

## SHEEPVENTION - Exhibitor Site Safety Plan

THE SHEEPVENTION COMMITTEE WISH TO ENSURE THAT SHEEPVENTION IS SAFE AND WITHOUT RISK TO EXHIBITORS, EMPLOYEES, VISITORS AND VOLUNTEERS.

All Exhibitors are required to conduct a Risk Assessment of their exhibit and submit the Site Safety Plan (pages 19-20) with the Application Form.  
A copy of this Safety Plan must be available at all times throughout Sheepvention.

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 Administrator (or nominated persons) of Sheepvention may give from time to time.
2. Notwithstanding any directions or approvals given by the Administrator (or nominated persons) 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 Administrator (or nominated persons), 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 Administrator (or nominated persons), 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 & 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 name, 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 evaluation of site-specific OH&S hazards.
  - 4.4 Ensuring the continued operating safety of all equipment, plant and materials used on site.
  - 4.5 Procuring training, enforcement of their use and 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 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 Sheepvention Exhibitor Site Safety Plan is to be submitted to the Sheepvention Committee. If the plan, in the Administrator's (or nominated persons) opinion, 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.

# SHEEPVENTION - Exhibitor Site Safety Plan

IMPORTANT NOTICE: This site safety plan must be completed AND A COPY then submitted to the Sheepvention Office 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.

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

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

NAME OF EXHIBITOR ..... SITE NO: .....

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> <li>• Segregation of pedestrians by means of barriers, fences and supervision</li> <li>• Machine guarding in place</li> </ul>	
<b>3. Dangerous Goods &amp; Hazardous Substances</b>  <i>(Consider bringing empty clean containers for display purposes.)</i>	<ul style="list-style-type: none"> <li>• Material data sheets available at your location</li> <li>• All dangerous goods/Hazardous substances in suitable containers, labelled and with appropriate warning signs</li> <li>• Precautions stated on MSDS to be followed</li> <li>• Required protective equipment provided to the workers</li> <li>• Visitors, especially children to be kept away from Dangerous Goods/ Hazardous Substances by means of barriers and constant supervision</li> <li>• Safe work procedures are available where there is need to open or decant containers. Ensure staff are trained in Safe Working Procedures.</li> </ul> <p><b>Note:</b> Occupational Health and Safety (Dangerous Goods Regulations 2000 &amp; Hazardous Substances Regulations 1999) apply.</p>	
<b>4. Cuts and Laceration Hazards</b>	<ul style="list-style-type: none"> <li>• Eliminate sharp objects and protrusions from your exhibition</li> <li>• Place barriers between sharp objects and workers/ visitors</li> </ul>	
<b>5. Electrical</b>  <b>Note 1: All sites power outlets are protected by RCD protection</b> <b>Note 2: Red lines on ground and signs indicate location of underground power</b>	<p>All leads &amp; power boards MUST have a CURRENT testing tag attached</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>	

## SHEEPVENTION - Exhibitor Site Safety Plan continued

HAZARDS	SUGGESTED RISK CONTROL MEASURES	RISK CONTROL MEASURES IN PLACE YES ✓ NO ✗ NA (Not Applicable)
<b>6. Cattle and Livestock</b>	<ul style="list-style-type: none"> <li>Cattle and livestock fully restrained by appropriate devices at all times</li> <li>Barriers placed between public and animals</li> <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> <li>Warning signs erected</li> <li>Staff informed and adequately trained with regard hazards</li> <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> <li>Combustible/flammable material kept to a minimum and segregated from sources of ignition</li> <li>No smoking near flammable material</li> <li>Portable Gas Patio Heaters (All Clearance regulations adhered to)</li> <li>Appropriate fire extinguisher (Dry Chemical 1kg min) / fire blanket in vicinity</li> </ul>	
<b>9. Gravitational Hazards</b>	<ul style="list-style-type: none"> <li>Heavy items not to be stored at heights</li> <li>Public &amp; others segregated from areas where items may fall</li> <li>Temporary structures checked for stability and strength taking into account possible weather conditions (E.g. wind, rain etc). All silos and tanks should be securely anchored.</li> </ul>	
<b>10. Pressure Hazards</b>	<ul style="list-style-type: none"> <li>All equipment hoses and cylinders to be inspected prior to exhibition</li> <li>Gas cylinders secured to prevent falls</li> <li>Public segregated from hazards by barriers</li> <li>Workers informed of hazards and trained in use of equipment</li> <li>Protective clothing and equipment supplied and used</li> </ul>	

HAZARDS	SUGGESTED RISK CONTROL MEASURES	RISK CONTROL MEASURES IN PLACE YES ✓ NO ✗ NA (Not Applicable)
<b>11. Marquee</b>	<ul style="list-style-type: none"> <li>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 - Blue Line indicates water mains)</li> </ul> <p>Name of Qualified Erector: .....</p>	
<b>12. Additional Notes</b>		
<p>The Sheepvention 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>No vehicles will be permitted to enter or exit the Sheepvention sites (unless emergency vehicles or those under direct control of the Sheepvention Committee), from 9.00am until 5.00 pm on both Monday 3rd and Tuesday 4th August.</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: .....

Have implemented the above control measures for our site and activities for Sheepvention to be held on 3rd & 4th August 2009.

Person Responsible: .....

Signed: .....

Title: ..... Date: .....

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

