

# LARDNER PARK

## Exhibitor Site and Activity Risk Assessment (Other Events Exhibitors)

Appendix D

### EXHIBITOR DETAILS

Company/Organisation \_\_\_\_\_ Site No. \_\_\_\_\_

Site Contact \_\_\_\_\_

ITEM	HAZARD	PRESENT		WHAT NEEDS TO BE DONE (CONTROLS)
		YES	NO	
<b>1.</b>	<b>TRIP, SLIP AND FALL HAZARDS</b>			
1.1	Trip hazards identified, (e.g. Uneven surfaces, tent pegs and guy ropes, electrical cables, steps).			
1.2	Slip hazards identified (e.g. Wet surfaces, substances causing surface to be slippery, inclined surfaces)			
1.3	Fall hazards identified (eg. Workers / visitors on raised areas, climbing up onto machinery, use of scaffold, booms, elevated work platforms, ladders)			
<b>2</b>	<b>PLANT AND MACHINERY HAZARDS</b>			
2.1	Hazards associated with the demonstration of mobile plant and machinery identified (eg. Operating mobile plant where it can come into contact visitors or other workers, contact with moving parts such as fan belts or PTO. Children being run over by moving equipment.)			
2.2	Hazards associated with the use of stationary plant identified. (eg. Workers / visitors coming into contact with moving / sharp / hot equipment such as belts, shafts, sharp edges, exhaust pipes. Exhaust emissions in confined or restricted spaces).			
<b>3</b>	<b>DANGEROUS GOODS / HAZARDOUS SUBSTANCES HAZARDS</b>			
3.1	Dangerous Goods / Hazardous substances are present on our exhibition (Dangerous Goods [as defined by the OHS Dangerous Goods Regulations]) / pesticides / herbicides / fuels / solvents / chemicals could be hazardous to workers or visitors through ingestion / contact / fumes / dust.)			
<b>4</b>	<b>CUT AND LACERATION HAZARDS</b>			
4.1	The exhibition contains sharp objects which are cut and laceration risks (eg. sharp edges on stands, structures or machinery, blades on machinery, protrusions which could puncture the skin or damage eyes).			
<b>5</b>	<b>ELECTRICAL HAZARDS</b>			
5.1	Electrical hazards identified (eg. electrocution through contact with damaged cords or equipment, cables subject water from weather or leakage, contact with overhead / underground power cables.)			
<b>6</b>	<b>CATTLE AND LIVESTOCK HAZARDS</b>			
6.1	Cattle or Livestock in exhibition and hazards identified (eg. Visitors crushed / trampled / gored by cattle or livestock.)			
<b>7</b>	<b>THERMAL HAZARDS</b>			
7.1	Thermal (hot / cold) hazards identified. (eg. Workers / public can come into contact with extremes of heat or cold causing injury, machinery such as incubators, heaters, engines with exhausts, dry ice, freezers, scalding from hot water or steam)			

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<b>8</b>	<b>FIRE HAZARDS</b>		
8.1	Fire hazards identified (eg. Naked flame on exhibition, sparks from grinding or machining, unnecessary combustible/flammable material. Contact with flame by clothing / combustible material. Smoking near flammable material)		
<b>9</b>	<b>GRAVITATIONAL HAZARDS</b>		
9.1	Gravitational hazards identified (eg. Items stored at height which could fall on workers or public. Unstable temporary structures )		
<b>10</b>	<b>PRESSURE HAZARDS</b>		
10.1	Pressure hazards identified (gas cylinders and lines, hydraulic hoses, compressed air, high pressure water. Gas cylinders knocked over and valves damaged, hoses springing a leak and spraying workers and members of public. Fitting becoming loose and hitting workers/public). <b>Note:</b> gas cylinders must be checked regularly and badged by a licensed person. Energy Safe Victoria compliances must be adhered to.		
<b>11</b>	<b>HAZARDS LESS COMMON TO THE EVENT</b>		
11.1	Noise hazards. (the OHS (Noise) Regulations apply) <b>Note:</b> It is expected that the exposure or intensity would not exceed the requirements of the regulations.		
11.2	Radiation (eg. U/V, microwave, lasers, welding)		
11.3	Microbiological hazards. (contact with blood or bodily substances, food contamination.)		
<b>12</b>	<b>OTHER HAZARDS</b>		
<i>See suggested Risk Controls attached</i>			

***I believe I have the necessary competency and that the control measures detailed are suitable in controlling the identified hazards.***

***I agree to implement all the control measures listed in this Risk Assessment, as well as complying with the following Lardner Park Safety Guidelines (see following page).***

SIGNED: \_\_\_\_\_ (Company representative completing the Risk Assessment)

NAME: \_\_\_\_\_ (Please print name)

**DETAILS OF COMPETENCY (eg. level of experience)**

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**SAFETY GUIDELINES**

**GAS SAFETY**

I will ensure the gas safety protocols are met

**YES**

**N/A**

*The storage and handling of LP Gas, including the use of BBQs in marquees, need to comply with the new code of practice for the safe use of LP Gas at public events in Victoria.*

**Mobile Catering Vehicles** – all mobile catering vehicles (inc. trailers) utilizing LP Gas need to have an Energy Safe Victoria Compliance plate to display ensuring the equipment meets the appropriate gas installation standard. For further information – [www.esv.vic.gov.au](http://www.esv.vic.gov.au) (there is a quick link on the home page). **BBQs and Appliances** – All appliances (including BBQs) need to display an approval badge as being certified. Gas cylinders (including balloon gas) must be securely attached to a solid object to prevent the cylinders being knocked over.

**ELECTRICAL SAFETY**

I will ensure the Lardner Park electrical protocols are met

**YES**

**N/A**

*The static display area of Lardner Park consists of a network of electrical cables both underground and overhead, as well as water pipes and telephone cables. The underground cables are buried in excess of 300mm, except where they rise to connect with the power outlets. Pegs, poles and excavations are not to be placed within 1 metre of power outlets (rise poles). Overhead power lines will be marked on the Farm World site map in the Exhibitor Manual.*

*PRIOR TO SETTING UP, please note underground electricity is marked with RED painted lines. If in doubt, check with our office. Please ensure that all electrical equipment is tested and tagged by a qualified electrician prior to display and/or demonstration at Farm World. This needs to be completed within 3 months prior to the event. Tags should be dated and contain the electrician's registration number. A qualified tester and tagger will be providing a tagging service on Wednesday 23<sup>rd</sup> March next to the First Aid area, north of the Baw Baw Pavilion (times will be provided in the Exhibitor Manual). A fee per item will be charged for this service. Random checks will be undertaken prior to the event opening.*

**IMPORTANT NOTES**

- *Where an electrical cord or item of plant is to be plugged into a General Purpose Outlet (GPO), the connection needs to be made through a portable, self contained earth leakage device plugged directly into the GPO.*
- *All electrical leads shall be of heavy duty type and be fitted with three pin plugs of the transparent type. Cords must not exceed their maximum length according to their amp rating. Eg. 10amp electrical cords cannot exceed 32 metres & 20amp leads cannot exceed 40 metres. Double adaptors & 3-pin plug adaptors (pig-a-back) must not be used in applications where they must be exposed to moisture. Waterproof connection must be used in such circumstances.*

*Adhering to these conditions will ensure your electrical installation complies with the relevant Australian Standards & Codes of Practice. Please check overhead wires prior to installing high marquees and/or equipment and ensure that no marquee, flagpole or equipment is erected within 6.4 metres of overhead power lines. Where such items are erected within 6.4 metres of power lines, a "spotter" needs to be present to oversee the placement of items, and ensure they do not come into contact with powerlines as they are being positioned.*

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**SAFETY GUIDELINES contd.**

**FOOD SAFETY**

I will ensure the Lardner Park food safety protocols are met

**YES**

**N/A**

*All exhibitors providing catering on site are required to send a "Notification of Intention to sell food" form to the Baw Baw Shire Council prior to the event.*

*All exhibitors selling any sort of food products are required to comply with all statutory requirements pertaining to food sales and food handling practices. Your Food Safety Program must be up to date and displayed on your site. The Baw Baw Shire will have officers on site during the event.*

**SAFETY VESTS**

I will ensure during bump-in and bump-out all staff working on outside sites wear safety vests for visibility.

**YES**

**N/A**

**LOADING / UNLOADING UNDERTAKEN BY EXHIBITORS**

I will ensure loading / unloading undertaken is confined to my site. All machinery used will be in a safe and serviceable condition with all operators being appropriately licensed.

**YES**

**N/A**

**RAISED EQUIPMENT**

I will ensure any hydraulic operated machine or attachment not fitted with a self-locking system will have a safety prop fitted when raised for display purposes.

**YES**

**N/A**

**TEMPORARY STRUCTURES**

I will ensure the guidelines for temporary structures are met.

**YES**

**N/A**

*Prescribed Temporary Structures are tents, marquees or booths with a floor area greater than 100m<sup>2</sup>; seating stands for more than 20 persons or platforms (including sky borders and stage wings) exceeding 150m<sup>2</sup> in floor area; or prefabricated buildings exceeding 100m<sup>2</sup> other than ones placed directly on the ground surface. Please contact the office for a copy of the Baw Baw Shire compulsory requirements if you have a structure of this type being erected on your site. All temporary structures need to be secured correctly and in good condition.*

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**SUGGESTED RISK CONTROLS**

**1. SLIPS TRIPS AND FALLS**

**1.1 TRIP HAZARDS**

**Suggested Controls:**

- Exhibition designed to minimise hazards
- Barriers in place to separate people from hazard
- Mats placed over uneven surfaces and cables -Signs / flags / indicators in place to warn of hazard

**1.2 SLIP HAZARDS**

**Suggested Controls:**

- Exhibition designed to minimise hazards
- Barriers in place to separate people from hazard
- Surface dried or cleaned as soon as hazard occurs
- Warning signs

**1.3 FALL HAZARDS**

**Suggested Controls:**

- Hand rails and steps to be of solid construction and manufactured in accordance with Australian Standards
- Attendants in place to instruct and assist visitors climbing onto plant and machinery

**2 PLANT AND MACHINERY HAZARDS**

**2.1 MOBILE PLANT**

**Suggested Controls:**

- Full risk assessment to be conducted taking into account the conditions expected at the site
- Segregation of pedestrians by means of barriers, fences or wardens
- Machine guarding in place
- Experienced and competent operators
- Development and operator training in Safe Work Procedures taking into account environment. Safe work procedures should take into account:
  - Vicinity of other workers and visitors when starting machine
  - Passengers not to be carried
  - Safety when backing the machine
  - Not to be left unattended when running
  - Removal of keys
  - Booms and tines to be lowered before vacating machine
  - Operating of machinery in vicinity of overhead or underground power
  - Use of seat belts if fitted

- Use of machinery on inclined or uneven surfaces.
- Speed limits and load restrictions

**NOTE:** The Victorian OHS (Plant) Regulations 1995 apply.

**2.2 STATIONARY MACHINERY HAZARDS**

**Suggested Controls:**

- Full risk assessment to be conducted taking into account the conditions expected at the Site
- Segregation of pedestrians by means of barriers, fences or wardens
- Machine guarding in place
- Experienced and competent operators
  - Development and operator training in Safe Work Procedures taking into account environment. Safe work procedures should take into account:
    - Vicinity of other workers and visitors when starting machine
    - Passengers not to be carried
    - Safety when backing the machine
    - Not to be left unattended when running
    - Removal of keys
    - Booms and tines to be lowered before vacating machine
    - Operating of machinery in vicinity of overhead or underground power
    - Use of seat belts if fitted
    - Use of machinery on inclined or uneven surfaces.
    - Speed limits and load restrictions

**NOTE:** The Victorian OHS (Plant) Regulations 1995 apply.

**3 DANGEROUS GOODS / HAZARDOUS SUBSTANCES HAZARDOUS**

**Suggested Controls:**

- All Dangerous Goods / Hazardous substances in suitable containers, labelled and with appropriate warning labels.
- Material Safety data Sheets available at your location and supplied to the First Aid providers
- Precautions stated on the MSDS to be followed
- Protective equipment available to the workers (if required)
- Visitors (especially children) to be kept away from Dangerous Goods / Hazardous substances by means of barriers / constant supervision.
- Consider bringing clean, empty containers for

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display purposes  
-Develop Safe Work procedures where there is a need to open or decant containers. Ensure staff are properly trained in SWP.

**NOTE:** Occupational Health and Safety (Dangerous Goods) Regulations apply.

**3 CUT AND LACERATION HAZARDS**

**Suggested Controls:**

- Eliminate sharp objects and protrusions from your exhibition
- Place barriers between sharp objects and workers/visitors
- Pad/tape sharp objects to minimise injury if contact made

**5 ELECTRICAL HAZARDS**

**Suggested Controls:**

- Electrical devices, cords and tools inspected by qualified electrician for wear or damage
- RCD (Safety switch) inserted in circuit near power outlet (power mushroom)
- Cables and leads inspected "in situ" to identify risk of crushing / cutting / or exposure to moisture
- Locations of overhead / underground electrical cable established prior to setting up exhibition.

**NOTE:** Location of underground cables will be marked on ground. Overhead power lines run through the site, "Look up and live"

**6 CATTLE AND LIVESTOCK HAZARDS**

**Suggested Controls:**

- Cattle and livestock fully restrained by appropriate devices at all time, or
- Barriers placed between public and animals
- Attendants aware of possible hazards and have full control of animals.

**7 THERMAL HAZARDS**

**Suggested Controls:**

- Public segregated from hot/cold objects by barriers
- Warning signs erected
- Workers informed of hazards and trained to avoid injury
- Protective equipment supplied to workers (where required)

**8 FIRE HAZARDS**

**Suggested Controls:**

- Public/workers segregated from sources of fire by barriers
- Combustible/flammable material kept to a minimum and segregated from sources of ignition
- No smoking near flammable material

- Warning signs erected
- Appropriate fire extinguisher/blanket in vicinity

**9 GRAVITATIONAL HAZARDS**

**Suggested Controls:**

- Heavy items not to be stored at heights
- Public/workers segregated from areas where items may fall
- Temporary structures checked for stability and strength taking into account possible conditions (wind, wet ground etc.)

**10 PRESSURE HAZARDS**

**Suggested Controls:**

- 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 equipment supplied and used