**Bega A.P.& H.**  WHS 04

**Supplementary Induction material for Stallholders & Showmen**

**Environment and Safety Requirements**

**1 Environmental Protection**

Exhibitors, site holder, competitors and showmen must give protection of the environment a high priority in all activities on site, and must not commit any act that will place the Show Society in breach of any regulation. Any accidental spill or release of substances which may contaminate or harm the environment must be immediately contained, and then reported to the Show Society administration. Any requirement to discharge substances into the air, storm water or sewers must be approved by the Show Society administration.

Where the work requires the disposal of any environmentally harmful substance, the exhibitors, site holder, competitors and showmen shall be responsible for the removal, transport and disposal in accordance with all statutory regulations and laws, so as not to place the Show Society in breach of any regulation.

Tasks which require particular care include:

- Refuelling of engines of vehicles, generators, etc.

- Disposal of waste water, cooking fats, etc.

**2. Electrical.**

All electrical equipment and appliances (power tools, extension leads, etc) must conform to all relevant statutory authorities’ requirements.

Earth Leakage Protection/Residual current Devices must be used in conjunction with all power tools and extensions leads. Extension leads must be fixed overhead away from pedestrian or vehicular traffic. Extension leads and electrical equipment cords MUST have a current safety test tag.

All electrical works and appliances shall comply with relevant Australian Standards.

**3. Personal Protective Equipment**

Exhibitors, site holder, competitors and showmen are to provide employees with, and enforce the wearing of, safety equipment appropriate to the tasks being performed, or as deemed mandatory by the Show Society. This includes gloves, earmuffs, safety boots, safety glasses, face masks, safety helmets, fall protection harnesses, etc. in association with appropriate clothing.

**4. Employee Conduct.**

Site holders and Showmen are responsible for the conduct of their employees. Skylarking, throwing of objects, careless driving, abusive language, fighting on the site and/or grounds are prohibited and will result in instant removal from the Show Society grounds.

**5. Insurance**

It is mandatory for Showmen to have in place the following insurances:

1. Workers Compensation Insurance in accordance with the applicable legislative requirements.
2. Public and Product Liability Insurance with a limit of not less than $5,000,000 for any one occurrence. NOTE: Show Societies should be aware of the different types of Liability Insurance Policies available. “Claims occurring” policies cover the operator for all claims regardless of when the claim is lodged. “Claims Made” policies require claims to be lodged in the calendar year the policy is valid for. With “Claims Made” policies, problems may arise if a claim is lodged after the calendar year of the insurance policy. These claims may then become the responsibility of the Show Society.
3. Insurances for Plant and Equipment for which they are responsible.

**6. Security.**

Site holders and Showmen are responsible for securing their tools, equipment and property adequately, as well as the personal property of their employees, as the Show Society accepts no responsibility for damage or theft.

**7. Housekeeping / Cleaning**

Site holders and Showmen must continually keep their areas clean of debris, packaging materials, etc. and place all waste in the provided bins.

Every effort is to be made to Reduce, Re-use and Recycle materials.

**8. Licences, registrations and Certificates**

The site holders / Showmen and their employees shall possess licences, registrations and certificates in accordance with all relevant Federal, State and local government requirements relative to their sites and operations.

Equipment and vehicles shall be registered or licensed in accordance with all Federal, State and Local government requirements.

The Site holder and Showmen shall maintain a list of licensed operators for all equipment requiring operating licences, together with all licence numbers.

Amusement structures and rides must comply with relevant Australian Standards, in AS 3533 – 1997, and follow a Risk Assessment.

All operations must be within safe work practices, and to licences / competencies.

Particular attention must be paid to load shifting equipment and elevating work platforms, including correct maintenance and operation, and use of safety equipment.

**9. Legislation, Codes of Practice and Australian Standards.**

There is a vast array of Acts, Regulations, Codes of Practice, Standards, etc. to comply with, or use as guides.

The Show Society expects Site holders and Showmen to perform their duties in a manner that is safe and without health risks. They are expected to work as a team with Show Society’s to achieve the highest level of health and safety performance and compliance.

**10. Scaffolding and Ladders.**

Erection of scaffolding is subject to statutory requirements, and these are to be adhered to at all times, particularly the fitting of access ladders, kickboards and handrails.

All ladders shall conform to Australian Standards, be maintained in safe condition and be tied off when in use. Aluminium ladders shall NOT be used for electrical work.

**11. Hazardous Materials Brought onto Showgrounds.**

If there is risk of harm to either personnel or the environment, the Site holders and Showmen shall provide to Administration, the Material Safety Data Sheet for the substance for approval, prior to use.

Flammable and combustible materials shall only be stored in approved containers, labelled with contents as per relevant regulations.

**12. LPG Cylinders.**

All LPG cylinders are to be secure, safely installed, tested and ventilated.

**13. High Risk Activities**

A number of Site holder and Showmen activities have been assessed as of higher risk, and require additional attention to safety and environmental aspects.

1. Amusement Rides: All safety regulations and requirements of relevant authorities are to be complied with in the erection, securing, operation and dismantling of this equipment.
2. Equipment Guarding: All machine guards are to be maintained in a safe condition and be securely fitted to equipment before any equipment is operated. The equipment must be stopped before any guard is to be removed, and it must only be removed by an authorised person following safe procedures.

**14. Signage / Drapes.**

No flammable or other hazardous materials are permitted to be used for stand linings or display units.

**15. Painting / Fixings.**

Permission must be obtained before commencing any painting on any surface which is the property of the Show Society. Similarly, Site holders and Showmen should restrain from driving any nails or screws into any surface which is the property of the Show Society for safety reasons (to avoid contacting electrical cables, water pipes, etc)

**16. Emergency Exits and Fire Fighting Equipment Access.**

Access aisles and pathways to all Emergency Exits and Fire-fighting equipment are to be kept totally clear at all times. External exits of doors from buildings are to be regularly checked for clear space.

**17. Council Health Regulations**

All food vendors (exposed and packaged) must adhere to the local Council’s Health Regulations, Registrations and Bylaws.

**18. Hazard identification, Risk Assessment and Risk Control Measures and Work Methods.**

Site holders and Showmen must provide proof that all plant and equipment that they intend to use on the Showgrounds site has had adequate Hazard Identification, Risk Assessment and Risk Control measures implemented and the systems document. This must also cover the work methods for the erection, operation and dismantling/relocation of equipment. Failure to provide the appropriate information upon request may make the Site holders and Showmen ineligible to work on the Showground.

**19. Health and Safety Training / Induction**

Site holders and Showmen must be able to provide proof that all of their employees have received health and safety training to the appropriate level. Failure to provide the appropriate information upon request may make the Site holders Showmen ineligible to work on the Showground.