



2017 East Gippsland Fielddays on site Safety Plan

*The following form must be completed and A COPY must be submitted prior to the site being permitted to operate.
A COPY OF THIS SAFETY PLAN MUST BE AVAILABLE ON YOUR SITE AT ALL TIMES during the East Gippsland Fielddays*

Exhibitor Name.....

Site Number

Date.....

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/demonstration and the conditions under which the event is conducted and shall comply with all statutory requirements and such directions as the Safety Officer (or nominated person) of the Fielddays may give from time to time

HAZARDS	SUGGESTED RISK CONTROL MEASURES TO ELIMINATE OR MINIMIZE THE RISK OF INJURY	RISK MEASURE IN PLACE <input checked="" type="checkbox"/>	N/A X
Slips Trips and Falls	Exhibit designed to minimize trip hazards, slips, trips and falls		
	Barriers and warning signs in place to separate people from hazard conditions at the site		
	Matts placed over un even surfaces		
	Signs/ flags /indicators in place to warn of hazard/s		
	Surface dried and cleaned as soon as hazard occurs		
	Hand rails and steps to be of solid construction and manufactured in accordance with Australian Standards		
Electrical	All leads and power boards must have a current testing tag attached. (Please note this is mandatary)		
	No pegs driven into ground within 1 metre of RED LINES		
	Ensure cables are not at risk of crushing / cutting or exposure to moisture		
Dangerous Goods and Hazardous Substances	Safety data sheets are available at your location and precautions stated on SDS to be followed		
	Safe Work Procedures are available where there is a need to open or decant containers. Ensure staff is trained in Safe Working Procedures. Required protective equipment provided to workers		
	All Dangerous Goods / Hazardous Substances in suitable containers labelled and with appropriate warning signs, barriers where applicable and effective supervision.		
Fire Hazards	Public and 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		

Operational Hazards	Hi Visibility vests to be worn at all times on move in / move out and when operational		
	Workers informed of Hazards and trained in use of equipment. Protection clothing and equipment to be supplied and used if necessary.		
	Vehicles are not to be left unattended when running. Vehicle and plant keys are to be removed when unattended.		
	Experienced and competent operators only to operate plant and machinery on site. Passengers are not permitted to be carried in or on any plant or machinery		
	When operating machinery in the vicinity of overhead or underground power lines, spotters are to be used		
	Speed limits and load restrictions must be adhered to. No vehicle is to drive through the Fielddays Exhibitor area during public admission times.		
	No vehicle is to be brought onto the area or removed from the area before 4.30m Friday and 4pm Saturday. This will be strictly enforced		
	Heavy items not to be stored at heights. Items not to be stored in public and other segregated areas where items may fall		
Temporary structures to be checked for stability and strength taking into account possible weather conditions(eg. Wind and rain) and all silos and tanks should be securely anchored. If marquees are larger than 100 square metres it must be erected by a qualified person.			
Livestock	Barriers placed between public and animals. Attendants adequately trained in animal handling experiences		
	All livestock must be contained in secure yards		
Pressure Hazards	Gas cylinders secured to prevent falls		
	Workers informed of hazards and trained to use equipment		
	Protective clothing and equipment supplied to be used.		
Cuts and Lacerations	Eliminate sharp objects and protrusions from your exhibit		
	Place barriers between sharp objects and workers/customers.		
First Aid	Ensure you know where St Johns First Aid is located		
	To report an onsite accident phone the EGFD office 5153 1398 And EGFD staff will direct emergency services if required		
Food and Drink	All staff are to have correct food handling qualifications		
	All required registrations are current		
	Food Safety Plan has been implemented		
	All products have appropriate labelling		

The East Gippsland Fielddays Committee has determined that the periods of greatest risk to safety are setting up and dismantling of displays. During these times all exhibitors must adhere to the Safety Plan.

Any 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 have implemented the above measures for our site and activities at the East Gippsland Fielddays to be held on the 28th and 29th April 2017

Person responsible: signed

Title Date

Postal address East Gippsland Fielddays, PO Box 120, Lindenow, Vic 3865

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