

WORKCOVER REGULATIONS WILL BE ENFORCED FOR ALL ON SITE ACTIVITIES

The completion of the following site SAFETY PLAN is required

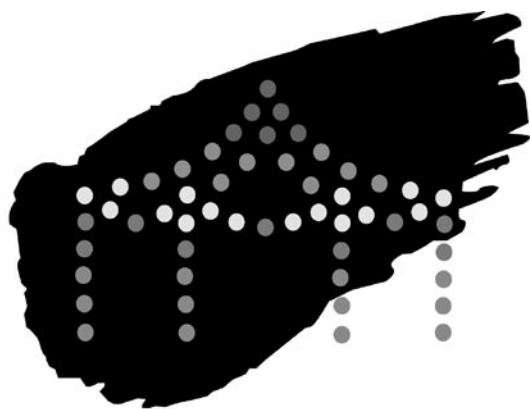
ON SITE SAFETY

1. The Exhibitor shall at all times exercise all necessary precautions for the safety of the public, employees and others appropriate to the nature of the exhibit site/ demonstration and the conditions under which the event is conducted, and shall comply with all statutory requirements and such directions as the President (or nominated person) of the Field Days may give from time to time.
2. Notwithstanding any directions or approvals given by the President (or nominated person) the Exhibitor shall at all times be held responsible for the safety of all persons engaged in the operation of an exhibit site / demonstration.
3. The Exhibitor shall promptly report to the President (or nominated person), all accidents involving death, personal injury, and all incidents with accident potential such as equipment, structural or infrastructure failure and the like. If requested by the President (or nominated person), a written report shall be provided in the form directed.
4. The Exhibitor shall prepare and implement a site specific Safety Management Plan. This plan will demonstrate how the Exhibitor will comply with the Occupational Health and Safety Act and associated Acts and Regulations. As a minimum the plan will detail:
 - 4.1. Safety management responsibilities within the Exhibitors organization which details the names, positions of persons responsible for the following aspects:
 - 4.2. Keeping up to date with relevant OH&S Regulations, Codes of Practices and the communicating of their relevance within the Exhibitors organization, e.g. crane operators, forklift drivers.
 - 4.3. The identification of and the evaluation of site-specific OH&S hazards.
 - 4.4. Ensuring the continued operating safety of all equipment, plant and materials used on the site.
 - 4.5. Procuring training, enforcement of their use and the monitoring of the condition of all related equipment.
 - 4.6. The management of on-site work methods, the warning of hazards and the implementation of accident and emergency procedures.
 - 4.7. The protection of the public on and near the site.
 - 4.8. The assessment and monitoring of sub-contractors.
 - 4.9. Providing First Aid and the maintenance of First Aid stocks.
 - 4.10. The identification of the site related OH&S hazards and for each hazard, the submission of a detailed Job Safety Analysis (JSA) (incorporating operational procedures) designed to manage the associated hazards.
 - 4.11. A mechanism for reviewing the site related hazards during the life of the Event and if necessary the development of revised Site Safety Plan.
5. In developing the Site Safety Plan consideration should be given, but not limited to, the defining of confined spaces, adequate illumination, traffic control, machinery guards, safe access, working at heights, hazardous substances.
6. The Safety Management Plan is to be submitted to the Elmore Field Days Committee. If the plan, in the opinion of the President (or nominated person), does not adequately cover the requirements, then work will not be permitted to commence on site until the plan has been revised to incorporate these requirements.

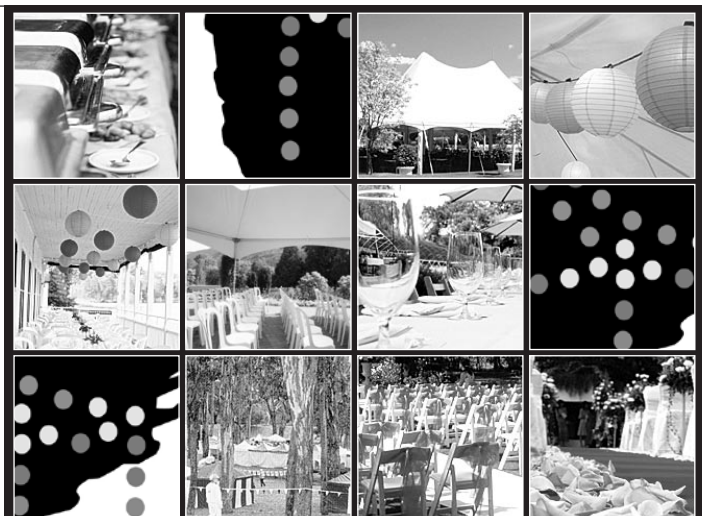
The following form must be completed and A COPY must then be submitted prior to the site being permitted to operate.

Failure to submit this may result in your site not being permitted to operate.

A COPY OF THIS SITE SAFETY PLAN MUST BE AVAILABLE ON YOUR SITE AT ALL TIMES



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Exhibitor Name:

Office Use Only

RISK LEVELS
 H = Act immediately to fix the problem
 M = Establish appropriate control measures & monitor
 L = Manage by routine procedures

Hazards Page 1 of 3	Relevant to your site ✓	Suggested Risk Control Measures to eliminate or minimize the risk of injury	Risk Level			Control Measure in Place ✓
			H ✓	M ✓	L ✓	
Slips Trips and Falls	<input type="checkbox"/>	Exhibit designed to minimise trip hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Barriers in place to separate people from hazard conditions expected at the site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Mats placed over uneven surfaces and cables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Segregation of pedestrians by means of barriers, fences or wardens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Signs/ flags/ indicators in place to warn of hazard/s	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Exhibit designed to minimise hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Surface dried and cleaned as soon as hazard occurs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Warning signs to indicate hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Hand rails and steps to be of solid construction and manufactured in accordance with Australian Standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Supervision in place to assist and instruct visitors climbing onto plant and machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plant & Machinery	<input type="checkbox"/>	Experienced and competent operators only to operate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Speed limits and load restrictions adhered to	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Passengers not to be carried	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Safety in place when backing the machine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Not left unattended when running	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Removal of keys when unattended	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Booms and tynes to be lowered before vacating the machine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Operating the machinery in the vicinity of overhead or underground power lines - qualified spotters are used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Safe work procedures are available and should take into account:				
	<input type="checkbox"/>	Vicinity of other workers and visitors when starting machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Use of machinery on uneven surfaces or inclines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Note: All machinery and equipment demonstration exhibitors should liaise with appropriate field days staff regarding the safe movement of displays.						
Stationary Machinery	<input type="checkbox"/>	Operators are experienced and competent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Segregation of pedestrians by means of barriers, fences and supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Machine guarding in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Hazards Page 2 of 3	Relevant to your site ✓	Suggested Risk Control Measures to eliminate or minimize the risk of injury	Risk Level			Control Measure in Place ✓
			H ✓	M ✓	L ✓	
Cuts & Laceration Hazards	<input type="checkbox"/>	Eliminate sharp objects and protrusions from your exhibition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Place barriers between sharp objects and workers/visitors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical	<input type="checkbox"/>	All leads & power boards must have a current testing tag attached as per Inservice Safety Inspection & Testing of Electrical Equipment <i>This service is available on site by our electrician - Andersons Electrical Ph: (03) 5484 3000</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Cables and leads inspected "in situ" to identify risk of crushing/ cutting or exposure to moisture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Note: 1: All sites power outlets are protected by RCD protection 2: Red lines on ground and signs indicate location of underground power.						
Marquee	<input type="checkbox"/>	If marquee is larger than 100 sq metres, IT MUST BE ERECTED by a person who has the qualifications to do so, and a CERTIFICATE OF OCCUPANCY must also be obtained from the Shire of Campaspe and a copy forward to Elmore Field Days. Name of qualified erector: <input style="width: 80%;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dangerous Goods & Hazardous Substances	<input type="checkbox"/>	Material data sheets available at your location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	All Dangerous Goods/Hazardous Substances in suitable containers, labelled and with appropriate warning signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Precautions stated on MSDS to be followed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Required protective equipment provided to the workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Visitors, especially children to be kept away from Dangerous Goods / Hazardous Substances by means of barriers and constant supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Safe Work procedures are available where there is need to open or decant containers. Ensure staff are trained in Safe Working Procedures. Note: Occupational Health and Safety (Dangerous Goods Regs 2000 & Hazardous Substances Regulations 1999) apply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Hazards	<input type="checkbox"/>	Public & others separated from sources of fire by barriers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Combustible/flammable material kept to a minimum and segregated from sources of ignition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	No smoking near flammable material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Appropriate fire extinguisher / blanket in vicinity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thermal Hazards	<input type="checkbox"/>	Public & others separated from hot/cold via barriers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Warning signs erected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Staff informed and adequately trained with regard to hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Protective equipment supplied to workers where appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Consider bringing
empty clean
containers for
display purposes*

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Hazards Page 3 of 3	Relevant to your site ✓	Suggested Risk Control Measures to eliminate or minimize the risk of injury	Risk Level			Control Measure in Place ✓
			H ✓	M ✓	L ✓	
Gravitational Hazards	<input type="checkbox"/>	Heavy items not to be stored at heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Public and others segregated from areas where items may fall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Temporary structures checked for stability and strength taking into account possible weather conditions (eg. wind, rain, etc.) and all silos and tanks should be securely anchored	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pressure Hazards	<input type="checkbox"/>	All equipment hoses and cylinders to be inspected prior to exhibition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Gas cylinders secured to prevent falls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Public segregated from hazards by barriers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Workers informed of hazards and trained in use of equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Protective clothing and equipment supplied and used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Livestock	<input type="checkbox"/>	Livestock fully restrained by appropriate devices at all times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Barriers placed between public and animals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Attendants adequately trained and aware of possible hazards and have control over animals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First Aid	<input type="checkbox"/>	First-aid kit on site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Emergency telephone numbers displayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Level 2 first-aider. (Or by arrangement with Elmore Field Days committee/St John Ambulance)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A Copy of your Site Safety Plan needs to be available on site during the Field Days

Important Notes

The field days committee has determined that the periods of **greatest risk to safety exists in setting up and dismantling of displays**. During this time all exhibitors are required to adhere to but not limited to the following instructions.

- No vehicles will be permitted to enter or exit the display site area from 10.00 am to 5.00 pm on the last Thursday of the field days
- Additional site-specific hazards not outlined above must be identified, risks assessed and appropriate risk control measures implemented

Contact details

Provide name and mobile number of a staff member **on site during the Elmore Field Field Days**

Name: _____ Mobile: _____

This statement indicates that I / We, the Exhibitor _____
 (Name of Exhibitor site)

Have implemented the above control measures for our site and activities at the Elmore Field Days to be held 5, 6 & 7 October 2010.

Person Responsible: _____ Signed: _____

Title: _____ Date: _____

Attention: All Exhibitors **using LPGas for any purpose** during the Elmore Field Days:

In accordance with the **"Code of Practice for The Safe Use of LPGas at Public Events in Victoria"** introduced by Energy Safe Victoria (October 2009) and in conjunction with AS/NZ 1596, AS 5601 and relevant Worksafe Victoria regulations it is essential that anyone intending to use gas at the event should complete and return this check list (a copy must also be kept on site during the event).

The Code of Practice may be obtained from the Energy Safe Victoria website at www.esv.vic.gov.au

The Elmore Field Days Committee may remove from site any person using LPGas who fails to complete this checklist, makes a false declaration or knowingly uses an unsafe gas installation.

Exhibitor Name:

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GAS SAFETY

Y N

Action if No

		Y	N	
Appliances <i>Your exhibitor site at the field days is an extension of your workplace. As with all OH&S practices, employers must ensure:</i> <ul style="list-style-type: none"> • documented procedures for various tasks associated with the use of LPGas are in place • all personnel carrying out these tasks are adequately trained • records are kept to demonstrate personnel have received instructions in the specific safe method 	Only certified appliances in use	<input type="checkbox"/>	<input type="checkbox"/>	
	Service history available	<input type="checkbox"/>	<input type="checkbox"/>	
	In good working condition	<input type="checkbox"/>	<input type="checkbox"/>	
	Safety devices not tampered with	<input type="checkbox"/>	<input type="checkbox"/>	
	Taps and knobs in good condition and marked	<input type="checkbox"/>	<input type="checkbox"/>	
	Not on a combustibile surface	<input type="checkbox"/>	<input type="checkbox"/>	
	In a well vented location	<input type="checkbox"/>	<input type="checkbox"/>	
	Clearances from LPGas cylinder	<input type="checkbox"/>	<input type="checkbox"/>	
	External appliances not in an internal location	<input type="checkbox"/>	<input type="checkbox"/>	
	Appliance pressure does not exceed 3 kPa	<input type="checkbox"/>	<input type="checkbox"/>	
	Appliance number matches appropriate supply cylinder	<input type="checkbox"/>	<input type="checkbox"/>	
	Consumer piping acceptable	<input type="checkbox"/>	<input type="checkbox"/>	
	Hoses for appliance acceptable	<input type="checkbox"/>	<input type="checkbox"/>	
Regulators & Hoses	Regulators in good condition	<input type="checkbox"/>	<input type="checkbox"/>	
	Regulator hose of approved material	<input type="checkbox"/>	<input type="checkbox"/>	
	Hoses in good condition	<input type="checkbox"/>	<input type="checkbox"/>	
	Protected from accidental damage	<input type="checkbox"/>	<input type="checkbox"/>	
	Hoses less than 3m in length	<input type="checkbox"/>	<input type="checkbox"/>	
Cylinders	Cylinder within 10 year test date	<input type="checkbox"/>	<input type="checkbox"/>	
	Cylinder in good condition	<input type="checkbox"/>	<input type="checkbox"/>	
	Cylinder connections checked for leaks	<input type="checkbox"/>	<input type="checkbox"/>	
	Cylinders secured	<input type="checkbox"/>	<input type="checkbox"/>	
	Located away from flammable materials and ignition source	<input type="checkbox"/>	<input type="checkbox"/>	
	Cylinder not blocking exit or path of travel	<input type="checkbox"/>	<input type="checkbox"/>	
	Cylinder quantity not exceeded	<input type="checkbox"/>	<input type="checkbox"/>	
	Cylinder size not exceeded	<input type="checkbox"/>	<input type="checkbox"/>	

This statement indicates that I / We, the Exhibitor _____

Have implemented the above control measures for our site and activities at the Elmore Field Days to be held 5, 6 & 7 October 2010.

Person Responsible: _____ Signed: _____

Title: _____ Date: _____