

## 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 Gas Safety Check List and Site Safety Plan with the Application Form. A copy of this Safety Plan must be available on site 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 Events Manager (or nominated persons) of Sheepvention may give from time to time.
2. Notwithstanding any directions or approvals given by the Events Manager (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 Events Manager (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 organisation which details the name, positions of persons responsible for the following aspects:
  - 4.2 Keeping up to date with relevant Occupational Health & Safety Regulations, Codes of Practices and the communicating of their relevance within the Exhibitors organisation, e.g. crane operators, forklift drivers.
  - 4.3 The identification of and evaluation of site-specific Occupational Health & Safety 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 Events Manager'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.

**NB: This plan must be completed & available on your site at all times, send a copy with your application.**

Indicate Yes/No or  
Not Applicable for each

**EXHIBITOR:** ..... **SITE NUMBER:** .....

Hazard	Suggested Risk Control measures	Risk Control Measures		
<b>1. Slips, Trips &amp; 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 site.</li> <li>Mats placed over uneven surfaces &amp; cables.</li> <li>Segregation of pedestrians by means of barriers, fences or gardens.</li> <li>Signs/flags/ indicators in place to warn of hazards.</li> <li>Barriers to separate people from hazard.</li> <li>Surface dried &amp; cleaned as soon as hazard occurs.</li> <li>Handrails &amp; steps to be of solid construction and meet building regulations.</li> </ul>		Yes	
			No	
			Not Applicable	
<b>2. Gravitational Hazards</b>	<ul style="list-style-type: none"> <li>Heavy items not to be stored at heights.</li> <li>Temporary structures and large or high risk items such as gas cylinders, silos, tanks and marquees to be secured. taking into account possible poor weather.</li> </ul>		Yes	
			No	
			Not Applicable	
<b>3. Dangerous goods &amp; hazardous substances</b>	<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 with appropriate warning signs.</li> <li>Precautions stated on MSDS to be followed.</li> <li>Required protective equipment provided to workers.</li> <li>Visitors to be kept away from dangerous goods / hazardous substances by constant supervision and barriers.</li> <li>Safe work procedures available where there is need to open or decant containers.</li> <li>Follow all relevant legislation</li> </ul>		Yes	
			No	
			Not Applicable	
<b>4. Cuts &amp; Lacerations</b>	<ul style="list-style-type: none"> <li>Eliminate sharp objects &amp; protrusions from your exhibition.</li> <li>Place barriers between sharp objects and workers / visitors.</li> </ul>		Yes	
			No	
			Not Applicable	
<b>5. Electrical</b>	<ul style="list-style-type: none"> <li>All leads &amp; power boards MUST have a current testing tag attached.</li> <li>Cables and leads inspected 'in situ' to identify risk of crushing / cutting or exposure to moisture.</li> <li>All sites power outlets are protected by RCD protection.</li> <li>Red lines on ground and signs indicate location of underground power. White lines - site boundary; Red lines - power, blue lines- water.</li> </ul>		Yes	
			No	
			Not Applicable	
<b>6. Cattle and Livestock</b>	<ul style="list-style-type: none"> <li>Cattle &amp; 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 &amp; have control over animals.</li> </ul>		Yes	
			No	
			Not Applicable	
<b>7. Fire / Thermal Hazards</b>	<ul style="list-style-type: none"> <li>Public &amp; others separated from hot/cold and sources of fire via barriers. Warning signs erected.</li> <li>Staff informed &amp; adequately trained with regard to hazards. All gas equipment and hoses and cylinders inspected before use.</li> <li>Gas safety check list completed.</li> <li>Protective equipment supplied to workers where appropriate.</li> <li>No smoking near flammable liquid.</li> <li>Appropriate fire equipment supplied.</li> <li>Combustable/flammable liquid kept to a minimum and segregated from sources of ignition.</li> </ul>		Yes	
			No	
			Not Applicable	
<b>8. Marquees</b>	<ul style="list-style-type: none"> <li>If marquee is larger than 100sqm IT MUST BE erected by a person with appropriate qualifications. Occupancy permits are required Notes on services must be followed.</li> <li>An Application for siting approval to the Southern Grampians Shire Council municipal building surveyor must be lodged at least 4 weeks prior to the event.</li> <li>This application needs to be made by the marquee hire company.</li> <li>Application form can be found on the Southern Grampians Shire Council website - building services.</li> <li>Name of qualified marquee contractor: .....</li> </ul>		Yes	
			No	
			Not Applicable	
<b>9. Plant &amp; Machinery</b>	<ul style="list-style-type: none"> <li>Experienced and competent operators only to operate, with current licence where required.</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 while running. Removal of keys while unattended.</li> <li>Booms &amp; fines to be lowered before vacating machine.</li> <li>Operating in the vicinity of power lines qualified spotters to be used.</li> <li>Safe Work procedures should take into account vicinity of others when operating machinery.</li> </ul>		Yes	
			No	
			Not Applicable	
<b>9.1 Stationary Machinery &amp; Hazards</b>	<ul style="list-style-type: none"> <li>Operators experienced &amp; competent.</li> <li>Segregation of pedestrians by barriers, fences and supervision.</li> <li>Machine guarding in place.</li> </ul>		Yes	
			No	
			Not Applicable	

I/We, the Exhibitor:..... have implemented the above control measures for our site during the event.

Person responsible:..... Signed: .....

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