



EXHIBITOR SET-UP INFORMATION DOCUMENT
SITE & ACTIVITY RISK ASSESSMENT / PUBLIC LIABILITY INSURANCE /
MARQUEE INFORMATION / STREATRADER

EXHIBITOR DETAILS

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

PUBLIC LIABILITY INSURANCE

Please provide your Public Liability insurance details.
EXHIBITORS MUST HAVE INSURANCE TO EXHIBIT

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

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:

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 by 13/2/2025



**EXHIBITOR SITE
& ACTIVITY RISK ASSESSMENT
PLEASE COMPLETE**


ITEM	HAZARD	PRESENT		CONTROLS
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			
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)			
2.2	Hazards associated to stationary plant (ie 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)			
3	DANGEROUS GOODS / HAZARDOUS SUBSTANCES			
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			
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			
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			
6.1	Cattle or Livestock in exhibition and hazards identified (ie visitors crushed / trampled / gored by cattle or livestock)			
7	THERMAL HAZARDS			
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			
8.1	Fire hazards (ie naked flame, grinding or machinery sparks, unnecessary combustible/flammable material. Contact with flame by clothing / combustible material)			

ITEM	HAZARD	PRESENT		CONTROLS
		YES	NO	
9	GRAVITATIONAL HAZARDS			
9.1	Gravitational hazards (ie items stored at height which could fall on workers or public, unstable temporary structures)			
10	PRESSURE HAZARDS			
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.			
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.)			
12	OTHER HAZARDS			
See suggested Risk Controls ATTACHED				

SUGGESTED RISK CONTROLS

<p>1. SLIPS TRIPS AND FALLS</p> <p>1.1 TRIP HAZARDS</p> <p>Suggested Controls:</p> <ul style="list-style-type: none"> ❖ 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 <p>1.2 SLIP HAZARDS</p> <p>Suggested Controls:</p> <ul style="list-style-type: none"> ❖ Exhibition designed to minimise hazards ❖ Barriers in place to separate people from hazard ❖ Surface dried or cleaned as soon as hazard occurs ❖ Warning signs <p>1.3 FALL HAZARDS</p> <p>Suggested Controls:</p> <ul style="list-style-type: none"> ❖ 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 	<p>2. PLANT AND MACHINERY HAZARDS</p> <p>2.1 MOBILE PLANT</p> <p>Suggested Controls:</p> <ul style="list-style-type: none"> ❖ 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: <ul style="list-style-type: none"> • 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 <p>2.2 STATIONARY MACHINERY HAZARDS</p> <p>Suggested Controls:</p> <ul style="list-style-type: none"> ❖ 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: <ul style="list-style-type: none"> • 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
<p>3 DANGEROUS GOODS / HAZARDOUS SUBSTANCES</p> <p>Suggested Controls:</p> <ul style="list-style-type: none"> ❖ 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 <p>NOTE: Occupational Health and Safety (Dangerous Goods) Regulations apply</p>	<p>6 CATTLE AND LIVESTOCK HAZARDS</p> <p>Suggested Controls:</p> <ul style="list-style-type: none"> ❖ 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
<p>4 CUT AND LACERATION HAZARDS</p> <p>Suggested Controls:</p> <ul style="list-style-type: none"> ❖ 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 	<p>7 THERMAL HAZARDS</p> <p>Suggested Controls:</p> <ul style="list-style-type: none"> ❖ 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)
<p>5 ELECTRICAL HAZARDS</p> <p>Suggested Controls:</p> <ul style="list-style-type: none"> ❖ 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 <p>NOTE: Location of underground cables will be marked on ground. Overhead power lines run through the site.</p>	<p>9 GRAVITATIONAL HAZARDS</p> <p>Suggested Controls:</p> <ul style="list-style-type: none"> ❖ 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)
<p>8 FIRE HAZARDS</p> <p>Suggested Controls:</p> <ul style="list-style-type: none"> ❖ 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 	<p>10 PRESSURE HAZARDS</p> <p>Suggested Controls:</p> <ul style="list-style-type: none"> ❖ 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

SAFETY GUIDELINES - FOR EXHIBITORS

Please  the appropriate box

ELECTRICAL SAFETY

I will ensure Lardner Park electrical protocols are met

YES

N/A

Underground power alert:

UNDERGROUND POWER HAS BEEN MARKED WITH RED LINES for the Lardner Park Garden & Home Expo event

Pegs/poles/excavations must not be within ONE metre of outdoor power outlets (riser poles) and if excavations exceed 300 mm, can only be used after underground power in vicinity has been located which must be arranged through Lardner Park administration (cost of locating is charged to hirer). **High voltage overhead power lines are on the property.** It is illegal for any flagpole, building or structure to be erected within 6 metres of the lines (includes under lines and a 6metre exclusion zone to each side).

Portable electrical equipment, (power leads, electrical tools, fridges, stoves etc) are required by Worksafe Victoria to be tested and tagged by a qualified electrician with 3mths prior to your event. Lardner Park can arrange for an electrician to be on site to test and tag equipment, with costs the responsibility of the hirer.

IMPORTANT NOTES

Where electrical cords or plant is plugged into general-purpose outlets (GPO), connection must be through a portable, self-contained earth leakage device plugged directly into GPO. All electrical leads must be heavy duty type and fitted with three pin plugs of transparent type. Cords must not exceed maximum length according to their amp rating. E.g. 10amp electrical cords not exceed 32m & 20amp leads not exceed 40m. Double adaptors & 3-pin plug adaptors (pig-a-back) not to be used if exposed to moisture without waterproof connection.

GAS SAFETY

I will ensure gas safety protocols are met

YES

N/A

Storage and handling of LP Gas, including use of BBQs in marquees must comply with the Code of Practice for safe use of LP Gas at public events in Victoria. **Mobile Catering Vehicles** – all mobile catering vehicles or trailers utilizing LP Gas must display an Energy Safe Victoria Compliance plate ensuring equipment meets gas installation standard. Refer esv.vic.gov.au **BBQs and Appliances** – all appliances (including BBQs) must display a certified approval badge. Gas cylinders (including balloon gas) must be securely attached to a solid object to prevent cylinders being knocked over.

FOOD SAFETY

I will ensure Lardner Park food safety protocols are met

YES

N/A

All outlets with any catering must provide a 'Streatrader' certificate with your application.

Please refer to <https://streatrader.health.vic.gov.au/about/about-streatrader>

Your certificate must be current and displayed on your site. Baw Baw Shire Council will have Environmental Officers on site during the event.

TEMPORARY STRUCTURES

I will ensure guidelines for temporary structures are met

YES

N/A

Tents, marquees or booths exceeding 100m²; seating stands for more than 20 persons or platforms (including sky borders and stage wings) exceeding 150m²; or prefabricated buildings exceeding 100m² - excluding those placed directly on ground surface, **must be advised to the Lardner Park office** as these require special permitting to comply with Building Code of Australia regulations. All structures must be clean, in presentable condition and securely fastened.

NAKED FLAMES

I will ensure guidelines for Naked Flames are met

YES

N/A

Naked Flames are only permitted on stands if suitably enclosed in fire box or similar enclosure. A barrier must be placed between fire and public. Fire extinguisher must be kept in vicinity of fire.

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

LOADING & UNLOADING

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

INCIDENT REPORTING

I will ensure Lardner Park incident reporting guidelines are met YES N/A
All accidents and incidents on-site must be reported immediately to the Event Organiser on the attached form

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 Risk Assessment.

Name of person completing Risk Assessment:
Exhibitor Organisation Name:
Details of competency (qualifications/experience):
<p>(Company representative completing risk assessment) Checking this box constitutes my electronic signature to the document(s) in question and is legally binding <input style="border: 1px solid red; width: 40px; height: 25px;" type="checkbox"/> Date :</p>

ACCIDENT INCIDENT NEAR MISS **REPORT FORM**

Employee Contractor Client Other:

Date of Injury	<input type="text"/>	Time	<input type="text"/>
Name of Injured Person	<input type="text"/>	Sex : Male	<input type="checkbox"/>
Home Address	<input type="text"/>	Female	<input type="checkbox"/>
Home Address	<input type="text"/>	Job Title	<input type="text"/>
Home Telephone No	<input type="text"/>	Rostered/Start time	<input type="text"/>
Mobile No	<input type="text"/>	Rostered/Finished time	<input type="text"/>
Date of Birth	<input type="text"/>		

What were you doing at the time of the injury?

Exact location of incident

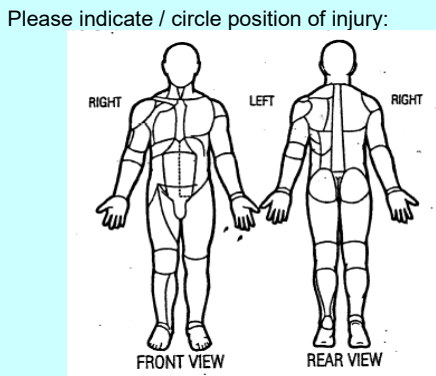
Type of accident (e.g. slip,trip,fall,burn etc)

Treatment of injury

Own Doctor Hospital
 First aid administered only None required

Please explain treatment administered

What part of the body was injured?



Location of Accident (Diagram of the incident):

Has the injured person had an injury to this part of the body previously? Yes No

If Yes please explain

How did the accident happen? (specify equipment involved if applicable)

Note: - If additional note paper is required for this report please add & staple them together.

Witness name	
Home Phone No	
Job Title	
Date reported	
Person Reporting	
Team Leader	
Phone contact no.	

Signature	
Mobile No	
Dept	
Time reported	
Signature	
Signature	
Mobile	

THIS SECTION TO BE COMPLETED BY MANAGER/ SUPERVISOR

Investigated by _____

Date _____

Investigation Comments _____

Follow up action / Treatment necessary _____

* Has The Hazard Been **Eliminated** To Stop This Happening Again Yes No

* Or: Have **Control Measures** been put in place to Protect people from having a Further Incident! Yes No

* Please contact the **Risk Management / OH&S** team to notify them that there has been an accident, incident or near miss this will allow them sufficient time to investigate / action to prevent a reoccurrence.

WC Claim submitted Yes No

Incident Filed Yes No

Check Form if Completed Investigation completed Refer to OH&S for Review & Action