to accept constructive criticism or advice?</i>					

Council Approval: Yes/No	Remarks:	
Council Decision communicated to Organisers	Date:	Note: Reasons for declining are not required to be communicated.

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Powell, R. (2016). IAM Motorcycle Division Safety Guidelines. Auckland: Institute of Advanced Motorists.



## Enclosure 2. Tips for Charity Ride Organisers.

The following information is for the guidance of people organising charity motorcycle rides. *Please note that these are only recommendations, and may be adjusted to suit the riding style and group dynamic of each organisation as they see fit.*

**Route Planning.** The following should be taken into account:

- The route should run along main traffic routes where possible, so that the ride is not broken up by compulsory stop signs, give way signs or traffic lights.
- The assistance of local traffic authorities and police should be considered in order to have traffic lights progressively phased during the ride, or traffic legally managed by police escort riders. At the very least, the police need to be informed of the route, and the estimated number of riders. **Remember that marshals cannot legally block intersections and must be courteous to the public at all times.**
- Right turns should be minimised so that oncoming traffic does not interrupt traffic flow.
- Gravel and road works should be avoided (where possible do a survey ride at least a week prior to the event).
- Motorways. Group lane positioning is important to avoid conflicts with traffic entering or exiting the motorway. In many instances, this may involve the group using the right hand-most lane, but this is not absolute. Planners should consider the most appropriate lanes to use to ensure the safety of riders and other road users, and this information needs to be included as part of the rider briefing.

### **Weather.**

- Rides should be cancelled if heavy rain or extreme wind is forecast. If this occurs, consider having the riders meet at the destination (if there is weather protection) in order for fundraising activities to continue. Riders should be able to cope with light rain or showers.

**Briefing.** A riders brief must be conducted and should cover the following subjects:

- Route, distance & times.
- Whether riders have right of way or whether normal traffic rules apply.
- Method of route indication.
- Meeting/Rendezvous points.
- Riding on motorways (use the right hand [fast] lane where appropriate)
- Riding in staggered formation.
- All riders should be as courteous as possible to other road users.
- Emphasising that everyone needs to “ride their own ride” and that safety is the priority at all times.
- Emphasising that inconsiderate or unsafe riding won’t be tolerated and should be reported to the Ride Organisers if it is seen.