



2012 EXHIBITOR SITE SAFETY PLAN

The Site Safety Plan must be completed by the Exhibitor and a copy submitted to the IDW Event Manager 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 or being asked to close.

The Plan aims to guide Exhibitors in safety requirements and how to ensure that employees and members of the public are kept from harm whilst the event is in operation.

A copy of this site safety plan must be available on your site at all times during the event.

On Site Safety 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 Event Manager (or nominated person) may give from time to time.
2. 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.
3. The Exhibitor shall promptly report to the Event Manager (or nominated person) all accidents involving death, personal injury and all incidents with accident potential and if requested by the Event Manager (or nominated person) shall provide a written report.
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 organisation 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 organisation, eg 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 a revised Site Safety Plan.
5. In developing the Site Safety Plan consideration should be given, but not limited to, the defining of confirmed spaces, adequate illumination, traffic control, machinery guards, safe access, working at heights, hazardous substances.
6. The Site Safety Plan is to be submitted to the IDW Committee. If the plan, in the opinion of the Event Manager (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.



2012 Site Safety Plan

Exhibitor Name:	
------------------------	--

Key to Risk Levels:

H = Act immediately to fix the problem

M = Establish appropriate control measures & monitor

L = Manage by routine procedures

Hazard	Relevant to your Site ✓	Suggested Control Measures to eliminate or minimise the risk of injury	Risk level	Risk Level	Risk level	Control Measures in Place ✓
			H ✓	M ✓	L ✓	
Slips, Trips & Falls	✓	Site and exhibition designed to minimise hazards and slips, trips or falls				
	✓	Barriers in place to separate people from hazard conditions				
	✓	Mats placed over uneven surfaces or cables				
	✓	Segregation of pedestrians by means of barriers, fences or wardens				
	✓	Signs/flags in place to warn of hazards				
	✓	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 and machinery				
	✓	Surface dried and clean as soon as hazards occur				
Electrical	✓	All leads and power boards must have a current testing tag attached				
	✓	Cables and leads on site inspected to minimise crushing/cutting or exposure to moisture				
Fire Hazards	✓	Combustible/flammable material kept to a minimum and segregated from sources of ignition				
	✓	Public and others separated from sources of fire by barriers				
	✓	No smoking near flammable material				
	✓	Appropriate fire extinguisher/fire blanket available on site				
	✓	No hay bales on site				
Plant and Machinery – Moving and Stationary	✓	Not left unattended when running				
	✓	Experienced and competent operators only to operate				
	✓	Passengers not to be carried				
	✓	Removal of keys when unattended				
	✓	Speed limits and load restrictions adhered to				

	Passengers not to be carried				
	Safety in place when backing the machine				
	Machinery guarding in place				
	Booms and tynes to be lowered before vacating the machine				
	Operating the machinery in the vicinity of overhead or underground power lines – qualified spotters are used				
	Machinery not to be taken off site				
	Segregation of pedestrians by means by barriers, fences and supervision				
	Machinery not placed or used on uneven surfaces or inclines				
	Plant and equipment to be easily seen and clear from obstruction				
	Heavy items or machinery not to be stored at heights				
Dangerous Goods & Hazardous Substances	Material data sheets available at your location				
	Precautions stated on MSDS to be followed				
	Where possible empty clean containers are used for display purposes				
	All dangerous goods/hazardous substances in suitable containers, labelled and with appropriate warning signs, barriers where applicable and effective supervision				
	Visitors, especially children to be kept away from Dangerous Goods/Hazardous Substances by means of barriers and constant supervision				
	Required protective equipment provided on site				
Cuts & Laceration Hazards	Eliminate sharp objects and protrusions from your exhibit				
	Temporary structures checked for stability and strength taking into account weather conditions				
Thermal Hazards	Public & others separated from hot/cold via barriers				
	Warning signs erected				
	Staff informed and adequately trained with regard to hazards				
Marquee or Tent and Gravitational Hazards	Protective equipment supplied to workers where appropriate				
	If a marquee is larger than 100 sq metres it must be erected by a person who has the qualifications to do so, and a Certificate of Occupancy must also be obtained from the City of Greater Shepparton and a copy given to the IDW Event Manager				
	Name of Qualified Erector:				
	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 (eg wind, rain etc) and all silos and tanks should be securely anchored				

Pressure Hazards	All equipment hoses and cylinders to be inspected prior to exhibition				
	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 tested				
Livestock	Livestock fully restrained by appropriate devices at all times				
	Barriers placed between public and animals				
	Attendants adequately trained and aware of possible hazards and have control over animals				
General Conduct	We shall conduct ourselves so as not to annoy, endanger or interfere with the rights of other exhibitors and attendees				
OHS Site Rep & First Aid	We have identified an employee who will be on site and responsible for the safety on that site				
	First aid kit on site				

This statement indicates that I / We, the Exhibitor

Name:

Have implemented the attached control measures for our site and activities for the IDW Dairy and Machinery Expo held 18-19 January 2012.

Person Responsible On Site:..... Signed:

Mobile Number:

Date: