



The following form must be completed by each exhibitor. A COPY OF THIS SITE SAFETY PLAN MUST BE AVAILABLE ON YOUR SITE AT ALL TIMES during the Field Days and a copy forwarded to the Rotary Field Day's Site Office prior to commencement of the Event.

Exhibitor Name: _

Site Number: _

Contact Details: Provide name and mobile number of a staff member on site during the Rotary FNQ Field Days.

Name: _

Mobile Phone Number: _

Position: _

Risk Levels

H = Act immediately to fix the problem

M = Establish appropriate control measures & monitor

L = Manage by routine procedures

Hazards	Relevant to Site (tick)	Suggested Risk Control Measures to eliminate or minimize the risk of injury	H ?	M ?	L ?	Measure put in place
Slips Trip and Falls		<i>Exhibit designed to minimise trip hazards expected at the site.</i>				
		<i>Barriers in place to separate people from hazard conditions.</i>				
		<i>Mats placed over uneven surfaces and cables.</i>				
		<i>Segregation of pedestrians by means of barriers, fences or wardens.</i>				
		<i>Signs/ flags/ indicators in place to warn of hazard/s.</i>				
		<i>Exhibit designed to minimise hazards at all times.</i>				
		<i>Surface dried and cleaned as soon as hazard occurs.</i>				
		<i>Warning signs to indicate hazards.</i>				
		<i>Hand rails and steps to be of solid construction and manufactured in accordance with Australian Standards.</i>				
		<i>Supervision in place to assist and instruct visitors climbing onto plant and machinery.</i>				
Electrical		<i>All leads and power boards must have a current testing and compliance tag attached. This service is available on site by our Electrician – Soncin Electrical/Norsafe (located next to the Rotary Site Office)</i>				
Dangerous Goods and Hazardous Substances		<i>All dangerous goods/hazardous substances in suitable containers, labeled and with appropriate warning signs, barriers where applicable & effective supervision at all times.</i>				
		<i>Material safety data sheets available at your site.</i>				
		<i>Required protective equipment must be worn by worker as necessary to meet WH&S guidelines.</i>				
Fire Hazards		<i>Combustible/flammable material kept to a minimum and segregated from sources of ignition.</i>				
		<i>No smoking near flammable material.</i>				
		<i>Appropriate fire extinguisher / blanket in vicinity.</i>				
Consider bringing empty clean containers for display purposes		<i>Gas Bottles "in date" and tested. Connected per Manufacturers guidelines.</i>				
		<i>Decant fuel/diesel from 5 litre Jerry Cans. No large storage containers. No refueling of Aircraft at the Field Days Event.</i>				

Exhibitor Name: _

Site Number: _

Live Stock		<i>Livestock fully restrained by appropriate devices at all times.</i>				
		<i>Barriers placed between public and animals.</i>				
		<i>Attendants adequately trained and aware of possible hazards and have control over animals at all times.</i>				
Plant & Machinery <i>All machinery and equipment Demonstrations.</i> <i>Exhibitors should liaise with appropriate Field Days staff regarding the safe movement of displays.</i>		<i>Licensed, experienced and competent operators only to Operate plant/machinery.</i>				
		<i>Speed limits and load restrictions adhered to.</i>				
		<i>Safety provisions and supervision in place when backing plant & machinery.</i>				
		<i>Engine switched off and keys removed when unattended.</i>				
		<i>Segregation of patrons by means of barriers, fences and supervision.</i>				
		<i>All machines operating excessively must provide noise control measures for public safety.</i>				
		<i>Provide protection to others from injury and contamination by omitting dust and fumes.</i>				
	<i>Operating the machinery in the vicinity of overhead or underground power lines - qualified spotters used.</i>					
Other Hazards						
Stationary Machinery		<i>Operators are experienced and competent.</i>				
		<i>Segregation of pedestrians by means of barriers, fences and supervision.</i>				
		<i>Machine 'guarding' in place.</i>				
Marquees/ Exhibitor Tents		<i>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.</i>				
		<i>If a marquee is larger than 100 sq. meters, IT MUST BE ERECTED by a person who has qualifications to do so.</i>				Name of Erector: _ Name of Hire Company:

The Rotary FNQ Field Days 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.

- For the safety of the Rotary FNQ Field Days visitors and exhibitors, vehicles movements are only allowed before 8.30am Wednesday and after 4pm on Friday. Vehicle access within the Field Days site during these times must be approved by the Field Day's Committee
- 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 control measures for our site and activities at the Rotary FNQ Field Days to be held 24th, 25th and 26th May 2017.

Person Responsible: Signed: _

Title:

Date: _