

### **Elmore Field Days – Exhibitor Site Safety Plan**

This Site Safety Plan must be completed, and a copy submitted to the Elmore Field Days via email or post prior to the event. Failure to submit this Site Safety Plan may result in your site not being permitted to operate. Your exhibitor site at the field days is an extension of your workplace.

A copy of this Site Safety Plan must be available on your site at all times during the field days. The Elmore 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 outside the specified Bump In/Out opening hours to be finalized closer to the event.
- However, during the three days of The Elmore Field Days vehicles are NOT ALLOWED to enter or exit the display site between the hours of 8am and 5pm.
- Additional site-specific hazards identified that are not outlined here must be assessed and the appropriate risk control measures implemented, and then communicated to the Elmore Field Days Office.

### **Exhibitor Site Safety Plan Conditions**

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.
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 and completed.
4. The Exhibitor shall complete the following 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 communication 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 subcontractors.
  - 4.9. Providing First Aid and the maintenance of First Aid stocks.

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- 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 a 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.

Hazards and Suggested Risk Control Measures	Relevant to site	Not Applicable to site	Measure put in place (if relevant to site)
<b>Cuts &amp; Laceration Hazards</b>			
Eliminate sharp objects and protrusions from your exhibit.			
Place barriers between sharp objects and workers/visitors			
<b>Dangerous Goods &amp; Hazardous Substances: Consider bringing empty clean containers for display purposes. Note: Occupational Health and Safety (Dangerous Goods Regs 2000 &amp; Hazardous Substances Regulations 1999) apply.</b>			
Material data sheets available at your location			
Safe Work procedures are available where there is a need to open or decant containers. Ensure staff are trained in Safe Working Procedures.			
Precautions stated on MSDS to be followed			
Required protective equipment provided to the workers			
All Dangerous Goods/Hazardous Substances in suitable containers, labelled and with appropriate warning signs, barriers if applicable & effective supervision.			
<b>Electrical: All sites' power outlets are protected by RCD protection. Red lines on ground and signs are location of underground power</b>			
All leads & power boards must have a current testing tag attached. (If you require your equipment tagged, please contact our office.)			
Cables and leads inspected "in situ" to identify risk of crushing/cutting or exposure to moisture			
<b>Fire Hazards</b>			
Public & others separated from sources of fire by barriers			
Combustible/flammable material kept to a minimum and segregated from sources of ignition			

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No smoking near flammable material			
Appropriate fire extinguisher / blanket in vicinity			
<b>First Aid</b>			
First-aid kit on site			
Emergency telephone numbers displayed			
Level 2 first aider (not compulsory)			
<b>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 (e.g. wind, rain, etc.) and all silos and tanks should be securely anchored			
<b>Livestock</b>			
Livestock must be fully restrained by appropriate devices at all times			
Barriers must be placed between the public and animals, and must be supervised at all times			
Attendants adequately trained and aware of possible hazards and have control over animals			
<b>LP Gas Safety (including BBQs): As with all OH&amp;S and Energy Safe Victoria, employers must ensure: documented procedures for various tasks associated with LP Gas are in place. All personnel carrying out these tasks are adequately trained &amp; records are kept demonstrating personnel have received instructions in the specific safe method.</b>			
Gas cylinders are not permitted within tents/marquees			
Gas cylinders secured to prevent falls			
Regulators in good condition			
Cylinder within 10-year test date			
Only certified appliances in use			

Hazards and Suggested Risk Control Measures	Relevant to site	Not Applicable to site	Measure put in place (if relevant to site)
<b>Marquee</b>			
If a marquee is larger than 100 sq meters, it must be erected by a person who has the qualifications to do so, and a Certificate of Occupancy must be obtained from the Shire of Campaspe			

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Plant & Machinery			
<b>Note: All exhibitors should liaise with the field days office regarding safe movement and demonstrations.</b>			
Experienced and competent operators/handler 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 tynes to be lowered before vacating the machine			
Operating the machinery in the vicinity of overhead or underground power lines. Safe work procedures include qualified spotters. Vicinity of other workers and visitors when starting machinery Use of machinery on uneven surfaces or incline			
Pressure Hazards			
All equipment hoses and cylinders to comply with Energy safe Victoria Regulations			
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			
Slips, Trips and Falls			
Exhibit designed to minimise trip hazards, slips, trips, or falls			
Barriers & warning signs in place to separate people from hazard conditions expected at site			
Mats placed over uneven surfaces and cables			
Signs/ flags/ indicators in place to warn of hazard/s			
Exhibit designed to minimise hazards			
Surface dried and cleaned as soon as hazard occurs			
Handrails 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			
In the instance of a wet weather event Elmore Field Days is not responsible for supplying bark chips.			

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Stationary Machinery			
Operators are experienced and competent			
Segregation of pedestrians by means of barriers, fences, and supervision			
Machine guarding in place			
Thermal Hazards			
Public & others separated from hot/cold via barriers			
Warning signs erected			

### LP Gas

In accordance with the “Code of Practice for The Safe Use of LP Gas 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 the 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](http://www.esv.vic.gov.au)

As with all OH&S and Energy Safe Victorian, employers must ensure:

- documented procedures for various tasks associated with LP Gas are in place.
- All personnel carrying out these tasks are adequately trained & records are kept demonstrating personnel have received instructions in the specific safe method.

In accordance with Energy Safe Victorian regulations and procedures, the following must be completed by all exhibitors using LPG, including Barbeques. The Elmore Field Days Committee may remove from site any person using LP Gas who fails to complete this checklist, makes a false declaration, or knowingly uses an unsafe gas installation.

Will you have LPG (including BBQ) on site? If yes - complete the checklist below. If no put line through this section			
Hazards and Suggested Risk Control Measures	Yes	No	Action if no
Appliances			
Only certified appliances in use			
Service history available			
In good working condition			
Safety devices not tampered with			
Taps and knobs in good condition and marked			
In a well vented location			
Clearances from LP Gas cylinder			
External appliances not in an internal location			

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Appliance number matches appropriate supply cylinder			
Consumer piping acceptable			
Hoses for appliance acceptable			
<b>Regulators &amp; Hoses</b>			
Regulators in a good condition			
Regulator hoses of approved material			
Hoses in good condition			
Protected from accidental damage			
Hoses less than 3m in length			
<b>Cylinders</b>			
Cylinder within 10-year test date			
Cylinder in good condition			
Cylinder connections checked for leaks			
Cylinders secured			
Located away from flammable materials and ignition source			
Cylinder not blocking exit or path to travel			
Cylinder quantity not exceeded			
Cylinder size not exceeded			

**Contact Details – Provide details of a staff member onsite during the Elmore Field Days**

Person Responsible: \_\_\_\_\_ Mobile: \_\_\_\_\_

This statement indicates that I/We, the exhibitor have implemented the control measures in this document for our site and activities for the Elmore Field Days

Company: \_\_\_\_\_ Person Responsible: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please email a signed copy of your Site Safety Plan to [info@elmorefielddays.com.au](mailto:info@elmorefielddays.com.au), or return via post to: PO Box 27, Elmore VIC 3558