

## SAFETY INDUCTION

The Dowerin GWN7 Machinery Field Days will be returning to Dowerin Show Grounds Wednesday 29<sup>th</sup> – Thursday 30<sup>th</sup> of August 2018.

It is a requirement that the nominated representative for each booked site, as well as all contractors working on behalf of an exhibitor during bump in and bump out, must complete the following induction.

Please note that the nominated representative is responsible for ensuring all staff manning the booked site comply with the safety requirements as per this induction.

### Intro

Sonia King is the official Occupational Health & Safety Officer and will be onsite from Monday the 27<sup>th</sup> – Friday the 31<sup>st</sup> of August 2018. Her direction, and the direction of staff and event marshal's, must be adhered to.

The area of the show is a workplace under the terms of the Occupational Safety Health Act. Exhibitors are reminded of their obligations under the Occupational Safety Health Act, to ensure the safety of their employees and all persons who come onto their display.

It is your legal responsibility to manage risks associated with your display to ensure the safety of all workers, contractors, other workers, public visitors etc. including work activities and display areas.

If you have any queries regarding the health and safety requirements, please contact the Event Coordinator on [info@dowerinfielddays.com.au](mailto:info@dowerinfielddays.com.au).

### General Safety

#### Vehicles

Vehicles travelling within the grounds during bump-in/bump out must obey any posted speed limited signs and use hazard lights at all times while moving on the Field Days site. The dedicated speed limit is 10km/h.

Machinery must be in the correct transport position and have adequate ground clearance.

Vehicles that are not an essential for demonstration or display purposes, are not permitted to park within the grounds during the event. All vehicles must be parked in the exhibitors or public car parks during this time.

All vehicles must display a valid 'Service Vehicle' pass on their windscreen, to access the show grounds during bump-in/ bump-out and the exhibitor's car park throughout the show.

All vehicles parked within the Show Grounds during public opening hours must display a valid "Display Vehicle" pass on their windscreen. **Movement of these vehicles is strictly prohibited**

**between 7.45am and 5.00pm on show days, unless moving to and from the Demonstration Arena.**

All display vehicles must remain stationary throughout the event, unless being escorted to and from the Demonstration arena. Escorted vehicles and machinery must travel as close to walking pace as possible and display a flashing light at all times while moving during the event. Vehicles must display dealer or licence plates.

Golf Carts, ATV's and UTV's are not permitted to be driven or ridden on the Show Grounds throughout the event by anyone other than Committee Members. Approval must be sought to use these vehicles during bump-in/bump-out by the Event's Office. Drivers will be required to show a valid driver's licence prior to use. Vehicles must be operated according to Owner's Manual with all safety requirements adhered to, including wearing helmets/seatbelts.

All incidents and near misses must be reported to the Event's Office immediately.

### **Forklifts/Telehandlers**

Forklifts and Telehandlers **MUST** be operated by a licenced operator ONLY and a valid licence must be shown when requested by an authorised Event Operations Staff.

When using a provided telehandler, a valid forklift or crane licence (depending on the size of the vehicle) must be shown to the Event Office prior to use.

All forklift operators are required to wear a high visibility vest at all times and ensure they adhere to ALL site terms and conditions.

### **Emergency Procedures**

Emergency procedures information will be provided in each Exhibitor pack and it is the responsibility of the nominated site representative to ensure all staff members on site at the Show are aware of these procedures.

All personnel on site are required to familiarise themselves of the location of the nearest exits and fire extinguisher (when indoors) upon arrival.

All walkaways and exists **MUST** be kept clear **AT ALL TIMES**.

All fire fighting signage and equipment, being extinguishers, hoses and hydrants, must be kept clear at all times and remain visible and readily accessible to the public.

## **Bump In & Bump Out Procedures**

High Visibility Vests/Clothing must be worn at all times when on site during Bump In and Bump Out, regardless of whether working indoors or outside. This is a Worksafe WA requirement and must be strictly adhered to.

No children under the age of 16 are permitted on site during Bump In and Bump out.

Enclosed footwear must be worn at all times. Thongs are not acceptable footwear. Any workers or exhibitors not wearing suitable footwear will be required to leave the site.

All signage around the grounds must be adhered to.

## **Reporting**

### ***Injury Reporting***

All injuries, no matter how small, are required to be reported to the OHS Officer, available via the Event Office.

Reporting injuries will provide:

- Immediate and correct assistance to the injured person;
- Early rehabilitation, which will commence as soon as possible; and
- Information to prevent recurrence of this or similar injuries.

### ***Incident/Hazard Reporting***

Reporting incidents and hazards will allow the Event Organiser to take early action to prevent an injury occurring at a later date.

Reporting near misses will stop later injuries and property damage.

If an incident, which results in property damage, does occur, there may be the need to carry out repairs.

Failure to report an incident may result in an injury to yourself or someone later on.

## **Safe Operating Procedures**

Occupational Health & Safety Legislation requires that you perform your work in a manner which is safe for yourself and for others.

For your own safety and for the protection of equipment, it is important to follow all Safe Operational Procedures.

If in doubt, don't do it.

Do not make any adjustments or changes to equipment unless you are adequately trained and authorised to do so.

Do not take shortcuts.

Fooling around and horseplay is strictly forbidden.

### **Working Outside**

Heat and fatigue are a major cause of injury and illness.

It is a requirement that protection from the sun must be worn when working outside. This may be in the form of clothing, sunscreen and head covering.

Always drink water on a regular basis and take regular breaks.

### **Manual Handling/Ergonomics**

It is important that you move equipment in a manner which is safe and reduces the risk of injury. Always follow the correct lifting techniques.

Assess the size and weight of the load.

Locate your feet so that you are well balanced.

Bend your knees when lifting.

Keep your back straight when lifting the load.

Do not twist your back when changing directions.

Lift the load with a smooth action.

Where the load is too heavy, do not attempt to lift by yourself.

It is your responsibility to set the equipment to suit your build before you start work.

### **Slip, Trips and Falls**

Be aware of the surface you are working on.

Keep the area dry, clean and as tidy as possible.

Repair or mark out any potential trip hazards such as unstable, loose or uneven floor or ground surfaces.

Wear the correct footwear to suit the environment or conditions.

### **Housekeeping**

It is important to keep the workplace clean and tidy.

The Event Organisers have in place active waste management and recycling procedures to ensure minimising of environmental impact.

Use the appropriate containers provided.

Please ensure you do your best to sort and dispose of recyclable items correctly.

There is to be NO consumption of alcohol on the site outside of licenced areas at ANY TIME.

## **Electrical Safety**

### **Don'ts**

No 10amp leads supplying 15amp outlets.

No sharing of power between stands.

No piggy back leads.

No more than six leads per box.

Double adapters and power boards are not permitted.

Do not overload.

### **Residual Current Devices - RCD's**

The preferred leakage tripping current is 30 milliamps. They must be tested every twelve (12) months.

### **Electrical Cables**

As they are continually being rolled up and moved, electrical cables must be flexible.

Electrical cables should not be accessible to members of the general public. Where this cannot be avoided, they must be either buried or suspended so that they are out of reach to the public.

Cables of a maximum length of 30m can be utilised.

All joins must be protected from inclement weather.

### **Electrical Supplies**

Electrical outlets should only be supplied from a reticulated power supply. Supplies may originate from a supply authority or on-site generators.

The Health (Public Buildings) Regulations 1992 require electrical contractors to certify installation by completing a Form 5. It is recommended that reticulated supplies be certified.

### **Electrical General**

All power outages must be reported to the Event's Office immediately.

All electrical requirements for the Pavilions are to be completed by the approved electrical contractor ONLY.

Random audits will be conducted throughout the Show and a fee charged to exhibitors using electrical connections not ordered.

Only the onsite approved Electrician can reset power outages.

**Do not attempt to fix the problem yourself!**

All items of electrical equipment used on site must be correctly tagged prior to use.

Electrical power tools and leads are to be inspected before use. Damaged or un-tagged electrical equipment is not to be used.

All electrical requirements at the Show must be completed by the approved Event Electrical Contractor ONLY.

### **Spiking**

**There is to be NO unauthorised spiking of any kind into ANY grassed areas within the site.**

Only the authorised venue personnel can advise where spiking is permitted.

Contact the Event Coordinator on site to organise a representative to give approval PRIOR to spiking.

Spiking includes tent pegs, tear drop banners, flags etc.

This is for the safety of all exhibitors and site staff, as there are a multitude of underground cables and services that could be struck.

## Public Buildings

### Definition

The Health Act 1911 defines any place of assembly as a public building and specifies the approval authority as local government. It also requires local government to issue a Certificate of Approval.

- The Act provides the head of power to enable the approving authority, local government, to ensure that all health and safety related issues in and about the event are addressed, sets capacity and can close events, and even prevent ticket sales.
- A public building is unique in that it is the only approval that applies to every event.
- Separate approvals may be required for defined areas, spectator stands and/or marquees.
- A public building approval is more commonly known as an Event Application.

In Western Australia, every time a tent, marquee, gazebo or spectator stand is erected, it requires local government approval - either as a public building under the Health Act or as a temporary building under the Building Regulations.

### Temporary Structure

When a temporary structure is to be a public building in its own right, or as part of a larger event, the following information should be provided as part of the public building application package:

- General Information
- Manufacturers Information
- Structural Adequacy
- Fire Indices
- Design Parameters

It is for this reason that non-commercial marquees cannot be, and ARE NOT, accepted for use at the Show, without express written consent from the Event Organiser's.

Exhibitors who intend to use a non-commercially supplied marquee will be required to carry out a risk assessment and study to satisfy the Event Organisers of the suitability of the structure.

The following list identifies the elements that require checking prior to the temporary structure being used:

- Anchorages are adequate and holding fast
- Describe the soil type and identify ground holding parameters

- Wall and roof bracing is installed and adequately tensioned
- All ropes or tensioned straps in good order and correctly fastened
- Fabric is tensioned and not prone to ponding
- Exits are correctly identified and not obstructed
- Exposed ropes and stakes are identified and will not be a hazard to the public
- All locking pins and bolts are in place and correctly tensioned
- All structural supports are sound
- Fabric has no un-repaired tears
- Flooring is even and there are no trip hazards
- Walls are adequately secured
- Rope and pole tent has its full complement of side uprights, anchor stakes, pulley blocks and guy ropes
- Rope and pole tent hoists are secure and can only be released by an authorised person
- Marquees at high risk of fire (i.e. cooking or major electrical installations) must have a fire extinguisher.

**If you cannot provide evidence of this information your marquee will not be permitted on site.**

**Only professionally installed marquees who meet the above requirements will be permitted on site, unless otherwise authorised.**

## **Flammables**

**Any items deemed to be dangerous or hazardous goods under the ADG code must be accompanied by the appropriate MSDS form. The Event Organiser's MUST be made aware of such items prior to the event move in.**

All flammable gas and or gas bottles must be tested and stamped by a gas cylinder testing station in Australia, as per Australian Standards.

Any use of naked flames must be pre-approved by the Event Organisers. Approval is not guaranteed.

Internal gas bottles for cooking with stoved, hot plates and barbeques is illegal and contravenes the Gas Standards Regulations 1999.

Cooking demonstrations MUST be done using electric hot plates ONLY

Materials used for lining, drapes, backdrops, blinds or overhead structures including signs, banners or similar, or used for displays of any part accessible to the public must be rendered non-flammable (as per AS/NZ1530:3 1999)

**Officers and inspectors from the Office of Energy Safety may be in attendance and failure to comply with the above may result in prosecution.**



## **Noise**

Speaker MUST be directed inwards on all stands

Noise MUST NOT cause nuisance or interference to any other exhibitor

Notification of amplification and / or noise MUST be notified to the Event Organiser.

## **Other Items**

Anything that is considered high-risk work under the OH&S Act will require approval and sighting of the appropriate licences. This includes but is not limited to forklift driving, EWP use, working at heights etc.

At least one representative from each contractor company must complete this induction. It is the responsibility of said person to pass on all information to the other representatives attending the site.

No pets are permitted on the ground during Bump In, the event itself, and Bump Out. The exception to this is assistance dogs; however they must be on a leash and accompanied by their owner at all times.

Smoking is NOT permitted within the grounds, nor is any alcohol permitted on sites.

Encroachment of display items into any aisle is prohibited

## **Working at Heights**

No person shall carry out working at heights unless appropriately trained and authorised to do so. For the intent of this event, working at heights is any work that is carried out 1.8m or higher from the ground level of that specific location.

Test the weight of a load prior to lifting. If a load is too heavy, use mechanical lifting aids or obtain assistance.

Being adversely affected by drugs or alcohol during working hours and/or arrival of site in an intoxicated condition is strictly forbidden.

The use/possession of illegal drugs during the event is strictly prohibited and such activities will be reported to the Police.

Prescription drugs that inhibit performance and impact on safety should be avoided.

## OH&S and the Right of Organiser to Stop Work

All persons coming onto the site for the event must strictly adhere to the requirements of the Occupational Safety and Health Act 1984 (WA) and associated regulations.

The Dowerin Events Management Inc. Safety Management Team reserves the right to stop or suspend any works that, in their opinion, present a risk to safety.

The Dowerin Events Management Inc. Safety Management Team has implemented an internal Prohibition Notice and Safety Improvement Notice system. Where necessary, a notice will be issued for a breach of the Safety rules. These notices will apply to all persons who perform work of any kind at the site, including exhibitors.

### **The Prohibition Noticed**

This notice will be issued where the Event Safety Management Team reasonably believes that circumstances causing, or are likely to cause, an immediate risk to health and safety have arisen, or are likely to arise in relation to a workplace activity, plant or substance.

This means that the activity or use of the plant or equipment cannot proceed until the activity, plant or substance is deemed to be safe.

### **The Safety Improvement Notice**

This is issued on the spot for a breach of safety policy or unsafe practice.

It is intended to give the recipient immediate notice that their safety performance needs to improve.

These notices will be reviewed and may influence space allocation at future events.

***The Management of Dowerin Events Management Inc or its agents and associated parties, will not be responsible for any costs associated with such stoppages.***

## Summary

The Showground is a workplace under the terms of the Occupational Safety and Health Act.

Exhibitors are reminded of their obligations under the Occupational Safety and Health Act to ensure the safety of their employees and all persons who come onto their display.

Ensure safe methods of work are undertaken by all employees

Ensure no spiking is undertaken without prior approval by the Venue and the Event Organiser

No *Non Commercial* marquees will be accepted without prior written approval by the Event Organiser

No *Non Certified* and tested and tagged electrical equipment will be permitted for use on site, this includes 10-15 amp step down plugs

No children under the age of 16 permitted on the Showground during Bump In and Bump Out

High visibility vests are required to be worn at all times during Bump In and Bump Out

Any person conducting *High Risk Work* must produce their licence to do so and obtain approval prior to commencing work

All golf carts/ATVs/UTVs must be registered with the Event Organiser and each driver must have a valid driver's licence, which is to be presented upon request

**By following the rules and regulations of the Show, and of those instigated by legislation in WA, we will have a safe and enjoyable event.**

**It is your legal responsibility to manage risks associated with your display/site to ensure the safety of all works, contractors, other workers, general public etc.**

Should you have any questions generated by this information, please contact the Event Coordinator on [info@dowerinfielddays.com.au](mailto:info@dowerinfielddays.com.au)