

EXHIBITOR SET-UP INFORMATION GUIDE & EXHIBITOR ACTIVITY RISK ASSESSMENT – Appendix 4

SITE & ACTIVITY RISK ASSESSMENT / PUBLIC LIABILITY/WORKERS COMPENSATION INSURANCE / MARQUEE INFORMATION / FoodTrader

EXHIBITOR DETAILS

Company / Organisation	
Site contact (during event)	
Mobile # (during event)	

PUBLIC LIABILITY INSURANCE

Please provide your Public Liability insurance details.
EXHIBITORS MUST HAVE Public Liability Insurance to exhibit

What is the name of your insurer?	What is your policy number?
Sum insured (\$10,000,000 minimum)	Policy expiry date

WORKERS COMPENSATION INSURANCE

Tick if not applicable	Employer Legal Name
WorkCover Employer #	
ABN	Certificate valid to :

FoodTrader (for caterers / food products)

Food notification –
DO YOU HAVE YOUR FoodTrader CERTIFICATE TO UPLOAD?

Not applicable	YES	NO
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MARQUEES

If you have a marquee on your site and if it is **NOT** supplied by Lardner Park, please provide the details of the marquee company erecting the marquee on your behalf below:

Marquee supplier company name and contact details:
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Is your marquee over 100sqm?	YES	NO
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Marquees 100sqm or over require a planning permit from Baw Baw Shire Council & the engineered specifications must be supplied to Lardner Park 1 month prior to event

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PLEASE READ THE FOLLOWING PROBABILITY OR LIKELIHOOD RANGES & COMPLETE

LEVEL		DESCRIPTION
A	Almost certain	Most likely outcome, could occur any time
B	Likely	Likely to occur, even 50/50 chance
C	Possible	Might occur at some time
D	Unlikely	Unlikely to occur, but history of the event exists within the industry
E	Rare	Practically impossible no known history of event occurring, in exceptional circumstances

CONSEQUENCE	INSIGNIFICANT 1	MINOR 2	MODERATE 3	MAJOR 4	CATASTROPHIC 5
Almost certain - A	HIGH	HIGH	EXTREME	EXTREME	EXTREME
Likely - B	MODERATE	HIGH	HIGH	EXTREME	EXTREME
Possible - C	LOW	MODERATE	HIGH	EXTREME	EXTREME
Unlikely - D	LOW	LOW	MODERATE	HIGH	EXTREME
Rare - E	LOW	LOW	MODERATE	HIGH	HIGH

ITEM	HAZARD	PRESENT		INHERENT RISK RATING i.e. A/3 Almost certain with moderate consequence	CONTROLS	RESIDUAL RISK (please specify)	RISK OWNER (individual or entity with the ultimate responsibility and authority for managing a specific risk)
1.	TRIP, SLIP AND FALL HAZARDS	YES	NO				
1.1	Trip hazards identified, (ie uneven surfaces, tent pegs, guy ropes, electrical cables, steps)						
1.2	Slip hazards identified (ie wet surfaces, substances causing surface to be slippery, inclined surfaces)						
1.3	Fall hazards identified (ie workers/visitors on raised areas, climbing onto machinery, use of scaffold, booms, elevated work platforms, ladders)						
2	PLANT AND MACHINERY HAZARDS	YES	NO				
2.1	Hazards associated with demonstration of mobile plant and machinery identified (ie operating mobile plant where it can come into contact with visitors or other workers, contact with moving parts such as fan belts, children being run over by moving Equipment.						

ITEM	HAZARD	PRESENT		INHERENT RISK RATING i.e. A/3 almost certain with moderate consequence	CONTROLS	RESIDUAL RISK (please specify)	RISK OWNER (individual or entity with the ultimate responsibility and authority for managing a specific risk)
3	DANGEROUS GOODS / HAZARDOUS SUBSTANCES	YES	NO				
3.1	Dangerous Goods/Hazardous substances present - (Dangerous Goods [as defined by OHS Dangerous Goods Regulations]) pesticides, herbicides, fuels, solvents, chemicals which could be hazardous to workers or visitors through ingestion, contact, fume or dust)						
4	CUT AND LACERATION HAZARDS	YES	NO				
4.1	Sharp objects as cut and laceration risks (ie sharp edges on stands, structures or machinery, blades on machinery, protrusions which could puncture the skin or damage eyes)						
5	ELECTRICAL HAZARDS	YES	NO				
5.1	Electrical hazards identified (eg. electrocution via contact with damaged cords or equipment, cables subject to water from weather or leakage, contact with overhead or underground power cables)						
6	CATTLE AND LIVESTOCK HAZARDS	YES	NO				
6.1	Cattle or Livestock in exhibition and hazards identified (ie visitors crushed / trampled / gored by cattle or livestock)						
7	THERMAL HAZARDS	YES	NO				
7.1	Thermal (hot / cold) hazards identified. (ie workers / public can come into contact with hot or cold extremes causing injury, machinery such as incubators, heaters, engines with exhausts, dry ice, freezers, scolding from hot water or steam)						
8	FIRE HAZARDS	YES	NO				
8.1	Fire hazards (ie naked flame, grinding or machinery sparks, unnecessary combustible/ flammable material. Contact with flame by clothing / combustible material)						
9	GRAVITATIONAL HAZARDS	YES	NO				
9.1	Gravitational hazards (ie items stored at height which could fall on workers or public, unstable temporary structures)						
10	PRESSURE HAZARDS	YES	NO				
10.1	Pressure hazards (ie 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, fittings loosening and hitting workers/public). Note: gas cylinders must be checked regularly and badged by a licensed person. Energy Safe Victoria compliances must be adhered to.						

ITEM	HAZARD	PRESENT		INHERENT RISK RATING i.e. A/3 almost certain with moderate consequence	CONTROLS	RESIDUAL RISK (please specify)	RISK OWNER (individual or entity with the ultimate responsibility and authority for managing a specific risk)
		YES	NO				
11	HAZARDS LESS COMMON TO THE EVENT						
11.1	Noise hazards (OHS (Noise) Regulations apply) Note: It is expected exposure or intensity would not exceed requirements of Statutory Regulations.						
11.2	Radiation (ie U/V, microwave, lasers, welding)						
11.3	Microbiological hazards. (contact with blood or bodily substances, food contamination.)						

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 conducted including 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/underground power • Use of seat belts if fitted • Use of machinery on inclined or uneven surfaces • Speed limits and load restrictions 2.2 STATIONARY MACHINERY HAZARDS Suggested Controls: ❖ Full risk assessment conducted including 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 including: • 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 machinery in vicinity of overhead/underground power • Use of seat belts if fitted • Use of machinery on inclined or uneven surfaces • Speed limits and load restrictions
3. DANGEROUS GOODS / HAZARDOUS SUBSTANCES 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 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	6. CATTLE AND LIVESTOCK HAZARDS Suggested Controls: ❖ Cattle and livestock fully restrained by appropriate devices at all times, or ❖ Barriers placed between public and animals ❖ Attendants aware of possible hazards and have full control of animals
4. 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	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)
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.	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)
8. FIRE HAZARDS Suggested Controls: ❖ Public/workers segregated from sources of fire by barriers ❖ Combustible material kept to minimum & segregated from ignition source ❖ No smoking near flammable material & warning signed erected ❖ Appropriate fire extinguisher/blanket in vicinity	10. PRESSURE HAZARDS Suggested Controls: ❖ All equipment hoses and cylinders inspected prior exhibition ❖ Public segregated from hazards by barriers ❖ Workers informed of hazards & trained in equipment use ❖ Gas cylinders secured to prevent falls ❖ Protective equipment supplied and used
11. STAFF TRAINING & INDUCTION Suggested Controls: ❖ Staff will be provided with an induction and guidance of the applicable area and any potential hazards whilst on site. Inspections are to be completed by licensed & qualified personnel.	

I present that I have the necessary competency and control measures as detailed which are suitable in controlling the identified hazards I have stated. I agree to implement all control measures listed in this document.

Name of person completing Risk Assessment:
Exhibitor Organisation Name:
Details of competency (qualifications/experience):
(Company representative completing risk assessment) Checking this box constitutes my electronic signature to the document(s) in question and is legally binding <input data-bbox="932 827 1005 896" type="checkbox"/> Date :