

**2019 Site Safety Plan**

**Sungold Field Days**

The following SITE SAFETY PLAN must be completed, and a copy of the relative pages submitted to Sungold Field Days prior to the site being permitted to operate. Submitting of this plan does not constitute approval to operate a site.

Failure to submit this SITE SAFETY PLAN will result in your site not being permitted to operate.

A copy of this Site Safety Plan must be available on your site at all times.

Exhibitor sites **will** be subject to inspection/audit by Sungold Field Days OHS Management and may be subject to inspection by Work Safe and Energy Safe Victoria Inspectors at any time prior to and during the Sungold Field Days.

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# Purpose of Plan

The purpose of this Site Safety Plan is to outline the key requirements and tools to be used in the safe construction and operation of the Sungold Field Days including the prevention of injuries, serious near misses and environmental incidents.

All Exhibitors shall ensure this plan is communicated to their workgroups, contractors and/or sub-contractors, and the requirements set out are adhered to.

# Safe Work Method Statements

Exhibitors, contractors and sub-contractors conducting high risk work must also submit their Safe Work Method Statements to the Sungold Field Days OHS Manager prior to commencement of any high risk work.

# Job Documentation

During the work, any changes to the job, work environment or new hazards must continually be assessed and managed. Where alterations to any job, work environment or new hazards are recognised the Exhibitor, their contractor and/or sub-contractor, in conjunction with the Sungold Field Days OHS Manager, must update the SWMS / JSA and the entire workgroup on that job should then be briefed on the new hazards and sign-off and date the documents.

# Personal Protective Equipment

PPE is the last line of defence to protect ourselves in any environment.

Any person, including but not limited to staff and contractors that are on the Sungold Field Days sites prior to the nominated bump in, event, and bump out times must at all times wear high visibility clothing and closed footwear.

Each individual job will have certain designated standards for personal protective clothing and equipment. Anyone entering this site is required to comply with the requirements applicable to their industry or activity. In certain areas additional personal protective equipment will be required i.e. hearing protection and gloves. Safety helmets and protective eyewear are to be worn in accordance with industry practices and standards.

# Alcohol and Drugs

Exhibitors, contractors and/or sub-contractors are to ensure all persons attend work free from the effects of alcohol and/or other drugs, including prescription and over-the-counter medications. Personnel will thus be able to perform their duties, and eliminate the possibility of injury and serious incident as a result of being under the influence of alcohol and/or other drugs.

Anyone who is determined to be under the influence of or impaired by alcohol and/or drugs will be removed from Sungold Field Days site. Alcohol is not to be sold to the general public for consumption on site.

# Injuries and Near Misses

All injuries and near misses must be reported immediately to ensure that appropriate treatment can be given and corrective actions can be put in place to prevent re-occurrence. If the injury is an emergency requiring an ambulance the “000” emergency number should be used. The OHS Manager or OHS representative should be contacted immediately.

**Permits to Work**

Permits to Work are required for certain types of work to be completed. They are to be completed by the OHS Manager and the Exhibitor, contractor or sub-contractor and are to be signed by both parties. The permit is to be kept with the Exhibitor, contractor or sub-contractor and returned to the OHS Manager on completion of the task/job.

Hot work permits (HWP) are required for any task where a possibility of generating sparks exists and the work is to be performed outside any designated hot work areas. An authorised HWP has a life of 12 hours. On a declared Total Fire Ban day, CFA instructions and advice is to be strictly adhered to.

A Working at Heights Permit (WAH) is required for any task where there is a risk of a fall from 2m or above. These tasks should be identified prior to construction and a Safe work Method Statement provided.

**Working at Heights**

A permit for working at heights must be obtained from Sungold Field Days OHS prior to commencement of work.

Exhibitors, contractors or sub-contractors must not perform construction work where there is a risk of a person falling more than two metres unless:

• a safe work method statement (SWMS) has been prepared before the work commences

• the work is performed in accordance with that statement.

When work cannot be undertaken on the ground or from a solid construction, Exhibitors, contractors of sub-contractors must ensure that physical fall prevention measures are used, so far as is reasonably practicable, for the protection of people undertaking any construction work where there is a risk that they may fall more than two metres.

The risk of a fall must be controlled according to the Hierarchy of Control as per below:

1. Work on Ground / work from a solid construction

2. Guard railing / temporary work platforms / Scaffold

3. Industrial Rope access systems / Travel restraint systems

4. Fall Arrest Systems

5. Ladders / Administrative

Work undertaken must be performed by suitably licensed and qualified people.

**Electrical Safety**

All personnel must observe the following rules and comply with Work Safe Industry Standards for Electrical Installations on Sites:

* + Only qualified electricians are to work on electrical equipment and installations
	+ Keep electrical leads off the ground where possible and do not create a trip hazard
	+ Do not run leads across pedestrian or vehicular access areas unless fully protected by a barrier or suitable mechanical protection cable tray
	+ Do not hang leads from scaffolding (a non-conductive lead stand may be used)
	+ The use of double adapters and piggyback fittings is not permitted
	+ Earth leakage protection must be provided and used
	+ Any damaged leads, wiring, equipment or installation must be removed from service and report faults to your supervisor and Sungold Field Days OH&S Manager
	+ Electrical leads, equipment and installations must be tagged and be current in accordance with relevant requirements
	+ Portable generators must conform to all relevant standards.

**Contractor Supplied Equipment**

All Exhibitors, contractor or sub-contractors supplied equipment must, at a minimum, meet the Work Safe Industry Standards. This includes hand tools, power tools, specialist test and measuring instruments, elevated work platforms, mobile plant and equipment and harnesses etc. Work undertaken must be performed by suitably licensed and qualified people.

**Hazardous Substances, Dangerous Goods & other substances**

Exhibitors, contractors or sub-contractors must advise the Sungold Field Days OHS Manager if any Hazardous Substances, Dangerous Goods or other substances e.g. oils, fuels etc. are being brought onto site.

The Exhibitor, contractor or sub-contractor must supply to the Sungold Field Days OHS Manager the following information prior to the substances being brought on site:

• A copy of the most recent MSDS

• Quantity being brought and maintained on site.

Appropriate adherence to PPE, storage, segregation, bunding, spill kits and safety shower/eye wash station are to apply, as recommended within relevant SDS.

**LP Gas**

In accordance with the “Code of Practice for the Safe Use of LP Gas at Public Events in Victoria” and in conjunction with Australian Standard 1596, 5601 and relevant Worksafe Victoria regulations it is essential that anyone intending to use LPG at the event complete the relevant section of the following checklist. A copy of this must be kept on site during the event.

Sungold Field Days OHS Manager in conjunction with the Event Managers may remove from site any person using LPG who fails to complete the checklist, makes a false declaration or knowingly uses an unsafe gas installation.

**Exhibitor Trading Name:**

**Contact details for staff member on site during the Sungold Field Days:**

Name:       Mobile:

Position:

**This statement indicates that I / We, the Exhibitor**       **(trading name) have implemented the following control measures for our site and activities at the Sungold Field Days to be held the 13th – 15th February 2019.**

Person Responsible:       Positon:

Date:

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| **Hazards** | **Select if Relevant to your Site** | **Suggested Risk Control Measures to eliminate or minimise the risk of injury** | **Select if Control Measure in Place** |
| **Marquee** | [ ]  | If marquee is larger than 100sq metres (10mx 10m):* It must be erected by a person who has qualifications to do so
* A Certificate of Occupancy must be obtained and a copy forwarded to Sungold Field Days. All marquees over 100 sqm are subject to council inspection prior to the event.
 | [ ]  |
| **Name of Marquee Erector:**  |       Phone:       |
| **Slips / Trips & Falls** | [ ]  | Barriers in place to separate people from hazard conditions expected at the site | [ ]  |
|  | [ ]  | Mats placed over uneven surfaces and cables | [ ]  |
|  | [ ]  | Segregation of pedestrians by means of barriers or fences | [ ]  |
|  | [ ]  | Signs/ flags/ indicators in place to warn of hazards | [ ]  |
|  | [ ]  | Hand rails and steps to be of solid construction and manufactured in accordance with Australian Standards | [ ]  |
|  | [ ]  | Supervision in place to assist and instruct visitors climbing onto plant and machinery | [ ]  |

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| **Plant & Machinery** | [ ]  | Experienced and competent operators only to operate | [ ]  |
|  | [ ]  | Speed limits and load restrictions adhered to | [ ]  |
|  | [ ]  | Passengers not to be carried | [ ]  |
|  | [ ]  | Safety in place when backing the machine | [ ]  |
|  | [ ]  | Not left unattended when running | [ ]  |
|  | [ ]  | Removal of keys when unattended | [ ]  |
|  | [ ]  | Booms and tynes to be lowered before vacating the machine | [ ]  |
|  | [ ]  | Be of legal driving age | [ ]  |
|  | [ ]  | Have no alcohol or prohibited drugs in their system | [ ]  |

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| **Electrical** | [ ]  | All Leads and power boards to have current Test and Tag | [ ]  |
|  | [ ]  | Electrical Cables off ground or covered by appropriate cover | [ ]  |
|  | [ ]  | Leads and cables to be positioned to eliminate risk of crush/cutting/moisture | [ ]  |
| **Dangerous Goods / Hazardous Substances** | [ ]  | Must provide a list of all chemical names and quantities being brought on site to Sungold Field Days OHS Manager | [ ]  |
| ***Consider bringing empty clean containers for display purposes*** | [ ]  | Material data sheets available at your location | [ ]  |
| [ ]  | All Dangerous Goods/Hazardous Substances in suitable containers, labelled and with appropriate warning signs | [ ]  |
| [ ]  | Precautions stated on MSDS to be followed | [ ]  |
| [ ]  | Visitors, especially children to be kept away from Dangerous Goods / Hazardous Substances by means of barriers and constant supervision | [ ]  |
|  | [ ]  | Safe Work procedures are available where there is need to open or decant containers. Ensure staff are trained in Safe Working Procedures | [ ]  |
| **Quantity held on Exhibit** |  |       In litres |  |

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| **Fire Hazards** | [ ]  | Public & others separated from sources of fire (including BBQs) by barriers | [ ]  |
|  | [ ]  | Combustible/flammable material kept to a minimum and segregated from sources of ignition | [ ]  |
|  | [ ]  | No smoking near flammable material | [ ]  |
|  | [ ]  | Appropriate fire extinguisher / blanket in vicinity | [ ]  |

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| **Falling Items** | [ ]  | Heavy items not to be stored at heights | [ ]  |
|  | [ ]  | Public and others segregated from areas where items may fall | [ ]  |
|  | [ ]  | Temporary structures checked for stability and strength taking into account possible weather conditions (e.g. wind, rain, etc.) and all silos and tanks should be securely anchored | [ ]  |

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| **Pressure Hazards** | [ ]  | Gas cylinders secured to prevent falls | [ ]  |
|  | [ ]  | Public segregated from hazards by barriers | [ ]  |
|  | [ ]  | All equipment hoses and cylinders to be inspected prior to exhibition | [ ]  |

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| **Livestock** | [ ]  | Livestock fully restrained by appropriate devices at all times | [ ]  |
|  | [ ]  | Barriers placed between public and animals | [ ]  |
|  | [ ]  | Attendants adequately trained and aware of possible hazards and have control over animals | [ ]  |

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| **Cut & Laceration Hazards** | [ ]  | Eliminate sharp objects and protrusions from your exhibition  | [ ]  |
|  | [ ]  | Place barriers between sharp objects and workers/visitors | [ ]  |

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| **Working at Height** | [ ]  | Exhibitor, contractor or sub-contractor erecting Marquee or equipment must use elevated work platforms etc. when Working at Height of greater than 2m  | [ ]  |

LPG and other gases SAFETY

In accordance with Energy Safe Victoria regulations and procedures the following must be completed by **ALL EXHIBITORS USING LPG, INCLUDING BARBEQUES**.

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| **Appliances** |  | Y | N | Action if answered No |
| Your exhibitor site at the Sungold Field Days is an extension of your workplace. As with all OHS and Energy Safe practices employers must ensure documented procedures are in place for various tasks associated with the use of LP Gas. All personnel carrying out these tasks are trained and records kept to demonstrate personnel have received instructions in the specific documented procedures. | Only certified appliances in use | [ ]  | [ ]  |       |
| Service history available | [ ]  | [ ]  |       |
| In Good Working Condition | [ ]  | [ ]  |       |
| Safety devices not tampered with | [ ]  | [ ]  |       |
| Taps and knobs in good condition and marked | [ ]  | [ ]  |       |
| Not on a combustible surface | [ ]  | [ ]  |       |
| In a well vented location | [ ]  | [ ]  |       |
| Clearances from LPG cylinder | [ ]  | [ ]  |       |
| External appliances not in an internal location | [ ]  | [ ]  |       |
| Appliance pressure does not exceed 3 kPa | [ ]  | [ ]  |       |
| Appliance number matches appropriate supply cylinder | [ ]  | [ ]  |       |
| Hoses for appliance acceptable | [ ]  | [ ]  |       |

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| **Regulators & Hoses** |  | Y | N | Action if answered No |
|  | Regulators in Good Condition? | [ ]  | [ ]  |       |
| Regulator Hose of approved material | [ ]  | [ ]  |       |
| Hoses in good condition | [ ]  | [ ]  |       |
| Protected from accidental damage | [ ]  | [ ]  |       |
| Hoses less than 3m in length | [ ]  | [ ]  |       |

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| **Cylinders** |  | Y | N | Action if answered No |
|  | Cylinder within 10 year test date | [ ]  | [ ]  |       |
| Cylinder in good condition | [ ]  | [ ]  |       |
| Cylinder connections checked for leaks | [ ]  | [ ]  |       |
| Cylinder secured | [ ]  | [ ]  |       |
| Located away from flammable and combustible material | [ ]  | [ ]  |       |
| Cylinder not blocking pathway or exit | [ ]  | [ ]  |       |
| Cylinder quantity not exceeded | [ ]  | [ ]  |       |
| Cylinder Size not exceeded | [ ]  | [ ]  |       |

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| **Fire Extinguisher** |  | Y | N | Action if answered No |
|  | Is a fire extinguisher available? | [ ]  | [ ]  |       |
| Is fire extinguisher in date and fully charged? | [ ]  | [ ]  |       |

**Please return your completed Site Safety Plan to Sungold Field days at sungold.fielddays@saputo.com**