

On-Site Safety & Compliance

WORKCOVER REGULATIONS WILL BE ENFORCED FOR ALL ON SITE ACTIVITIES

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 Site Safety Plan must be completed and a copy submitted to the Elmore Field Days.

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

A copy of the Site Safety Plan must be available on the exhibitors site at all times.

Exhibitor sites may be subject to inspection by Elmore Field Days, Work Safe and Energy Safe (Gas) Inspectors at any time prior to and during the event.

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 10.00am to 5.00pm on Tuesday 1st, Wednesday 2nd and Thursday 3rd October 2019.
- Additional site-specific hazards not outlined here must be identified, risks assessed and appropriate risk control measures implemented.

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 during the online registration (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 LP Gas who fails to complete this checklist, makes a false declaration or knowingly uses an unsafe gas installation.

Site Safety Plan

Exhibitor Trading Name:

Hazards Page 1 of 3	Suggested Risk Control Measures to eliminate or minimise the risk of injury	Risk Measure in Place	
		<input type="checkbox"/>	N/A <input type="checkbox"/>

Marquee

Important: when placing pegs and other anchors, Red Line indicates underground power

<p>If marquee is larger than 100 sq metres:</p> <ul style="list-style-type: none"> it must be erected by a person who has the qualifications to do so. a Certificate of Occupancy must be obtained from the Shire of Campaspe (fees apply) with a copy forwarded to Elmore Field Days. All marquees over 100 sq.m. are subject to council inspection prior to the event (Enquiries: Municipal Surveyor - 03 5481 2200). <p>Marquee Hire Co. <input type="text"/></p>	<input type="checkbox"/>	<input type="checkbox"/>
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Slips, Trips & Falls

Exhibit designed to minimise trip hazards, slips, trips or falls	<input type="checkbox"/>	<input type="checkbox"/>
Barriers & warning signs in place to separate people from hazard conditions expected at the site	<input type="checkbox"/>	<input type="checkbox"/>
Mats placed over uneven surfaces and cables	<input type="checkbox"/>	<input type="checkbox"/>
Signs/ flags/ indicators in place to warn of hazard/s	<input type="checkbox"/>	<input type="checkbox"/>
Exhibit designed to minimise hazards	<input type="checkbox"/>	<input type="checkbox"/>
Surface dried and cleaned as soon as hazard occurs	<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"/>
Supervision in place to assist and instruct visitors climbing onto plant and machinery	<input type="checkbox"/>	<input type="checkbox"/>

Plant & Machinery

Note: All exhibitors should liaise with the field days office regarding safe movement and demonstrations.

Experienced and competent operators/handler only to operate	<input type="checkbox"/>	<input type="checkbox"/>
Speed limits and load restrictions adhered to	<input type="checkbox"/>	<input type="checkbox"/>
Passengers not to be carried	<input type="checkbox"/>	<input type="checkbox"/>
Safety in place when backing the machine	<input type="checkbox"/>	<input type="checkbox"/>
Not left unattended when running	<input type="checkbox"/>	<input type="checkbox"/>
Removal of keys when unattended	<input type="checkbox"/>	<input type="checkbox"/>
Booms and tynes to be lowered before vacating the machine	<input type="checkbox"/>	<input type="checkbox"/>
Operating the machinery in the vicinity of overhead or underground power lines.	<input type="checkbox"/>	<input type="checkbox"/>
Safe work procedures include qualified spotters.	<input type="checkbox"/>	<input type="checkbox"/>
Vicinity of other workers and visitors when starting machinery	<input type="checkbox"/>	<input type="checkbox"/>
Use of machinery on uneven surfaces or inclines	<input type="checkbox"/>	<input type="checkbox"/>

Electrical

All sites power outlets are protected by RCD protection. Red lines on ground and signs indicate location of underground power

All leads & power boards must have a current testing tag attached. If you require your equipment tagged please call CMS Refrigeration & Electrical on 0457 369 464. Refer to page 9 for further information on electrical requirements	<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"/>

Dangerous Goods & Hazardous Substances

Consider bringing empty clean containers for display purposes

Note: Occupational Health and Safety (Dangerous Goods Regs 2000 & Hazardous Substances Regulations 1999) apply.

Material data sheets available at your location	<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.	<input type="checkbox"/>	<input type="checkbox"/>
Precautions stated on MSDS to be followed	<input type="checkbox"/>	<input type="checkbox"/>
Required protective equipment provided to the workers	<input type="checkbox"/>	<input type="checkbox"/>
All Dangerous Goods/Hazardous Substances in suitable containers, labelled and with appropriate warning signs, barriers where applicable & effective supervision.	<input type="checkbox"/>	<input type="checkbox"/>

Site Safety Plan

Exhibitor Trading Name:

Hazards Page 2 of 3	Suggested Risk Control Measures to eliminate or minimise the risk of injury	Risk Measure in Place	
		✓	N/A ✓

Fire Hazards			
	Public & others separated from sources of fire by barriers	<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"/>
	No smoking near flammable material	<input type="checkbox"/>	<input type="checkbox"/>
	Appropriate fire extinguisher / blanket in vicinity	<input type="checkbox"/>	<input type="checkbox"/>

Thermal Hazards			
	Public & others separated from hot/cold via barriers	<input type="checkbox"/>	<input type="checkbox"/>
	Warning signs erected	<input type="checkbox"/>	<input type="checkbox"/>
	Staff informed and adequately trained with regard to hazards	<input type="checkbox"/>	<input type="checkbox"/>
	Protective equipment supplied to workers where appropriate	<input type="checkbox"/>	<input type="checkbox"/>

Gravitational Hazards			
	Heavy items not to be stored at heights	<input type="checkbox"/>	<input type="checkbox"/>
	Public and others segregated from areas where items may fall	<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"/>

Pressure Hazards			
	All equipment hoses and cylinders to comply with Energy safe Victoria Regulations	<input type="checkbox"/>	<input type="checkbox"/>
	Gas cylinders secured to prevent falls	<input type="checkbox"/>	<input type="checkbox"/>
	Public segregated from hazards by barriers	<input type="checkbox"/>	<input type="checkbox"/>
	Workers informed of hazards and trained in use of equipment	<input type="checkbox"/>	<input type="checkbox"/>
	Protective clothing and equipment supplied and used	<input type="checkbox"/>	<input type="checkbox"/>

Livestock			
	Livestock fully restrained by appropriate devices at all times	<input type="checkbox"/>	<input type="checkbox"/>
	Barriers placed between public and animals and supervision at all times	<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"/>

Stationary Machinery			
	Operators are experienced and competent	<input type="checkbox"/>	<input type="checkbox"/>
	Segregation of pedestrians by means of barriers, fences and supervision	<input type="checkbox"/>	<input type="checkbox"/>
	Machine guarding in place	<input type="checkbox"/>	<input type="checkbox"/>

Cuts & Laceration Hazards			
	Eliminate sharp objects and protrusions from your exhibit.	<input type="checkbox"/>	<input type="checkbox"/>
	Place barriers between sharp objects and workers/visitors	<input type="checkbox"/>	<input type="checkbox"/>

First Aid			
	First-aid kit on site	<input type="checkbox"/>	<input type="checkbox"/>
	Emergency telephone numbers displayed	<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"/>

Site Safety Plan

Exhibitor Trading Name:

Hazards Page 3 of 3	Suggested Risk Control Measures to eliminate or minimise the risk of injury
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LP GAS SAFETY

In accordance with Energy Safe Victoria regulations and procedures, the following must be completed by all exhibitors using LPG, Including Barbeque's.

	Y	N	Action if No
Appliances			
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 combustible 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 & 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"/>	

Contact Details - Provide details of a staff member on site during the Elmore Field Days:

Name: _____ Mobile: _____

Position: _____

This statement indicates that I / We, the Exhibitor _____ have implemented the following control measures for our site and activities at the Elmore Field Days to be held 1, 2 & 3 October 2019.

Person Responsible: _____

Signed: _____

Position: _____

Date: _____

Office Use Only
Site No.
Inspected by
Date