



Murrumbateman Field Days – Safety Management

This site safety plan must be completed, submitted to, and approved by Murrumbateman Field Days Management. If the plan does not adequately cover the requirements as deemed by Management, work will not be permitted onsite until the plan has been revised to incorporate such requirements. A copy can be filled out on-line and sent in with your application, or printed, scanned, and emailed to admin@mfdays.com

A hard copy will be available at your site. It must be signed off by a staff member responsible for your site and remain on your site for the entirety of the Field Days. Safety Officers will be checking that all noted controls are in place. Failure to have these controls in place may result in your exhibit being closed. All exhibitors must adhere to the Occupational Health and Safety Regulation 2001 (NSW) and associated regulations. The Murrumbateman Field Days Safety Management Team reserves the right to stop or suspend any works that, in their opinion, present a risk to safety.

Exhibitors with site specific hazards, not outlined here, must provide an additional risk assessment outlining the identified hazards and the control measures implemented.

Vehicle Access to Field Days site between following hours only:

Thursday 19th October	6am – 6pm
Friday 20th October	6am – 9pm
Saturday 21st October (morning)	6am – 7.30am
Saturday 21st October (evening)	5.30pm – 7pm
Sunday 22nd October (morning)	6am – 7.30am
Sunday 22nd October (evening)	4.30pm – 7pm

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Site Safety Plan

Hazard and Suggested Risk Control Measures	Relevant to Site	Not Applicable	Control Measure put in place
Slips, Trips, Falls and Gravitational Hazards			
Displays, equipment and stock to be placed in such a way that allows easy access and egress			
Mats placed over uneven surfaces			
Signs / flags / barriers in place to warn of potential hazards			
Spills to be cleaned up immediately			
Heavy items not to be stored at heights			
Ensure temporary structures are sturdy and secure enough to withstand all possible weather conditions			
Supervision in place to assist and instruct visitors using/handling products			
Vehicles and Machinery			
Vehicles securely parked with brakes and chocks			
Keys removed when unattended			
Licensed and competent operators/drivers only to operate			
Booms and Tynes to be lowered when parked			
Spotter to be used at all times when reversing any vehicle/machinery			
Vehicles are not left unattended while running			
Supervision in place to assist and instruct visitors climbing onto plant and machinery			
Electrical			
All leads to have current testing tag attached			
Visual inspection prior to use for any damage or potential hazard whilst in use			
Extension cords to be placed/secured as to not create a trip hazard or become damaged			
Cuts and Lacerations			
Eliminate sharp objects and protrusions from your exhibit			
Place cover over sharp and/or protruding objects to protect from causing injury			
Place barrier between sharp objects and the public			

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Hazard and Suggested Risk Control Measures	Relevant to Site	Not Applicable	Control Measures put in place
Fire Hazards			
Public warned of hot surfaces by way of signage			
Barriers placed to separate public from fire/heat source			
Combustible/flammable material to be kept at a minimum and away from ignition sources			
No smoking near flammable material			
Appropriate fire extinguisher kept on site			
Dangerous Goods / Hazardous Materials			
MSDS available on site with listed precautions followed			
All dangerous materials kept in appropriate, secured containers, labelled with appropriate warnings			
Public kept away from dangerous materials/substances by means of barriers and constant supervision			
Use empty containers for display purposes			

Please provide contact details of a staff member on site during the Murrumbateman Field Days:

Name:

Mobile:

The below statement needs to be signed by a staff member once your site has been set up.

This statement indicates that
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Date:

TO BE COMPLETED ON SITE

the

Position:

Mobile: