**Bega A.P.& H.** WHS 01

**General Induction for Site Holders & Exhibitors**

1. You are responsible for a range of Environment & Safety matters. (See attachment (WHS 04) Environment & Safety Requirements)
2. As part of your responsibility you must complete an induction process set out below with a Show Committee representative.
3. As part of your responsibility you must deliver an induction session for all ‘workers’ under your direction / control using the Induction Sheet below. “Workers” are defined as volunteers, commercial stall holders and workers, sideshow/guild staff participating in the FSC Bega Show

**Induction Process**

1. Welcome workers
2. Inform workers of the Societies’ Risk Management Policy and where to access a copy. (At Show Secretary’s Office)
3. Inform the workers where the following are located:

(refer site map showing Medical – Evacuation – Emergency Plan)

Toilets

Secretary’s Office

First Aid kit – (in Secretary’s Office)

First Aid Officer (under broadcast office at arena)

Accident reporting procedure – see attachment WHS 02

1. Ensure the following have been explained:

Reporting procedures for Accidents and First Aid. (attachment WHS 02) immediate reporting to secretary’s office and completion of report form.

Emergency procedures – including site evacuation – (see attachment WHS 06)

Site specific hazards. Each site, exhibit, entertainment will have their own inherent hazards which need to be identified by you.

Safe work practices. Each site, exhibit, entertainment will have their own inherent hazards which need to be developed by you.

If entering the Ring all non-committee members must sign an Indemnity Form (WHS 05) acknowledging the risks of being in the ring.

1. Before workers undertake any work, you must ensure they are competent and capable to carry out required work i.e. heavy lifting, etc.
2. Ensure all workers are wearing the appropriate PPE gear (sun safe, safe footwear, etc.)
3. Ensure all workers sign this sheet to acknowledge that they have participated in the induction.

Name of Area / Sideshow / Stall induction is for ……………………………………………………………………

Person conducting induction: Name ……………………………………………………………………………....

Date………/…………/……… Sign …………………………………………………………………………………..

**Bega A.P.& H.** WHS 01

**General Induction for Site Holders & Exhibitors**

**Persons Being Inducted:**

Name: …………………………………………..Sign …………………………………………………. Date / /

Name: …………………………………………..Sign …………………………………………………. Date / /

Name: …………………………………………..Sign …………………………………………………. Date / /

Name: …………………………………………..Sign …………………………………………………. Date / /

Name: …………………………………………..Sign …………………………………………………. Date / /

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Name: …………………………………………..Sign …………………………………………………. Date / /