

NAME OF EXHIBITOR: \_\_\_\_\_

**IMPORTANT NOTICE: This site safety plan must be completed AND A COPY then submitted to the Elmore Field Days Committee prior to the site being permitted to operate. Failure to submit this site safety plan may result in your site not being permitted to operate.**

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

HAZARDS	SUGGESTED RISK CONTROL MEASURES	RISK CONTROL MEASURES IN PLACE YES ✓ NO ✗ NA (Not Applicable)
<b>1. Slips Trips and Falls</b>	• Exhibit designed to minimise trip hazards	
	• Barriers in place to separate people from hazard conditions expected at the site	
	• Mats placed over uneven surfaces and cables	
	• Segregation of pedestrians by means of barriers, fences or wardens	
	• Signs/ flags/ indicators in place to warn of hazard/s	
	• Exhibit designed to minimise hazards	
	• Barriers in place to separate people from hazard /s	
	• Surface dried and cleaned as soon as hazard occurs	
	• Warning signs to indicate hazards	
	• Hand rails and steps to be of solid construction and manufactured in accordance with Australian Standards	
	• Supervision in place to assist and instruct visitors climbing onto plant and machinery	
<b>2. Plant and Machinery</b>  <b>Note 1: All machinery and equipment demonstration exhibitors should liaise with appropriate field days staff regarding the safe movement of displays.</b>	• Experienced and competent operators only to operate	
	• Speed limits and load restrictions adhered to	
	• Passengers not to be carried	
	• Safety in place when backing the machine	
	• Not left unattended when running	
	• Removal of keys when unattended	
	• Booms and tines to be lowered before vacating the machine	
	<ul style="list-style-type: none"> <li>• Operating the machinery in the vicinity of overhead or underground power lines - qualified spotters are used</li> </ul> <p><b>Safe work procedures are available and should take into account:</b></p> <ul style="list-style-type: none"> <li>• Vicinity of other workers and visitors when:</li> <li>• Starting machinery</li> <li>• Use of machinery on uneven surfaces or inclines</li> </ul>	

HAZARDS	SUGGESTED RISK CONTROL MEASURES	RISK CONTROL MEASURES IN PLACE YES ✓ NO ✗ NA (Not Applicable)
<b>2.1 Stationary Machinery Hazards</b>	<ul style="list-style-type: none"> <li>Operators are experienced and competent</li> </ul>	
	<ul style="list-style-type: none"> <li>Segregation of pedestrians by means of barriers, fences and supervision</li> </ul>	
	<ul style="list-style-type: none"> <li>Machine guarding in place</li> </ul>	
<b>3. Dangerous Goods &amp; Hazardous Substances</b> (Consider bringing empty clean containers for display purposes)	<ul style="list-style-type: none"> <li>Material data sheets available at your location</li> </ul>	
	<ul style="list-style-type: none"> <li>All Dangerous Goods/Hazardous Substances in suitable containers, labelled and with appropriate warning signs</li> </ul>	
	<ul style="list-style-type: none"> <li>Precautions stated on MSDS to be followed</li> </ul>	
	<ul style="list-style-type: none"> <li>Required protective equipment provided to the workers</li> </ul>	
	<ul style="list-style-type: none"> <li>Visitors, especially children to be kept away from Dangerous Goods/ Hazardous Substances by means of barriers and constant supervision</li> </ul>	
	<ul style="list-style-type: none"> <li>Safe Work procedures are available where there is need to open or decant containers. Ensure staff are trained in Safe Working Procedures.  <b>Note:</b> Occupational Health and Safety (Dangerous Goods Regs 2000 &amp; Hazardous Substances Regulations 1999) apply</li> </ul>	
<b>4. Cuts and Laceration Hazards</b>	<ul style="list-style-type: none"> <li>Eliminate sharp objects and protrusions from your exhibition</li> </ul>	
	<ul style="list-style-type: none"> <li>Place barriers between sharp objects and workers/visitors</li> </ul>	
<b>5. Electrical</b> Note 1: All sites power outlets are protected by RCD protection Note 2: Red lines on ground and signs indicate location of underground power.	<ul style="list-style-type: none"> <li><b>All leads &amp; power boards must have a current testing tag attached as per Inservice Safety Inspection &amp; Testing of Electrical Equipment.</b></li> </ul> <p>This service is available on site by our electrician - Andersons Electrical Ph: (03) 5484 3000</p>	
	<ul style="list-style-type: none"> <li>Cables and leads inspected "in situ" to identify risk of crushing/ cutting or exposure to moisture</li> </ul>	
<b>6. Livestock</b>	<ul style="list-style-type: none"> <li>Livestock fully restrained by appropriate devices at all times</li> </ul>	
	<ul style="list-style-type: none"> <li>Barriers placed between public and animals</li> </ul>	
	<ul style="list-style-type: none"> <li>Attendants adequately trained and aware of possible hazards and have control over animals</li> </ul>	
<b>7. Thermal Hazards</b>	<ul style="list-style-type: none"> <li>Public &amp; others separated from hot/cold via barriers</li> </ul>	
	<ul style="list-style-type: none"> <li>Warning signs erected</li> </ul>	
	<ul style="list-style-type: none"> <li>Staff informed and adequately trained with regard to hazards</li> </ul>	
	<ul style="list-style-type: none"> <li>Protective equipment supplied to workers where appropriate</li> </ul>	
<b>8. Fire Hazards</b>	<ul style="list-style-type: none"> <li>Public &amp; others separated from sources of fire by barriers</li> </ul>	
	<ul style="list-style-type: none"> <li>Combustible/flammable material kept to a minimum and segregated from sources of ignition</li> </ul>	
	<ul style="list-style-type: none"> <li>No smoking near flammable material</li> </ul>	
	<ul style="list-style-type: none"> <li>Appropriate fire extinguisher / blanket in vicinity</li> </ul>	

NAME OF EXHIBITOR: \_\_\_\_\_

HAZARDS	SUGGESTED RISK CONTROL MEASURES	RISK CONTROL MEASURES IN PLACE
		YES ✓ NO ✗ NA (Not Applicable)
<b>9. Gravitational Hazards</b>	• Heavy items not to be stored at heights	
	• Public and others segregated from areas where items may fall	
	• Temporary structures checked for stability and strength taking into account possible weather conditions. (eg. wind, rain, etc.) All silos and tanks should be securely anchored	
<b>10. Pressure Hazards</b>	• All equipment hoses and cylinders to be inspected prior to exhibition	
	• Gas cylinders secured to prevent falls	
	• Public segregated from hazards by barriers	
	• Workers informed of hazards and trained in use of equipment	
	• Protective clothing and equipment supplied and used	
<b>11. First Aid</b>	• <b>First-aid kit on site</b>	
	• <b>Emergency telephone numbers displayed</b>	
	• <b>Level 2 first-aider. (Or by arrangement with Elmore Field Days committee/St John Ambulance)</b>	
<b>12. Marquee</b>	<ul style="list-style-type: none"> <li>• <b>If marquee is larger than 100 sq metres, IT MUST BE ERECTED by a person who has the qualifications to do so. (IMPORTANT: Note when placing pegs and other anchors, Red Line indicates underground power)</b></li> </ul> <p><b>Name of qualified erector:</b> _____</p>	
<b>13. Contact details during Field Days. Provide name and mobile number of a staff member on site during the Field Days</b>		
Name: _____ Mobile: _____		
<b>14. Additional Notes</b>		
<p>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.</p> <ul style="list-style-type: none"> <li>• <b>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</b></li> <li>• <b>A crane roster will be established and will be strictly enforced</b></li> <li>• <b>Additional site-specific hazards not outlined above must be identified, risks assessed and appropriate risk control measures implemented</b></li> </ul>		

**This statement indicates that I / We, the Exhibitor**

Name of Exhibitor' site: \_\_\_\_\_

Have implemented the above control measures for our site and activities for the Elmore Field Days to be held on 6, 7 &amp; 8 October 2009.

Person Responsible: \_\_\_\_\_ Signed: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

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