



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. If you require your equipment tagged please call Laser Electrical on 03 5382 1375	
	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 & 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	
OUTDOOR SITES ONLY	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	
	Safe work procedures are available and should take into account:	
	<ul style="list-style-type: none"> • Vicinity of other workers and visitors when: • Starting machinery • Use of machinery on uneven surfaces or inclines 	
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 Note: 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	Livestock fully restrained by appropriate devices at all times	
	OUTDOOR SITES ONLY 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 to be secure and checked for stability and strength taking into account possible weather conditions (i.e. wind, rain etc).	
	Aerial objects such as promotional flags and inflatables to be fixed on the site so as not to impact on or over other sites, surrounding objects or structures.	
	All site items should be securely anchored in the event of strong wind.	
10. Pressure Hazards	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 (or by arrangement with Wimmera Machinery Field Days Committee/St John Ambulance)	
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) Name of qualified erector:	
13. Additional Notes 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: <ul style="list-style-type: none"> • No vehicles will be permitted to enter or exit the display site area from 8.30am to 5.00pm during the 3 event days. • Additional site-specific hazards not outlined above must be identified, risks assessed and appropriate risk control measures implemented 		

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.