



# Exhibitor Site Safety Plan (Page 1 of 2)

This Site Safety Plan must be completed AND A COPY submitted to the Wimmera Machinery Field Days with the Site Application Form. 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 THE SITE AT ALL TIMES DURING THE FIELD DAYS**

**EXHIBITOR / SITE NAME** \_\_\_\_\_

HAZARDS	SUGGESTED RISK CONTROL MEASURES	RISK CONTROL MEASURES IN PLACE YES ✓ NO ✗ NA (Not Applicable)
1. Slips, Trips and Falls	Exhibition designed to minimise hazards and slips, trips or falls Barriers in place to separate people from hazard conditions expected at the 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 clean as soon as hazards occurs 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 & machinery	
2. Electrical	All leads and power boards must have a current testing tag attached. Cables and leads inspected "in situ" to identify risk of crushing/cutting/or exposure to moisture	
3. Plant and Machinery <i>All exhibitors should liaise with field days management regarding safe movement &amp; demonstrations</i>	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 Experienced and competent handlers	
<b>OUTDOOR SITES ONLY</b>	Segregation of patrons by means of barriers, fences and supervision Machine guarding in place Operating the machinery in the vicinity of overhead or underground power lines, qualified spotters are used <b>Safe work procedures are available and should take into account:</b> <ul style="list-style-type: none"> <li>• Vicinity of other workers and visitors when:</li> <li>• Starting machinery • Use of machinery on uneven surfaces or inclines</li> </ul>	
4. Dangerous Goods & Hazardous Substances <i>(Consider bringing empty clean containers for display purposes)</i>	Material data sheets available at your location All dangerous goods/hazardous substances in suitable containers, labelled and with appropriate warning signs, barriers where applicable and effective supervision Precautions stated on MSDS to be followed Required protective equipment provided to the workers 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 & Hazardous Substances Regulations 1999) apply	
5. Cuts & Laceration Hazards	Eliminate sharp objects and protrusions from your exhibit Place barriers between sharp objects and workers/visitors	
6. Livestock <b>OUTDOOR SITES ONLY</b>	Livestock fully restrained <b>and/or enclosed</b> by appropriate devices at all times Barriers placed between public and animals and supervision at all times Attendants adequately trained and aware of possible hazards and have control over animals	

**\* Continue over page to complete and sign.**

HAZARDS	SUGGESTED RISK CONTROL MEASURES	RISK CONTROL MEASURES IN PLACE YES ✓ NO ✗ NA (Not Applicable)
7. Thermal Hazards	Public & others separated from hot/cold via barriers	
	Warning signs erected	
	Staff informed and adequately trained with regard to hazards	
	Protective equipment supplied to workers where appropriate	
8. Fire Hazards	Public & others separated from sources of fire by barriers	
	Combustible/flammable material kept to a minimum and segregated from sources of ignition	
	No smoking near flammable material	
	Appropriate fire extinguisher/blanket in vicinity	
9. Gravitational Hazards	Heavy items not to be stored at heights	
	Public & others segregated from areas where items may fall	
	Temporary structures checked for stability and strength taking into account possible weather conditions (i.e. wind, rain etc)	
	All sites and tanks should be securely anchored	
10. 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	
11. First Aid	First-aid kit on site	
	Emergency telephone numbers displayed	
	Level 2 first-aider on site	
12. Marquee	If a 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>Name of qualified erector:</b>	
13. Additional Notes	<p>The Wimmera Machinery Field Days has determined that the periods of greatest risk to safety exists in the 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>• No vehicles will be permitted to enter or exit the display site area during the event public opening times.</li> <li>• Additional site-specific hazards not outlined above must be identified, risks assessed and appropriate risk control measures implemented</li> </ul>	

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

Name of Exhibitor's Site: \_\_\_\_\_

Have implemented the above control measures for our site and activities for the Wimmera Machinery Field Days

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

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

**A copy of this Site Safety Plan must be returned to the Wimmera Machinery Field Days with your Site Application to be considered for approval.**

## Exhibitor Site Safety Plan Conditions

- 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 Manager (or nominated person) from the Field Days may give from time to time.
- Notwithstanding any directions or approvals given by the Manager (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.
- The Exhibitor shall promptly report to the Manager (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 Manager (or nominated person), a written report shall be provided in the form directed.
- The Exhibitor shall prepare and implement a site specific Safety Management Plan. This plan will demonstrate how the Exhibitor will comply with the OH&S Act and associated Acts and Regulations. As a minimum the plan will detail:
  - Safety management responsibilities within the Exhibitor's organisation which details the names, positions or persons responsible for the following aspects:
  - Keeping up to date with relevant OH&S Regulations, Codes of Practices, and the communication of their relevance within the Exhibitors organisations, i.e. crane operators, forklift drivers.
  - Identification and evaluation of site specific OH&S hazards.
  - Ensuring the continued operating safety of all equipment, plant and materials used on site.
  - Procuring, training, enforcement of their use and the monitoring of the condition of all related equipment.
  - The management of on site work methods, the warning of hazards and the implementation of accident and emergency procedures.
  - The protection of the public on and near the site.
  - The assessment and monitoring of sub-contractors.
  - 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.