

# Recommendations to Reduce Legal Liability Exposures Agricultural Show Societies

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June 2013

## NEW SOUTH WALES

Australian Insurance Brokers  
A Division of Jardine Lloyd Thompson Pty Ltd

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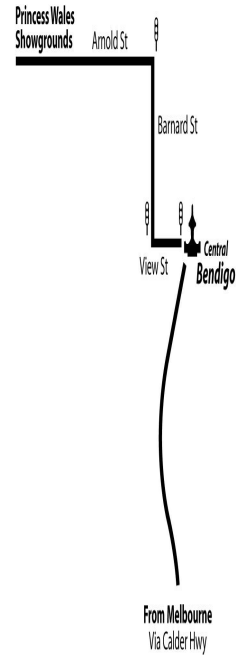
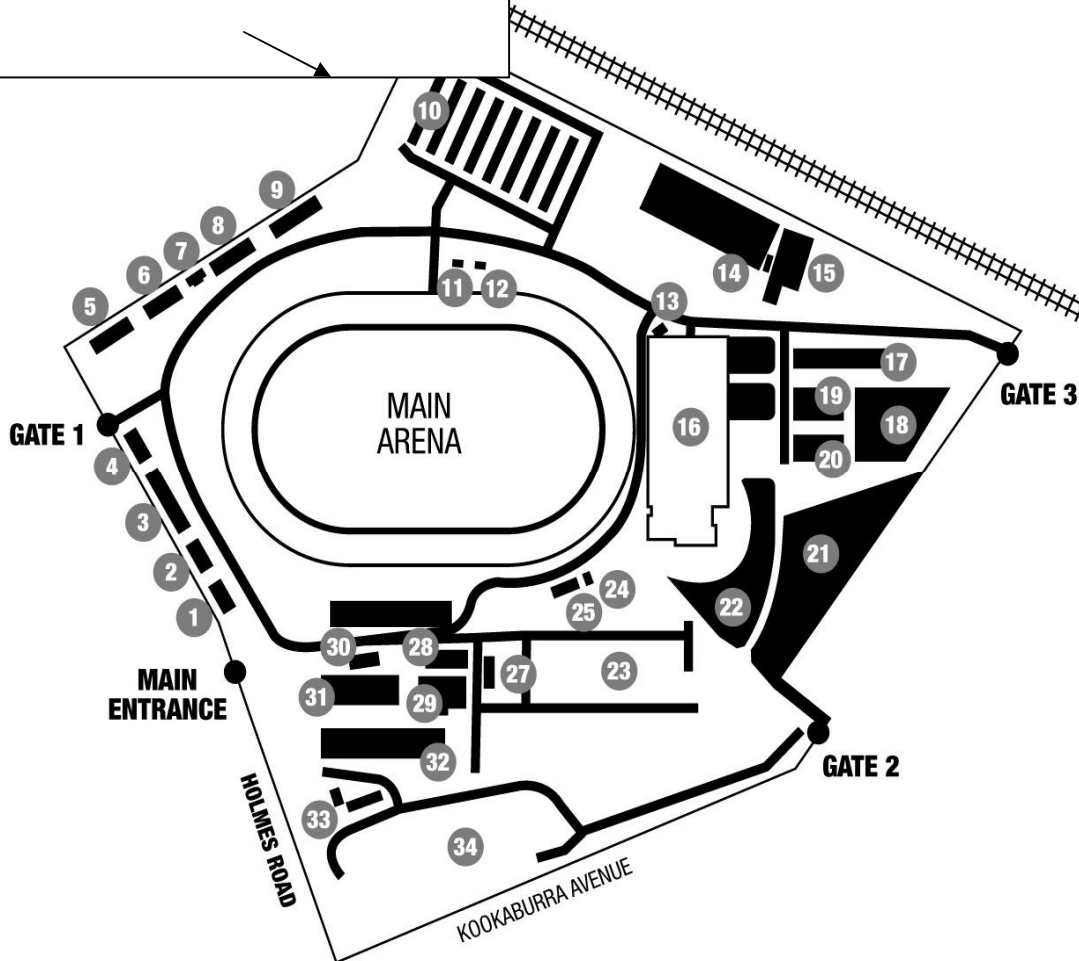
Please note the information contained in this document is of a general nature only, and is not specific to your organisation. As such we can't accept responsibility for specific issues arising out of your premises without individual survey and consideration. If any further information is required, please contact AIB or the relevant authority/legal representative (eg. Fire Services, Police)

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## Site Map

Example of site map for an event



## SHOWGROUND'S

- |                              |                                 |
|------------------------------|---------------------------------|
| 1. Industrial Hall No 3      | 20. Stud Selling Complex        |
| 2. Industrial Hall No 4      | 21. Parking Area                |
| 3. Homecrafts Pavilion       | 22. Committee Parking           |
| 4. Craft Pavilion            | 23. Showmen's Area              |
| 5. Flower Pavilion           | 24. First Aid Station           |
| 6. Pavilion                  | 25. Administration Centre       |
| 7. Toilet Block              | 26. Main Arena                  |
| 8. Poultry Pavilion          | 27. Toilet Block                |
| 9. Storage Shed              | 28. Dining Room                 |
| 10. Horse Stables            | 29. Auditorium- Disabled Toilet |
| 11. Horse Secretary's Office | 30. Show Bag Pavilion           |
| 12. Saddle world Pavilion    | 31. Pavilion                    |
| 13. Toilet Block             | 32. Pavilion                    |
| 14. Western Arena            | 33. Ground Manager's Residence  |
| 15. Steam & Oil Museum       | 34. Parking Area                |
| 16. Exhibition Centre        |                                 |
| 17. Pig Pavilion             |                                 |
| 18. Parking Area             |                                 |
| 19. Cattle Pavilion No 2.    |                                 |

# **GENERAL CONDITION OF THE SHOWGROUNDS**

## 1. ARE GROUNDS IN GOOD ORDER?

Level (no potholes)? Dry (no wet patches in main thoroughfares)? Clean (no **excessive junk or waste**)? Trimmed (no long **grass, overhanging bushes or dangerous trees**)?

## 2. IS CAR PARKING PROVISION ADEQUATE?

Passenger cars?

Floats?

Fire, ambulance and police?

Showmans' heavy transport vehicles and caravans?

Merchants' cars, vans and generators, etc.?

Access and parking for caterers, entertainers, VIP guests?

Are parking allotments sufficiently clear of pedestrian thoroughfares and animal areas, to avoid congestion and accidents?

Are parking spaces outlined with lime, flags, etc.

Are sufficient numbers of Marshals organised to control traffic?

Are Marshals instructed on their authority, speed limit, special parking permits, roster system, etc.?

## 3. IS PEDESTRIAN ACCESS SAFE? HAS INSPECTION BEEN MADE OF:

Access from the car park. Are ground conditions good, free of tripping hazards and independent of main vehicle traffic flows? Is signposting adequate (languages other than English)? Is access safe for wheelchairs, or persons using walking aids? Have turnstiles been inspected for mechanical damage, sharp edges or overcrowding? Are pedestrian thoroughfares safe for **all classes** of persons using the showground (very young, very old, disabled)?

## 4. ANIMAL ACCESS AND CONTROL?

Are arrangements for tethering, washing, feeding, grooming, waste removal, etc adequate for exhibitors and for the viewing public?

- Is drainage satisfactory to prevent mud patches forming in pedestrian areas?
- Are there **strict instructions** that dogs not actually working or performing must be tied at all times (dogs startling larger animals are a frequent cause of injury to show patrons)?
- Are judging rings for large animals strongly made, in good repair and freshly whitewashed?
- Is a humane killer available in case of accident?

## ANSWER

## 5. MECHANICAL SERVICES

To prevent tripping hazards, all electrical power cables, water hoses and similar services to showmen and merchants' areas, must be buried or suspended overhead.

Have cables, hoses etc. been safely installed? Are Show Society vehicles (truck, tractor, mower, etc.) in safe condition for use near small children, etc? Are power take-offs guarded? Are stone guards fitted to slashers and mowers? Is displayed heavy equipment and working machinery safe for public access, with hydraulics in "park" position? Have all Showmen been checked for current safety documentation on rides, etc.?

## 6. WOOD CHOPPING

Is the Axe man's arena suitably situated?

- Adequate space between competitors?
- Proper fixed barrier keeping the public back a minimum 5m from the axe-blade?
- Warning against children, photographers, etc. entering the competitor's enclosure while wood chop is in progress?

## 7. COMMUNICATION AND CROWD CONTROL

Does public address system cover all portions of the Showground?

- Has mobile telephone system been considered for communication between key officials?
- Is there a coded alert system for dealing with emergencies (to prevent panic)?

## 8. SHOWGROUND SECURITY

- Have adequate arrangements been made for cash and transfer to bank or armoured car service?
- Is the Cashier's office in a secure area, also well supervised by show officials?

## 9. FIRST AID AND MEDICAL EMERGENCY

Is there adequate provision to deal with injury and medical emergency?

Ambulance officers or certified first-aiders rostered for attendance at all times when the public are on the Showground? Designated first-aid post with rest room (e.g. caravan) and means of communication with local hospital or physician?

- Is a specialised lifting frame (stretcher) available for spinal injury cases (e.g. equestrian events)?
- Is the first-aid facility properly signposted and accessible?

## 10. LOST CHILDREN

Is there a properly set up Child Minding Facility?

- An adequate fenced enclosure (or room) constantly attended?
- Person(s) in attendance a qualified youth worker or first aider?

Have amusements or playground equipment been inspected for safety? (Sharp edges, moving parts, heavy weights, slips and falls.)

Is there any water/drowning hazard (unfenced pool)?

Is there suitable protection against sunburn etc. for children in custody?

Is there a properly equipped first-aid kit in the Child Minding Centre (or, is the centre adjacent to the ambulance post)?

## 11. WASTE MANAGEMENT

Are adequate bins etc. provided to keep the Show grounds clean?

- Located near food and drink areas? Not necessary to enter danger or cross busy roadway etc. to access waste disposal bins?
- Bins painted a distinctive colour to safeguard against tripping, etc.
- Staff rostered for waste clearance throughout the day?

## 12. TEMPORARY AND PERMANENT STRUCTURES

Are structures in good repair, stable and safe to occupy?

Approaches (ramps, steps, etc.) firm, clean and non-slip?

Adequate handrails and lighting?

No loose sheeting or projections liable to injure or damage a motor car?

Are exhibits uncongested, with thoroughfares properly marked out and clean?

Are fire escapes in working order (unlocked, accessible, signposted)?

Are fire extinguishers adequate for special hazards (kitchens, temporary power boards, combustible storages, fodder, fuel, fireworks etc.)?

Is local Fire Brigade encouraged to be in attendance, with spare fire extinguishers on hand?

Have any hazards recognised from previous Shows been corrected (loose boards, slippery floors, inadequate lighting, exits etc.)?

## 13. OTHER HAZARDS NOTED (FOR CORRECTION)?

Please list

Completed by ..... Date.....



# RISK RESPONSE

## RISK IDENTIFIED

Likelihood- Evaluate the likelihood of this happening for your event ie. Unlikely or Likely and fill in the space available

Consequence- Evaluate the consequence of this happening for your event ie. Minor, Moderate or Major and fill in the space available

Level of Risk- Evaluate the level of risk of this happening for your event ie. Low, Moderate or High and fill in the space available

## Risk Management Response

RISK	DEGREE	SERVICE	RESPONSE
Power failure	Moderate	Ground Manager Onsite	- reset power - electrician on duty during major events - backup generator
Traffic Congestion			
Compliance from food vendors.			
Fire			
Toilets. Need cleaning re supply			
Crossing Highway			
Medical Emergency in crowd			
Bomb threat during events			
Lost Children			
Staff Risks – Assaults			-

# ALCOHOL AND DRUGS POLICY

## Purpose:

To acknowledge the Agricultural Society Inc. responsibility and duty for the wellbeing of its employees, members, associates, tenants, tenant patrons and other authorised users of Society property.

To provide practices at its property which reduce risks associated with alcohol and drug use.

To provide a venue free of discrimination, with clear guidelines which take into account the Society's social and legal obligations.

## Objectives:

1. Identify practices and tasks which pose a risk.
2. Prevent alcohol or drug misuse on the showground property.
3. Gain employee/member and tenants' commitment to working together to achieve a safer and healthier showground environment.
4. Raise an awareness by employees/members/patrons/tenants and tenant members and patrons of the risks associated with alcohol and drug abuse.
5. Assist employees/members/patrons/tenants and tenant members and patrons in need or help or advice in a confidential and sensitive manner without prejudice.

## Scope:

This policy applies to all employees/members/patrons/tenants and tenant patrons and any organisation or person authorised to use the property.

## Definitions:

BAC – Blood Alcohol Concentration.

0.05 – 0.05 grams of alcohol in every 100ml. of blood. It is illegal to drive a motor vehicle with a BAC over 0.05.

0.00 BAC – zero grams of alcohol in the blood. All probationary drivers and certain truck drivers must have zero BAC.

Drugs (including prescription drugs) – any substance whilst may adversely affect a person's judgement and ability to perform duties safely or in accordance with legal requirements.

Substance abuse – harmful or dangerous use of alcohol or other drugs.

Society premises – all property, land and buildings, owned and operated by the Society and all property, land and buildings owned and leased, rented or used by payment of a fee, owned or controlled by the Society.

## Background:

Under common law and statute law, it is the duty of the Agricultural Society to protect its employees, members, tenants, patrons and any authorised persons using the Showground from damage or accident caused by anyone affected by alcohol or other drugs.

Alcohol, drugs and combinations of these substances can seriously impair a person's motor skills. Some drugs remain active in the body for days. Alcohol consumed at night can still be detected in the drinker's blood stream the next day.

There is no way of speeding up the elimination of alcohol from the body. A little is excreted in urine, sweat and breath but most (about 90 percent) is broken down by the liver. It is a slow process. It takes the liver about one hour to break down one standard drink, longer in some people. Nothing will sober a drinker up quickly.

There are many factors other than "what a drinker consumed" that affect the BAC level.

They include:

- ❖ A person's weight
- ❖ The state of a person's liver
- ❖ Whether or not a person is a regular drinker

Women need to be especially careful. Given the same amount of alcohol, their BAC levels normally read higher than men'

## Policy:

1. All employees/members/tenants and tenant employees/contractors and staff and any authorised persons using the Showground are to be below the legal BAC while performing their duty.
2. The Society will not allow alcohol to be provided to its patrons, by its tenants to their patrons, or by other persons, not so licensed or authorised.
3. Under no circumstances is an employee/Society member, tenant/tenant employee during paid working hours, and meal breaks to consume alcohol unless at an approved function and then only in moderation and in compliance with legal requirements. Employees and tenant employees and authorised Showground users governed by certain legal requirements must not consume a alcohol under any circumstances. Where alcohol is consumed, the Society encourages low-alcohol content beverages and provision of non-alcoholic beverages.
4. The Society requires all employees, members, patrons, tenants, tenant employees, patrons and any persons using the Showground to take all possible care for their own safety and wellbeing and the safety and wellbeing of all others and to comply with the requirements of this policy.
5. The Society recognises that its awareness of any employee/member/tenant or tenant employee, or authorised persons using Showground property drinking or drugs status/problem places it under a positive duty to take all reasonable precautions to remove the affected person from reasonable foreseeable accident situations while maintaining the highest degree of confidentiality.

## Procedure:

Alcohol storage and consumption.

1. Alcohol may be stored on Society property (property controlled directly or indirectly including property of lessors or contractors or other authorised users).
2. The Society approves distribution of alcohol by employees or members it authorises, by tenants licensed to do so, or by other approved persons as it sees fit to duly authorise in accordance with lawful requirement and this policy.
3. The Society emphasises at all times to tenant/tenant employees and other Showground users that it is totally unacceptable and inappropriate for excessive amounts of alcohol to be made available or provide consumers either as guests or paying consumers.
4. The Society does not condone the excessive use of any drug, prescribed or legal, and will not accept the use of illegal drugs or the excessive use of prescribed or legal drugs on its property, property leased by lessors or used by other authorised users.
5. Society employees, tenant employees, contractors or any other persons who are persons being paid to perform a duty on Society property or property controlled whether directly or indirectly (tenanted) must not be in any condition that is influenced by the consumption of alcohol or drugs, to the extent that their judgement or work performance is impaired.
6. Employees, contractors, tenants or tenant employees or any other person so affected and engaged in performing paid duty on or within Society property will be asked to take sick leave or unpaid leave, or absent themselves for the remainder of the day.

## Driving Vehicles:

Employees, Society members, tenants/tenant employees and other persons under direct control of the Society or lessors must not drive a motor vehicle unless they are below the relevant BAC or while they are under the influence or effect of an intoxicating liquor or drug, to the extent their ability to competently and safely drive a vehicle may be impaired. Society employees and tenant employees performing a paid duty under such circumstance should be provided with alternative method of transport.

## Plant / Machinery:

The Society requires plant and equipment on its property whether owned by the Society or tenants or tenant employees or other persons, such plant or equipment powered by electricity, petrol, diesel, motors, which has potential for physical danger, be operated by persons with a 0.00 BAC and nil drug consumption.

## **Consumption:**

Patrons of the Society or its tenants, or any other persons on the Showground property considered to have exceeded the relevant legal limit of alcohol consumption, should be rendered assistance by their colleagues or other persons responsible, with alternative transport.

## **Medication:**

Employees, contractors, members and any other person performing a task on Showground property, including property controlled by tenants, and who believe prescribed medication may adversely affect their ability to perform duties safely, or in accordance with legal requirements, are required to advise the Society or their employer.

## **Accident or Injury:**

Persons employed by the Society or lessors of Society property (tenants) who are involved in an accident while under the influence of alcohol/drugs or who have consumed alcohol/drugs while undertaking a duty as part of their employment or contract should be aware that Workcover benefits may be nullified.

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# HARRASSMENT POLICY

The Agricultural Society is committed to a working and learning environment that is free from any form of harassment.

Any incident of harassment will be regarded seriously and may be grounds for disciplinary action.

Persistent or gross harassment and, in particular, sexual or racial harassment, will be treated as grounds for disciplinary action including expulsion from the Society membership and or, in the case of competitors, visitors or any other persons attending a Society event, from the Showground or site where the Society is conducting an event/function.

Harassment causes distress and anxiety.

It interferes with people's ability to work as a volunteer, compete as a Show or event competitor, or contribute in any other way toward the wellbeing of the Society.

The Society will therefore take harassment to include any behaviour that is offensive, intimidating or hostile, which interferes with an individual's working role or social environment; or which induces stress, anxiety, fear or sickness on behalf of the harassed person.

Being under the influence of alcohol will not be admitted as an excuse or harassment.

Harassment may take many forms, such as violence or bullying, to less obvious actions such as ignoring a person (eg. In their role as committee member or contributing volunteer).

Some examples of harassment may include:

- Physical contact from touching to serious assault.
- Oral and written through offensive language, gossip and slander, jokes and similar.
- Visual display of posters, obscene gestures.
- Isolation or non-cooperation with a person.
- Coercion.
- Intrusion by pestering, sexual pressures.
- Bullying.
- Racial discrimination.

## **Preventing Harassment - Checklist**

- Make sure all members understand what the rules about behaviour are.
- Make sure all members know how to deal with harassment if it happens to them.
- Know the arguments supporting the need to get rid of harassment.
- Make sure the working environment is free of any material that someone else could find harassing.
- Make sure the working environment and work processes do not make it easy for harassment to happen.
- Follow up any member behaviour changes that could indicate harassment is going on.
- Act immediately.

## Handling Complaints of Harassment and Discrimination

The following is a brief checklist on how to handle a discrimination or harassment complaint. Please note that this checklist is only a very general guide to good complaint handling.

- Always handle the complaint
  - > **Confidentially**
  - > do not talk to anyone except those involved in resolving the complaint, and avoid those involved in the complaint talking to anyone else.
  - > **Impartially**
  - > do not prejudge - be fair.
  - > **promptly**
  - > resolve it as quickly as possible.
  - > **sympathetically, sensitively and seriously**
  - > what may seem silly to you may not seem silly to them.
- Get full information from the complainant about their complaint and how they want it resolved....Listen, listen, listen.
- Decide if you are the appropriate person to continue handling the complaint - you may be too junior in the hierarchy or seen to be biased. If you can't handle it make sure that you refer the complaint to the appropriate person. Don't let it get lost.
- If you can continue to handle the complaint, put the information you've received from the complainant to the person/people they're complaining about and get their side of the story...Listen, listen, listen.
- Work out whether you now have enough information to know whether the alleged discrimination or harassment happened, or didn't happen.
- If you don't have enough information, and the allegation is of a reasonably serious nature, you may need to speak to witnesses. If there are no witnesses, you may need to refer the complaint to the Show Society to decide what to do about it.
- If you do need to speak to witnesses, do this very carefully :
  - > only speak to a witness if you are the appropriate person to speak to that witness. You can't do this if you are too junior in the hierarchy. And you can't do this if you are biased, or could be seen to be biased.
  - > in order not to breach confidentiality, do not tell a witness any more than they know already, and make sure that they don't talk with anyone else but you.
  - > also, never speak to any more witnesses than you need to speak to in order to work out whether the discrimination or harassment happened, or didn't happen
- Decide how the complaint should be resolved:
  - > where the complaint involves an allegation of a relatively minor nature - it may be possible to 'mediate' the complaint by getting both parties together and coming to a joint agreement about how the complaint should be resolved.

where the complaint involves an allegation of a more serious nature the Show Society will need to work out whether the discrimination or harassment did or didn't happen, and then make a decision about how the complaint should be resolved. The type of discipline will obviously depend on the level of discrimination or harassment that has happened. Discipline could range from a verbal apology for a less serious incident, through to expulsion for a very serious incident or series of incidents. Naturally, discipline should be imposed in a fair and consistent manner across the Society.

- Act on your decision, letting both sides know what is going to happen and why, and telling them about other internal and external avenues of complaints if they're not happy with your decision.
- Monitor the outcome.
  - Affected persons – you – should make a note of the details of any relevant incidents, and should include a note of the way in which the incidents cause you to change the pattern of your role or social life.
  - If the harassment continues, you are urged to seek the help of a harassment adviser, enabling you to discuss the nature of your complaint in confidence and to arrive at an acceptable solution on an informal basis.
  - If the harassment is serious or has not been resolved by the above means then you or someone acting on your behalf has the right to make a formal written complaint to the Society and/or relevant authority.

Vexatious complaints:

- The Society should note that anyone making mischievous complaints, may result in disciplinary action taken against them.

What to do if you are accused of harassment:

- An accusation of harassment does not signify a judgment of guilt.
- You may contact a member of the Society Executive dissociated with the complaint. The aim of the person you contact will be to facilitate discussion with a view to resolving the problem at the source if possible.
- You have the right to be accompanied throughout any discussion by a friend of your choice.
- A simple discussion between you and the person with the complaint may set matters right.

Throughout any formal or informal procedures the principal objective is that of identifying the underlying issues and eliminating the cause of the offence as quickly as possible and with minimal recrimination.

Any harassment or discrimination complaints should be advised to Australian Insurance Brokers so that Insurers can be notified.

# DUTY OF CARE POLICY

The health and safety of all persons associated with the Society is considered to be of the utmost importance.

Our Society is committed to ensuring their health and safety through risk management initiatives aimed at, wherever practical, eliminating or reducing conditions, work practices or procedures that could cause injury.

### **What our Society will do:**

- Identify risks and where appropriate take action to eliminate or reduce them.
- Provide information, instruction and training and competent supervision.
- Provide safe items, equipment and systems of work.
- Ensure that appropriate first aid is available for all injuries.

### **Your responsibility as a Society committee member, volunteer or person associated with the Society or its activity in any other contributing capacity:**

- Co-operate with occupational Health and Safety policies and programs to ensure everyone's health and safety.
- Work in a healthy and safe manner and follow all safe working methods and safety rules.
- Use all equipment as instructed.
- Immediately report what you consider to be unsafe conditions, practices or equipment to the Society safety warden.
- Report all injuries and incidents immediately to the safety warden/executive officers or other responsible persons.
- Not interfere with or misuse things that have been provided for your health and safety.

### **The Society executive/officers/committee member responsibility:**

- Provide leadership by setting a good example of commitment and compliance with Occupational, Health and Safety policies.
- Effectively implement OH and S policies, programs and principles.
- Ensure supervision is provided where needed.
- Promptly investigate all accidents/incidents and take remedial action where appropriate.
- Enforce all relevant legislative requirements that apply.
- Ensure regular safety inspections/audits are conducted.
- All visitors must conform to our safety requirements.
- Any Society member hosting a visitor is responsible for their conduct.

### **Contractors and sub-contractors:**

- All contractors, sub-contractors and other persons engaged in any kind of work, whether remunerated or voluntary, in association with Society activity, as part of their contract/engagement/contribution, they must comply with the Occupational Health and Safety related policies, procedures and programs of the Society.
- They must observe directions on health and safety when given by the Society safety warden or other designated person.
- Failure to comply will be considered a breach and sufficient grounds for the Society to terminate the contract/engagement/contribution.

# EMERGENCY ACTIONS

## LIVESTOCK ESCAPE

In the event of livestock escaping within the confines of the Agricultural Society showgrounds:

Office staff personnel, Society committee persons, other accredited officials should:

- Notify the Show Society warden (secretary's office)
- Warden to communicate with gatekeepers to close gate exits
- Alert public in attendance via showground public address system that livestock has escaped from restraint, request public to be alert and not take action to endanger themselves, others or the livestock
- Confine or isolate if possible the area of loose livestock and evacuate the immediate area
- Seek assistance of persons skilled in handling livestock to capture loose livestock
- Seek assistance of emergency services if necessary
- Notify Show Society warden of action taken

## FIRE – PUBLIC ANNOUNCEMENT

The Society secretary's office should notify the public address system announcer to deliver the following announcement **ONLY IF THE FIRE IS DEEMED TO ENDANGER THE PUBLIC**

Repeat announcement TWICE

"Here is an important announcement, there is a fire ( state where )."

"People in the immediate area should move to a safe area".

"You are advised to not take any action which might endanger yourself or others".

"The incident will be brought under control as quickly as possible".



## PERSONAL THREAT

Emergency control personnel, who should include the Agricultural Society committee members, and registered security staff employed by the Society, should:

- Notify the Show Society warden
- Notify the police by dialling “000” and requesting assistance
- Do not say anything that may encourage irrational behaviour
- Alert any other emergency control personnel in your vicinity
- Initiate action to:
  1. Restrict entry to the building, or area of incident, if possible
  2. Confine or isolate the presence from building occupants, or area, if possible
- Report to Show Society warden regularly regarding the status of occupant safety
- Evacuation should be considered (only if safe to do so)
- Have as many people as possible complete the “Description of Offender” form

## MEDICAL EMERGENCY

In the event of required medical assistance:

Office staff personnel or the Agricultural Society committee persons or other accredited officials should:

- Check for any threatening situation and remove or control (if safe to do so)
- Remain or ensure a responsible person remains with the casualty and provides appropriate support
- Notify first aid personnel
- Notify the warden (chief)
- Notify the ambulance service by dialling “000”
- Designate someone to meet the ambulance at the Showground main gateway (ensure ambulance is instructed to enter via.....Road entry) and direct it to the location of the casualty

### Note:

- Provide support and appropriate assistance
- Arrange so that the casualty is not left alone
- Do not move the casualty unless they are exposed to a life threatening situation
- Report the incident to the designated Safety Officer if not already attended to

## GAS LEAKAGE

Emergency control personnel, who should include the Agricultural Society committee members, and registered security staff employed by the Society, should:

- Notify the Show Society warden
- Isolate the gas supply at the source (if safe to do so)
- Notify the fire brigade by dialling “000” and requesting assistance
- If the leakage is indoors, shut down air conditioning to prevent spread of any flammable and/or toxic gases
- Remove all ignition sources (if safe to do so)
- Turn off electricity supply
- Report to Show Society warden any actions taken
- Control the movement of occupants to the evacuation assembly area (if required)
- Remain at the evacuation assembly area until further advised by emergency services
- Provide as much information about the hazardous materials as possible
- If the spill is inside a building, ventilate to the open air if possible
- Notify all persons in the building or area of the spill to evacuate, under instruction from the Show Society warden (ensure evacuation assembly area is upwind)

and

If the spill is a suspected flammable material:

- Remove any ignition source
- Evacuate all persons in immediate danger under instruction from the Show Society warden (ensure evacuation area is 200 metres clear of building)
- Do not attempt to re-enter affected area
- Control the movement of occupants to the evacuation area (if required)
- Remain at the evacuation assembly area until advised by emergency services

## HAZARDOUS MATERIALS

In the event of a hazardous materials spill:

Emergency control personnel, who should include the Agricultural Society committee members, and registered security staff employed by the Society, should:

If the spill may give off toxic fumes:

- Call the fire brigade on “000” and notify the Show Society warden
- Provide as much information about the hazardous materials as possible
- If the spill is inside a building, ventilate to the open air if possible
- Notify all persons in the building or area of the spill to evacuate, under instruction from the Show Society warden (ensure evacuation assembly area is upwind)

and

If the spill is a suspected flammable material:

- Remove any ignition source
- Evacuate all persons in immediate danger under instruction from the Show Society warden (ensure evacuation area is 200 metres clear of building)
- Do not attempt to re-enter affected area
- Control the movement of occupants to the evacuation area (if required)
- Remain at the evacuation assembly area until advised by emergency services

## BOMB THREAT

### In the event of receiving a telephone bomb threat:

The recipient should keep the caller talking (do not hang up at any time), and note as many details as possible on the Bomb Threat Checklist.

Important details include:

1. Exact wording of threat
2. Location of the device
3. Time of detonation
4. Sex and other details of caller, such as estimate age
5. Details of speech, accent, delivery and background noises

### Action to be taken by call recipient –

- Complete Bomb Threat Checklist (DO NOT HANG UP PHONE)
- Notify the emergency control personnel who will notify the police by dialling “000” – but do not do or say anything that may encourage irrational behaviour
- The emergency control organisation will take any further action required

### Action to be taken by emergency control personnel –

- Ensure the Show Society warden is notified immediately
- Do not do or say anything that may encourage irrational behaviour
- Warden (chief) will organise the emergency control personnel to conduct a search based on available information
- Search to be conducted systematically, concentrating on the most likely places
- Ensure all doors and windows are opened
- Do not touch any suspicious object found
- Emergency control personnel should report to warden after completion of search
- If a suspicious object is found, or if the wording of the threat identified a particular place, then the decision to evacuate may be exercised

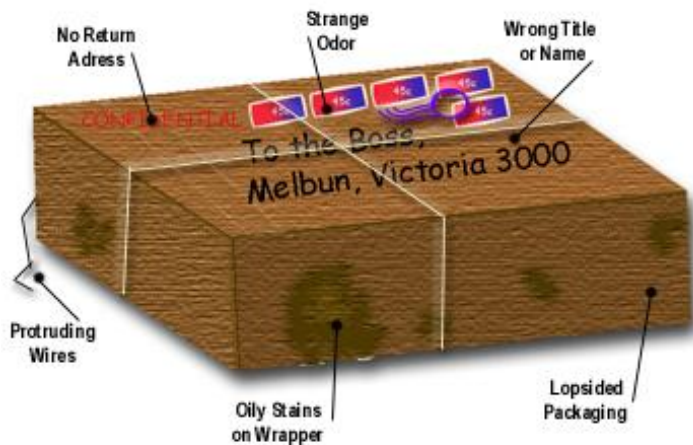
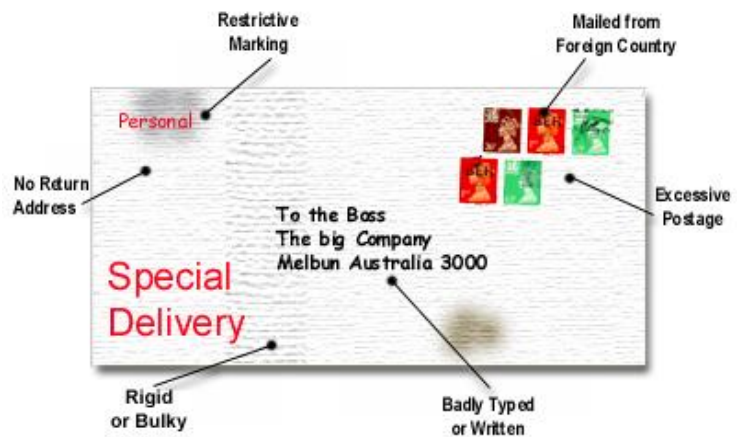
If a suspected exploding object is found:

1. Do Not Touch
2. Clear the area
3. Notify emergency warden immediately
4. Follow the directions given
5. Prevent all persons from entering the area where the device is located

## “HOW TO RECOGNISE A SUSPICIOUS PACKAGE”.

A letter or parcel bomb MAY exhibit one or more of the following features:

- Excessive securing material
- Excessive weight
- Protruding wires or tin foil
- Lopsided or unevenly weighted
- Oily stains or discolourations
- Is the package expected
- Visual distractions



## LOST/SEPARATED CHILD RESPONSE GUIDE

### CHILD LEFT UNATTENDED

If it is determined that a child is lost or left unattended, a staff member should try to identify and locate the parent/caregiver, according to the following procedure.

1. Reassure the child.
2. ***Ensure that TWO (2) adults are with the child at all times.***
3. Walk around the area with the child, looking for the parent/caregiver and informally asking for assistance. Often other people in the area can provide information.
4. Take the child to the **Agricultural Show Society Secretaries Office** and keep them amused. A staff member is to stay with the child at all times until the parent/carer can be found.
5. Ask the child for any information they may be able to give, i.e. their name, parent/carers name/s, mobile/phone number.
6. If a mobile number is available, try calling the parent/carer.
7. If, after a reasonable time the parent/caregiver is not located, have the Secretary contact police to attend.

### CHILD REPORTED LOST OR MISSING

If a parent/caregiver reports a child missing, staff are to adopt the following procedure:

1. Obtain name, age and description of the child
2. Inform staff at the **Agricultural Show Society Secretaries Office** and request their assistance in locating the child.
3. Provide a name and/or description of the child.
4. Check all areas thoroughly, including toilets.
5. With the parent/caregiver permission, have the Operation Centre contact police.
6. If the child is found, inform staff.
7. Timelines and actions may vary with the maturity of the child, the information received and the level of the child's distress.

# EMERGENCY CONTACTS

POLICE	000
FIRE BRIGADE	000
AMBULANCE	000
SES	.....
GAS LEAKS	.....
POISONS INFORMATION	131 126
HOSPITAL	.....
ELECTRICITY	.....
WORKCOVER	.....
GROUND MANAGER	.....
ENVIRONMENTAL PROTECTION AUTHORITY	.....
AUSTRALIAN INSURANCE BROKERS	1800 356 072

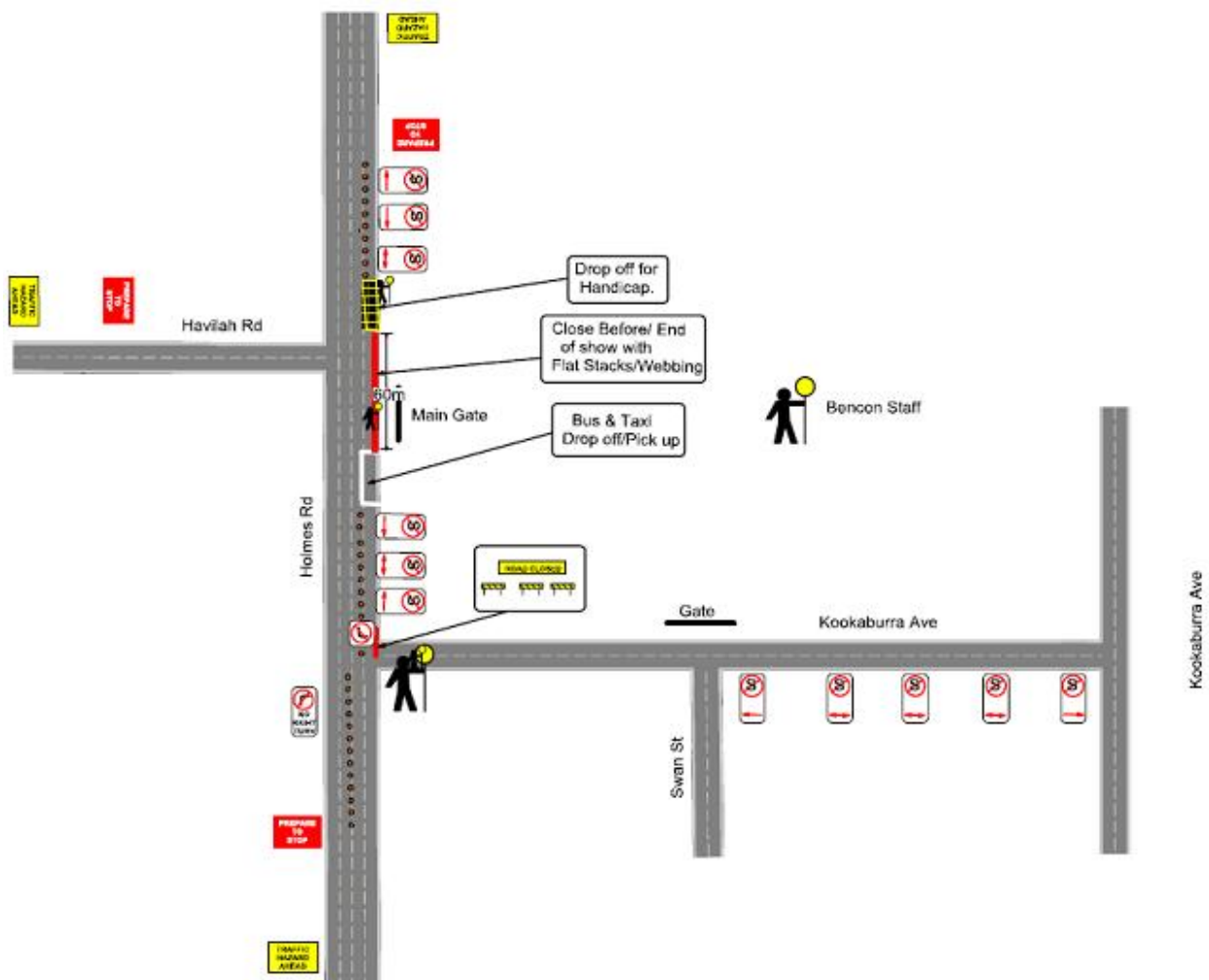


# **TRAFFIC MANAGEMENT CONTROL GUIDE**

## TRAFFIC MANAGEMENT PLANNING GUIDE

- Traffic management plan developed (see below for example)
- Traffic management plan lodged with local engineering dept.
- Vic Roads verbally advised out of courtesy
- Manned road closures organised
- Road Detours organised
- The co-ordination of all traffic arrangements will be the responsibility of .....
- Business / residents informed of any arrangements for events by letter
- Public informed of proceedings by way of public notice in local paper

### SAMPLE



## DISRUPTION TO LOCAL BUSINESS PLANNING GUIDE

- Letters sent to businesses and residents in the effected streets
- Public notices advertisement placed in local paper advising of the event and the relevant road closures 2 weeks prior to the event
- Plans in place to ensure maximum amounts of public parking are operating on the day
- Plans are in place to allow some deliveries in the effected areas (see attached letter)
- Road Closure Notification has been sent to:  
EXAMPLES:
  - Department of Infrastructure
  - Ambulance Association
  - Police
  - Country Fire Authority
  - State Emergency Services

Date:

## DRAFT LETTER

Dear Resident/Business Owner

RE: Event Name – Type of Event & Date

The organisers of the \_\_\_\_\_ wish to advise all local residents/Businesses of a road closure along with some parking restrictions between the hours of \_\_\_\_\_ on Date \_\_\_\_\_. The details are as follows:

- The Event commences at Time \_\_\_\_\_ and concludes at approx. \_\_\_\_\_ on \_\_\_\_\_
- No entry will be available into ..... Avenue from ..... Road
- No standing signs will be placed on the showgrounds side of ..... Rd between the main gate and ..... Avenue
- “No standing” signs will be placed between ..... Avenue (..... Street end) to ..... Street.

We apologise in advance for any inconvenience caused and welcome you to take part in the Event Name \_\_\_\_\_

For further enquiries please contact:

Name – Position

Contact No

# CHECKLISTS

## PRE-OPENING GENERAL INSPECTION CHECKLIST

Site Manager/Safety Officer: .....

Inspected by: .....Date: ...../...../.....

OK	NOT OK	N/A	
Please tick where appropriate			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire Prevention Safety Checklist
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fireworks/Stunt Act Checklist
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Food and Catering Checklist
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grandstanding and seating Checklist
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parking Checklist
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency Management

ITEMS INSPECTED	OK	NOT OK	N/A
Please tick where appropriate			
Ample supply of 'incident report' forms and waivers distributed to relevant staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspection of all critical support and load bearing members in temporary structures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate lighting for night operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standby lighting in event of power failure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Placement of Warning signage – Caution – Directional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
"No Smoking" – posted/enforced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
"No Eating/Drinking" – posted/enforced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Height limit signage – posted/enforced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mobility Impaired access and facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Final Slip, Trip and Fall Inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Housekeeping requirements met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toilets and other facilities clean and open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Portable Toilets in place and ready	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approved Rubbish containers placed in high traffic/use areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have contractors advised that no hazardous chemicals are being used without following approved procedures (Cleaning, Pest Control etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are Material Safety Data Sheets for Hazchems supplied and held on site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all chemical containers clearly marked (Solvents, cleaners etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If equipment such as cars, boats or machinery is displayed review environmental impact and protection from oil and fuel leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If generators are used review environmental impact and protection from refuelling spillages.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is fuel and chemical storage restricted from Public access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has all rigging, light fixtures, speaker mounting and overhead attachments of any kind been inspected to confirm proper mounting and is equipment safety cabled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does planned audience participation in any event require review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If construction or maintenance is required to continue while events are in progress, has area been barricaded off and signs posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If welding is required on site are panels available to screen the workplace from public view. (Flash protection)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the event is licenced, have bar areas been defined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If event is a limited ticket entry event is security required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If security is used is firm experienced and licenced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has security been briefed on items and areas to protect including goods in care etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have rosters been completed and relief staff rostered to allow breaks for company staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have sub-contractors been advised of Award or Agreement conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect walkways from Parking area. If a night event is planned inspect under lights also	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect areas where public will gather. Areas around Ticket boxes, Food Outlets, displays etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect seating areas. Chairs, Grandstands, benches on delivery and after delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check footings and structure are suitable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that structures are not overloaded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have security review all Cash Control areas and income areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Inspections of all water areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect recreational areas; playground equipment, dance areas, beach or pool areas, picnic areas, rides etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is adequate shelter from sun or rain available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are first Aid facilities sufficient for expected attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect Emergency equipment and emergency areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect specific event areas (helipads, sky-diving landing, race courses expensive delays etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check during event to ensure staff and contractors comply with safety rules and regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality control measures for Food. Carts and trolleys using pre-set routes on site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food area cleanliness. Spillages to be cleaned regularly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Merchandise pass Consumer Product Safety standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check schedule of events so that public are not forced to run between events.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crowd Control - marshals required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- trained personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety announcements of PA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle parking controls in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fireworks review and controls in place and established with contractor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On-site vehicles confirmed as insured (Third Party)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Transport (Bus) parking or drop-off/pick-up zone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lost children procedures and facility established	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Translation services (including hand signing)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Company Employee Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractor Employee Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Evacuation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Illness/Injury Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Press/Media reception and hosts/hostesses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ticketing and coupons sales staff and outlets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internal Communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External Communication (Inc Mobile Phones)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: .....

Inspected: ..... Date: .....

## FIRE PREVENTION SAFETY CHECKLIST

### FIRE PREVENTION

Fire Prevention is a necessary fact of life in conduction any Agricultural Show. At all Agricultural Shows the Committee's Safety Officer shall be in charge of inspection. A warden or wardens shall be appointed for fire, crowd and emergency control at all events. Site access for Emergency Services should be unimpeded.

In the period during the set up process the Committee's Safety Officers for the event should liaise with the local emergency services (Police, Fire and Ambulance). A representative of the local Fire Brigade may choose to accompany personnel carrying out the inspection below.

ITEMS INSPECTED	OK	NOT OK	N/A
Please tick where appropriate			
<b>Electrical</b>			
Earth leakage System installed and tested OK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fuses/circuit breakers suited to cable load capacity in leads and boards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public access to power boxes restricted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public access to generators restricted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leads, cables and plugs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor overload cutouts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Light globes clear of flammable materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Housekeeping</b>			
Rubbish bins emptied regularly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aisles and accessways clear of obstructions and litter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Free access by staff to electrical switches and controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exit and entry ways clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Merchandise, stock and other goods stored neatly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fuel and Oil supplies stored away from public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Smokers</b>			
NO SMOKING signs on proper locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMOKING PROHIBITED signs on proper locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ashtrays and receptacles of sufficient size in smoking areas (20l drums filled with sand are acceptable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Extinguisher Checklist</b>			
Extinguisher in readily accessible, known locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extinguishers tagged in last 3 months by authorised tester	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extinguishers in good order and undamaged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personnel trained in use of extinguisher types	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Availability of Fire Blanket for cooking areas			
<b>Fire Emergency Checklist</b>			
Personnel trained in and understands his/her emergency duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Plan current and reviewed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All exits clearly marked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are any fixed systems on site usable (eg Fire Hoses etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the area/arena is fenced are gate keys freely available to Emergency services/event organisers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment: .....

.....

Inspected by: ..... Signed: .....

Date:.....Observer: .....Organisation: .....



## FIREWORKS & STUNT ACTS CHECKLIST

### SITING

The siting of Firework displays shall take into account the requirement of the display, allow for wind direction and changes, public viewing and the requirements of the relevant authorities.

For Stunt acts including car stunts, aerialist performances, fly pasts etc the requirements of the Stunt coordinator or technical director of the group shall be supplied in writing at the time of booking.

A marshal or marshals shall be appointed for fire, crowd or emergency control. Site access for Emergency Services should be unimpeded.

ITEMS INSPECTED	OK	NOT OK	N/A
<b>Please tick where appropriate</b>			
<b>Power</b>			
Earth leakage System installed and tested OK.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lead and connection to supply complies to accepted standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supply Board/Generator access restricted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lighting Operator briefed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Slip and Trip Hazards</b>			
Approach and exit areas free of obstruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public area observed and spillages cleaned as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Public areas</b>			
First Aid kit or facility in area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fencing and signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sound system operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Extinguishers current and in good order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Exits marked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toilet facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Staff</b>			
Suitably attired for task performed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aware of safe areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructed in safe operation of stunt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aware of rules for handling fireworks and licences where required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff trained in safety procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff trained in incident procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Incident Procedure</b>			
Procedures available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Response team on hand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff aware of procedural requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 minute safety talk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency plan briefing to local Fire/Police/Ambulance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Crew on hand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Commercial</b>			
Lease/Rental contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insurance – assigned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste removal/recycling bins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Special Equipment</b>			
Stunt/performance rigging under artist supervision/approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crane or Machinery operator/s licenced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Check carried out by: ..... on: .....

*Print name*

*Date*

Outlet approved for use: YES/NO

Signed: .....

## FOOD AND CATERING CHECKLIST

### SITING OF OUTLETS

The siting of food outlet shall take into account the requirements for power, water and sullage. (Some mobile operations are complete with separate water and sullage tanks and can be located at will.) The guiding parameter for this requirement shall be the Health regulations of the Local Government Authority in whose locality the event is to be held. Where possible the food outlets shall be sited on level ground adjacent to areas where food consumption is invited. Access should be unimpeded by slip or trip hazards and be clearly lit at night. The following points should be checked on all food outlets, including truck mounted units such as icecream trucks. No outlet shall open until the checklist is completed and all approvals are in place.

ITEMS INSPECTED	OK	NOT OK	N/A
<b>Please tick where appropriate</b>			
<b>Power</b>			
Earth leakage System installed and tested OK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lead and connection to supply complies to accepted standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Slip and Trip Hazards</b>			
Approach and exit areas free of obstruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Area observed and spillages cleaned as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Work Areas</b>			
Floors are smooth, free of spillages and clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No sharp edges or screws to catch or tear clothing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local Government Health Inspection carried out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Freezer temperature below -4 C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Refrigeration temperature below +5 C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First Aid kit suitable for treating burns and cuts (especially staff).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storage and preparation areas clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Extinguishers current and in good order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Displays</b>			
All food behind glass or plastic screens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utensils clean and used properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hot food held at greater than 60	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Staff</b>			
Clean and in light coloured uniforms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hair covered/hat or cap worn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Persons preparing or handling food using gloves or tongs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food handlers not handling money or coupons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff trained in food techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff trained in incident procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Incident Procedure</b>			
Procedures available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Response learn on hand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff aware of procedural requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 minute safety talk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Commercial</b>			
Lease/Rental contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insurance – assigned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste removal/recycling bins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Check carried out by: .....

Date:.....

*Print name*

Outlet approved for use: YES/NO

Signed: .....

## GRANDSTANDS & SEATING CHECKLIST

### SITING

The siting of Grandstands shall take into account the requirements for power, load bearing capabilities of the site and the slope of the site. Access should be unimpeded by slip or trip hazards, suitable for vehicles and be clearly lit during night operation.

Items such as overhead restrictions, proximity of trees and structures and wind speed should be considered. The siting is dictated by the location of the stage or event site.

The following points should be checked on all Grandstands and seats.

Until the checklist is completed and all approvals are in place the stands/seats should not be used.

ITEMS INSPECTED	OK	NOT OK	N/A
<b>Please tick where appropriate</b>			
<b>Structure</b>			
Erected and located to handle and safely support load	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Structure designed to remain stable and unaffected by wind or uneven distribution of load	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Meets local building requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Slip and Trip Hazards</b>			
Fire escapes in good working order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approach and exit areas free of obstruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Area observed and spillages cleaned as needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Public areas</b>			
Seats clean and free of obstruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No sharp edges or screws to catch or tear clothing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety rails and steps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pre Operation Inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First Aid Kit or facility in area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fencing and signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Extinguishers current and in good order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Public Areas</b>			
Toilets sign posted or visible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Table tops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clear of debris in high winds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clearing of tables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff trained in safety procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff trained in incident procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Incident Procedure</b>			
Procedures available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Response team on hand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff aware of procedural requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 minute safety talk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Commercial</b>			
Lease/Rental contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insurance – assigned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste removal/recycling bins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Check carried out by: ..... on: .....  
*Print name* *Date*

Outlet approved for use: YES/NO Signed: .....

## PARKING AREAS CHECKLIST

Parking areas should be controlled. Admission may be free, charged, by pass or by a combination of these. Signage should clearly indicate any restrictions prior to vehicles entering. Signs, prior to entry, should also advise NO RESPONSIBILITY waiver.

The following points should be checked.

ITEM/S INSPECTED	OK	NOT OK	N/A
Please tick where appropriate			
Driveway entry or curb ramp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fencing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lighting for night use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Depressions/elevations in surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roadways marked/indicated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Protection of trees, flower beds, fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wear pattern on surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P.A. System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engine fumes/oil leaks effecting surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff comfort in hot/wet weather	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First Aid Kit or First Aid Post for exhaustion etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Extinguishers current and in good order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parking Lines and Exits clearly marked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff trained in incident procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 minute safety talk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff equipped with Torches and reflectorised vests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access and parking for caterers, entertainers, VIP guests?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are parking allotments sufficiently clear of pedestrian thoroughfares and animal areas, to avoid congestion and accidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Commercial</b>			
Lease/Rental contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insurance – assigned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Liability waiver checked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Check carried out by: .....  
*Print name*

on: .....  
*Date*

Outlet approved for use: YES/NO

Signed: .....

## EMERGENCY MANAGEMENT CHECKLIST

ITEMS INSPECTED	OK	NOT OK	N/A
Please tick where appropriate			
<b>Lost Children</b>			
If there a properly set up Child Minding Facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Adequate fenced enclosure (or room) constantly attended?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Person(s) in attendance a qualified youth worker or first-aider?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Have amusements or playground equipment been inspected for safety? (Sharp edges, moving parts, heavy weights, slips and falls.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is there any water/drowning hazard (unfenced pool)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is there suitable protection against sunburn etc. for children in custody?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is there a properly equipped first-aid kit in the Child Minding Centre (or, is the centre adjacent to the ambulance post)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>First Aid and Medical Emergency</b>			
Is there adequate provision to deal with injury and medical emergency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Ambulance officers or certified first-aiders rostered for attendance at all times when the public are on the Showground?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Designated first-aid post with rest room (eg caravan) and means of communication with local hospital or physician	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is a specialised lifting frame (stretcher) available for spinal injury cases (eg equestrian events)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the first-aid facility properly signposted and accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Communication and crowd control</b>			
Does public address system cover all portions of the Showground?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Has mobile telephone system been considered for communication between key officials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is there a coded alert system for dealing with emergencies (to prevent panic)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Showground security</b>			
• Have adequate arrangements been made for cash and transfer to bank or armoured car service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the Cashier's office in a secure area, also well supervised by show officials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment: .....

.....

Inspected by: ..... Signed: .....

Date:..... Observer: .....

Organisation: .....

## SITE HOLDER SAFETY CHECKLIST

### TO BE COMPLETED DURING SET UP TIME AT THE EVENT

Event: .....Date: ...../...../.....

Vendor Name: .....

Location: .....

ITEM	OK	NOT OK	N/A
<b>Please tick where appropriate</b>			
<b>Power</b>			
All leads tagged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RCD's in good repair and operating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All leads off ground and fixed securely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Gas</b>			
Gas cylinders in good condition and less than 10 years old	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In use cylinders are outside the unit or structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spare cylinders, full or empty, are stored externally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cylinders are not blocking exits			
Cylinders are secure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cylinders are on a level, non-combustible surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cylinders are in a well ventilated location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cylinder safety outlet faces away from structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cylinders are clear of ignition sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fuel and Oil supplies stored away from public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Gas Appliances</b>			
Appliances are away from the public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supply pipes/hoses in good condition (visual check)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Combustible materials clear of appliances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>External Equipment</b>			
All signage in good repair and appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tables, chairs and umbrellas in good repair (visual check)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>External Equipment</b>			
Umbrellas secured with stakes and pins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signage secured and not blocking traffic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hoses in traffic areas covered with safety mats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approach and exit areas free of obstructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Screens in good repair and secured safely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trailer draw bar and tow ball secure and not causing an obstruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Work Area</b>			
Floors are smooth, free of spillage and clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storage and preparation areas clean and free of obstructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste and areas clean and free of obstructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Health &amp; Safety</b>			
Staff aware of procedures and requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency plan on display	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First Aid kit on hand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Extinguisher and Fire Blanket current and in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exits clearly defined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Inspected by: ..... Signed: .....

Date: .....



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# OFFENDER DESCRIPTION FORM

# Offender Description Report

**Please** attempt to record as much information on this form as possible. Your information will assist police in the identification of offenders.

Please phone 131 444 for non-urgent police attendance. Police will collect the form when they attend your premises.

**To report an emergency to police dial 000.**

## Offence Details

**Location:**

\_\_\_\_\_  
(specify where the offence took place, e.g. Office / Showgrounds, etc)

**Address:**

\_\_\_\_\_  
(specify the actual address or the nearest cross streets)

**Day:**

**Date:**    \_\_\_ / \_\_\_ / \_\_\_

**Time:**

am/pm

## Details of person making report

**Surname:**

\_\_\_\_\_

**First Names:**

\_\_\_\_\_

**Address:**

\_\_\_\_\_

\_\_\_\_\_

**Show Society :**

\_\_\_\_\_

**Position :**

\_\_\_\_\_

**Home ph:**

\_\_\_\_\_

**Work ph:**

\_\_\_\_\_

**Mobile ph:**

\_\_\_\_\_

# Offender Description Report

<b>Build</b>	Thin	Fat	Solid	Large	Male	Female	Approx. Weight: _____

<b>Age</b>	15-20	20-25	25-30	30-35	35-40	40-45	Approx. Age: _____

<b>Name</b>	<b>Was called:</b> _____	<b>Sounded Like:</b> _____

<b>Hair</b>	<b>Colour</b>		<b>Type</b>		<b>Length</b>		<b>Condition</b>	
	Black Brown Blond _____	Grey Sandy _____	Straight Wavy Curly _____	Dreadlock Afro _____	Bald Short Long _____	Shaved Medium _____	Clean Scruffy Greasy _____	Thinning Thick _____

<b>Height</b>	_____cm	_____ft _____in	<b>Height Colour Zone</b>				
			Green	Yellow	Blue	Red	White

<b>Eyes</b>	<b>Eye colour</b>		<b>Type</b>		<b>Eyebrows</b>		<b>Glasses</b>	
	Black Brown Blue _____	Green Grey _____	Wide Narrow Deep set _____	Bulging Squint _____	Bushy Thin Shaved _____	Joined Thick _____	Clear Tinted Dark _____	Plastic Metal _____

<b>Complexion</b>	<b>Race</b>		<b>Skin Colour</b>		<b>Skin Type</b>	
	Caucasian Pacific Oriental _____	Indian Negro _____	Pale Black Brown _____	Fair Dark _____	Clear Pimpley Acne _____	Greasy Olive _____

<b>Clothing</b>	<b>Upper body outer garment</b> Description & Colour	<b>Upper body inner garment</b> Description & Colour	<b>Lower body</b> Description & Colour	<b>Headgear</b> Description & Colour	<b>Footwear</b> Description & Colour	<b>Gloves</b> Description & Colour

<b>Identifying Marks</b>	<b>Scars, marks, tattoos, etc</b>	
	Description: _____	Description: _____
	Location: _____	Location: _____

<b>Mannerisms</b>	<b>Posture</b> Stooped Straight _____ _____	<b>Movement</b> Jerky Normal Limp	<b>Face</b> Twitch Normal	<b>Eyes</b> Blinking Normal Glancing	<b>Speech</b> Slow Stutter Accent	<b>Fast</b> Slurred

# Offender Description Report

## Further Offender Details

Are there any other noticeable or distinctive features that are not covered on the first page? (e.g. missing limbs/finger, jewellery, etc)

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## Vehicle Details:

Type	_____
Make	_____
Model	_____
Year (approx)	_____
Colour	_____
Distinguishing features	_____
Accessories	_____
Registration Number	_____
No. of occupants	_____
Direction of escape	_____

## Spoken words:

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## Weapon Used:

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## Other important information:

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**PRIVACY STATEMENT:** The information that you provide on this form will be used only for the purpose for which you have provided it. It will not be disclosed without your consent unless statutory obligations require otherwise.

# HEALTH and SAFETY INTERNAL AUDIT

**HEALTH and SAFETY INTERNAL AUDIT**

Audited by: ..... Date of Inspection: .....

Item No: ..... Item: .....

Action Priority:      **High**                      **Medium**                      **Low**

Weakness identified:

.....  
.....  
.....  
.....

Implication:

.....  
.....  
.....  
.....

Recommendation(s):

.....  
.....  
.....  
.....  
.....

Action (to be) taken by: Name

Date action commenced:.....Date action completed: .....

Action authorised by (name): .....Signature: .....

Date: .....

# SAFE LIFTING

# How to lift safely.....

While workplace design and use of mechanical lifting aids are preferable, there are occasions when manual lifting is unavoidable.

In these cases safe lifting techniques are essential to avoid back injury.

## Step 1

**LOOK** over your path of travel making sure it is clear.



## Step 5

**LIFT** the load using leg muscles and allow the load to rest in fully extended arms.



## Step 2

**APPROACH** the load and size it up (weight, size and shape). Consider your physical ability to handle the load. If in doubt, get assistance. Use hand and foot protection.

## Step 6

**WITH** the load comfortably supported by the hands and arms, move off in the direction of travel.



## Step 3

**PLACE** your feet close to the object to be lifted. Adopt a balanced position, one foot beside the load pointing in the direction of travel, the other behind the load.



## Step 7

**SETTING** the load down is just as important as picking it up. Using leg muscles, lower the load by bending your knees. When the load is securely positioned release your grip.



## Step 4

**BEND** your knees to the degree that is comfortable and get a good handhold. Maintain normal spinal curves. Tighten stomach muscles. Commence to lift the load keeping it close to the body.

Source: Workplace Health & Safety Queensland



Safe lifting technique advice for persons involved in Society activity inclusive of stewards, assistants and all other persons effecting lifting of materials such as jump wings, rails, jumps décor or any equipment whatsoever.

Correct lifting procedure is essential to avoid back injury. Remember:

**B**ack straight, **A**void twisting, **C**lose to body, **K**eep smooth.

- Step 1: Look and make sure your path of travel is clear.
- Step 2: Size up the item to be lifted. If in doubt you are able to lift correctly and safely, get assistance.

**Do .....**

- Place feet and knees at least shoulder width apart, this will allow you to bend at the hips, while keeping your back relatively straight.
- Squat before lifting ... your back will be flat and your neck will balance in a relaxed position.
- Take weight off one or both arms if possible. When you squat down or push back up, use your hand or elbow as a support on your thigh or any available structure. This takes some of the compression and strain off your lower back.

**Don't .....**

- Lift with your feet close together.
- Lift with your knees and hips straight.
- Tense or twist your neck when lifting.

\_\_\_\_\_ tear off \_\_\_\_\_

Declaration of understanding – Safe Lifting

Event: .....Event Date: .....

I (name) .....have read and fully understand the Safe Lifting advice provided me by the Agricultural Society.

Signed: ..... Date: .....

\*Completed form to be returned to Society safety office/secretary's office before undertaking any lifting associated with, prior, on, or after, event.

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# CONTRACTOR OH and S DETAILS

**CONTRACTOR OH and S DETAILS**

Contract: Electrician/Plumber/Builder/Cleaner/Driver/Other – Please state

.....

Date: ...../...../.....

Company Name:.....

Address: .....

.....

Telephone No: .....ABN No: .....

Name of company contact in case of

emergency:.....

Telephone: .....

Tradesman’s name: .....

- 1. Please attach evidence that you/your company holds current Worker’s Compensation insurance.
- 2. Please attach evidence that you/your company holds current Public Liability and/or Motor Vehicle insurance.
- 3. Please provide a copy of you/your company’s Occupational Health and Safety policy if you have one.
- 4. A copy of the Agricultural Society OHS policy is available to you.
  - It is a condition of your contract with the Society that you comply with the policy and any safe work procedures relating to your work and that you comply with any reasonable requests made by the Society’s officers to protect your safety.

If you consider any aspect of your working area to be unsafe you should immediately notify the Society’s executive officer/executive members.

Authorised Society Signatory: .....

Name (printed): .....

# WAIVERS

In the last few years, the High Court has been more prepared to read waiver agreements as they are written, rather than limiting their effect. Previously, the law was reluctant to recognise that individuals might accept the risk of their own dangerous activities, rather than shift the cost of these activities to (usually insured) defendants.

That is, the law is now more willing to recognise that individuals can accept the risk of their sustaining injury and, if a waiver agreement is in place, the individual has accepted the risk that eventuated. One of the effects of this change in the High Court's attitude is that individuals will think more about their own safety, leading to fewer injuries, less claims and lower public liability insurance premiums for organisations. Not only should this reduce the number of injuries sustained, but it should make community activities more affordable.

At the same time, with the 2002 amendments to the Victorian *Wrongs Act* (and the *Civil Liability Acts* in other States), there now is a greater emphasis on people taking responsibility for their own actions.

However, this greater emphasis on personal responsibility coming out of parliament and the High Court has had a contradictory effect. Perhaps in reaction to these developments, lower courts (where most claims are heard) can now be more willing to find that the cause of an injury was foreseeable to a defendant, so as to allow a claimant to recover damages. There are significant costs in appealing a judgment to a higher court and most community organisations and their insurers will often accept a lower court's judgment, rather than expend further costs in bringing an appeal. While this might provide 'justice' in an individual case, it requires community organisations to be more vigilant in recognising and removing risks that a court might find caused an injury, even if a commonsense approach might conclude that the claimant ought to have seen (and avoided) the risk or that the risk only had a very marginal role in causing the injury.

**Agricultural Societies Council of New South Wales Ltd**  
**Participants Indemnity and Waiver**  
**RISK WARNING - HORSES**

**The Agricultural Societies Council of New South Wales Ltd advises that the participation, including passive participation, in events or activities at an agricultural show contains elements of risk, both obvious and inherent. The risks involved may result in property damage and/or personal injury including death.**

1. I the signatory acknowledge, agree, and understand that participation, including passive participation, in events and activities at this, or at any show contains an element of risk of injury and I agree that I undertake any such risk voluntarily of my own free will and at my own risk.

2. I the signatory acknowledge, agree, and understand that the risk warning at the top of this form constitutes a 'risk warning' for the purposes of Division 5 of the *Civil Liability Act 2002 (NSW)*.

3. I the signatory acknowledge the risk referred to above and agree to waive any and all rights that I, or any other person claiming through me, may have against the ..... Show Society in relation to any loss or injury (including death) that is suffered by me as a result of my participation in this show/event.

4. The signatory must continually indemnify the ..... Show Society on a full indemnity basis against any claim or proceeding that is made, threatened or commenced and any liability, loss (including consequential loss and loss of profits), damages or expense (including legal costs on a full indemnity basis) that the ..... Show Society incurs or suffers, as a direct or indirect result of the undersigned's participation in any event held by the ..... Show Society.

I have read this Indemnity and Waiver form and acknowledge and agree with its contents. I have made any further enquires which I feel are necessary or desirable and fully understand the risks involved in this activity.

Name: .....

Address: .....

Signature:.....

Date: .....

---

<u>Name of Horse</u>	<u>Owner of Horse</u>	<u>Microchip No. or Reg. No. Or Description (sex, colour, brand)</u>	<u>Pic No</u>	<u>Last Event Horse Attended</u>
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

**Agricultural Societies Council of New South Wales Ltd**  
**Participants - Parental Indemnity and Waiver Form**  
**To be signed for all children under 18 years**

**RISK WARNING – HORSES**

**The Agricultural Societies Council of New South Wales Ltd advises that the participation, including passive participation, in events or activities at an agricultural show contains elements of risk, both obvious and inherent. The risks involved may result in property damage and/or personal injury including death.**

1. I the signatory acknowledge, agree, and understand that participation, including passive participation, in events and activities at this, or at any show contains an element of risk of injury.
2. I the signatory acknowledge, agree, and understand that the risk warning at the top of this form constitutes a 'risk warning' for the purposes of Division 5 of the *Civil Liability Act 2002 (NSW)*.
3. I understand that by participating in this show, the subject minor may become exposed to the risk of injury, and I consent to the participation.
4. I, the signatory assert that the below named minor voluntarily consents to participation in this show.
5. I, the signatory acknowledge the risk referred to above and agree to waive any and all rights that I, the above named minor, or any other person, may have against the ..... Show Society in relation to any loss or injury (including death) that is suffered by the subject minor as a result of participation in this show/event.
6. The signatory must continually indemnify the ..... show society on a full indemnity basis against any claim or proceeding that is made, threatened or commenced, and any liability, loss, (including consequential loss, and loss of profits), damage or expense (including legal costs on a full indemnity basis) that the ..... Show Society incurs or suffers, as a direct or indirect result of the subject minor's participation in any event held by the ..... Show Society.

I have read this Parental Indemnity and Waiver form and acknowledge and agree with its contents. I have made any further enquires which I feel are necessary or desirable and fully understand the risks involved in this activity.

I, .....of .....  
.....am the parent/guardian of ..... Date of Birth.....  
Name:.....  
Address:.....  
Signature:.....  
Date: .....

<u>Name of Horse</u>	<u>Owner of Horse</u>	<u>Microchip No. or Reg No Or Description (sex, colour, brand)</u>	<u>Pic No</u>	<u>Last Event Horse Attended</u>
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

Agricultural Societies Council of New South Wales Ltd

Participants Indemnity and Waiver

**RISK WARNING**

**The Agricultural Societies Council of New South Wales Ltd advises that the participation, including passive participation, in events or activities at an agricultural show contains elements of risk, both obvious and inherent. The risks involved may result in property damage and/or personal injury including death.**

1. I the signatory acknowledge, agree, and understand that participation, including passive participation, in events and activities at this, or at any show contains an element of risk of injury and I agree that I undertake any such risk voluntarily of my own free will and at my own risk.
2. I the signatory acknowledge, agree, and understand that the risk warning at the top of this form constitutes a 'risk warning' for the purposes of Division 5 of the *Civil Liability Act 2002 (NSW)*.
3. I the signatory acknowledge the risk referred to above and agree to waive any and all rights that I, or any other person claiming through me, may have against the ..... [name of Show Society] in relation to any loss or injury (including death) that is suffered by me as a result of my participation in this show.
4. The signatory must continually indemnify the ..... [name of Show Society] on a full indemnity basis against any claim or proceeding that is made, threatened or commenced and any liability, loss (including consequential loss and loss of profits), damages or expense (including legal costs on a full indemnity basis) that the ..... [name of Show Society] incurs or suffers, as a direct or indirect result of the undersigned's participation in any event held by the ..... [name of Show Society].

I have read this Indemnity and Waiver form and acknowledge and agree with its contents. I have made any further enquires which I feel are necessary or desirable and fully understand the risks involved in this activity.

**I further understand that the signing of this waiver does not derogate my right of action against any negligent party.**

Name:

Address:

Signature:

Date:

Signed for and on behalf of ..... [name of Show Society]

Name:

Signature:

Date:





**Agricultural Societies Council of New South Wales Ltd**

**Participants - Parental Indemnity and Waiver Form**

**To be signed for all children under 18 years**

**RISK WARNING**

**The Agricultural Societies Council of New South Wales Ltd advises that the participation, including passive participation, in events or activities at an agricultural show contains elements of risk, both obvious and inherent. The risks involved may result in property damage and/or personal injury including death.**

1. I the signatory acknowledge, agree, and understand that participation, including passive participation, in events and activities at this, or at any show contains an element of risk of injury.
2. I the signatory acknowledge, agree, and understand that the risk warning at the top of this form constitutes a 'risk warning' for the purposes of Division 5 of the *Civil Liability Act 2002 (NSW)*.
3. I understand that by participating in this show, the subject minor may become exposed to the risk of injury, and I consent to the participation.
4. I, the signatory assert that the above named minor voluntarily consents to participation in this show.
5. I, the signatory acknowledge the risk referred to above and agree to waive any and all rights that I, the above named minor, or any other person, may have against the ..... Show Society in relation to any loss or injury (including death) that is suffered by the subject minor as a result of participation in this show.
6. The signatory must continually indemnify the ..... show on a full indemnity basis against any claim or proceeding that is made, threatened or commenced, and any liability, loss, including consequential loss, and loss of profits, damage or expense (including legal costs on a full indemnity basis) that the ..... Show Society incurs or suffers, as a direct or indirect result of the subject minor's participation in any event held by..... Show Society.

---

I have read this form and acknowledge and agree with its contents. I have made any further enquires which I feel are necessary or desirable and fully understand the risks involved in this activity.

I,.....of.....

.....am the parent/guardian of.....Date of

Birth.....

Name: .....

Address: .....

Signature: .....

Date: .....



**INDEMNIFICATION BY EVENT PERFORMERS**

The event performer will assume sole responsibility for all acts performed by it, and shall be solely responsible for all Claims for bodily injury or property damage in connection therewith.

The event performer shall indemnify and hold the ..... Show Society harmless from all claims, actions, lawsuits, demands, costs, liabilities, losses, damages and/or expenses (including reasonable legal fees and costs of litigation) by any other party resulting from or relating to any acts or omissions on the part of the event performer.

Signed: .....

Print Name of Event Performer: .....

Position Held: .....

Dated: .....

**INDEMNIFICATION BY EVENT PARTICIPANTS**

The event participant will assume sole responsibility for all actions taken by him/her during the said event, and shall be solely responsible for all Claims for bodily injury or property damage in connection therewith.

The event participant shall indemnify and hold the ..... Show Society harmless from all claims, actions, lawsuits, demands, costs, liabilities, losses, damages and/or expenses (including reasonable legal fees and costs of litigation) by any other party resulting from or relating to any acts or omissions on the part of the event participant.

Signed: .....

Print Name Participant: .....

Position Held: .....

Dated: .....

Agricultural Societies Council of New South Wales Ltd

Cattle Handlers Indemnity and Waiver Form

**RISK WARNING**

**The Agricultural Societies Council of New South Wales Ltd advises that the practice of cattle handling contains elements of risk, both obvious and inherent. The risks involved may result in property damage and/or personal injury including death.**

5. I the undersigned acknowledge, agree, and understand that performing the role of cattle handler at this, or at any event contains an element of risk of injury and I agree that I undertake any such risk voluntarily of my own free will and at my own risk.
6. I the undersigned acknowledge, agree, and understand that the risk warning at the top of this form constitutes a 'risk warning' for the purposes of Division 5 of the *Civil Liability Act 2002 (NSW)*.
7. I the undersigned acknowledge the risk referred to above and agree to waive any and all rights that I, or any other person claiming through me, may have against the ..... [name of Show Society] in relation to any loss or injury (including death) that is suffered by me as a result of my participation in this show.
8. The undersigned must continually indemnify the ..... [name of Show Society] on a full indemnity basis against any claim or proceeding that is made, threatened or commenced and any liability, loss (including consequential loss and loss of profits), damages or expense (including legal costs on a full indemnity basis) that the ..... [name of Show Society] incurs or suffers, as a direct or indirect result of the undersigned's participation in any event held by the ..... [name of Show Society].

I have read this form and acknowledge and agree with its contents. I have made any further enquires which I feel are necessary or desirable and fully understand the risks involved in this activity.

Name: .....

Address: .....

Signature: .....

Date: .....

Signed for and on behalf of ..... [name of Show Society]

Name: .....

Signature: .....

Date: .....

Agricultural Societies Council of New South Wales Ltd

Cattle Handling Waiver Forms - Parental Indemnity

To be signed for all children under 18 years

**RISK WARNING**

**The Agricultural Societies Council of New South Wales Ltd advises that the practice of cattle handling contains elements of risk, both obvious and inherent. The risks involved may result in property damage and/or personal injury including death.**

1. I the undersigned acknowledge, agree, and understand that performing the role of cattle handler at this, or at any agricultural show contains an element of risk of injury.
2. I the undersigned acknowledge, agree, and understand that the risk warning at the top of this form constitutes a 'risk warning' for the purposes of Division 5 of the *Civil Liability Act 2002 (NSW)*.
3. I understand that by participating in this show,.....[name of minor] may become exposed to the risk of injury, and I consent to the participation.
4. I, the undersigned assert that the above named minor voluntarily consents to participation in this show.
5. I, the undersigned acknowledge the risk referred to above and agree to waive any and all rights that I, the above named minor, or any other person, may have against the .....[name of Show Society] in relation to any loss or injury (including death) that is suffered by the above named minor as a result of participation in this show.
6. The undersigned must continually indemnify the ..... [name of show] on a full indemnity basis against any claim or proceeding that is made, threatened or commenced, and any liability, loss, including consequential loss, and loss of profits, damage or expense (including legal costs on a full indemnity basis) that the ..... [name of Show Society] incurs or suffers, as a direct or indirect result of the above named minor's participation in any event held by the .....[name of Show Society].

I have read this form and acknowledge and agree with its contents. I have made any further enquires which I feel are necessary or desirable and fully understand the risks involved in this activity.

I .....of.....  
.....am the parent/guardian of.....Date of Birth.....  
Name:.....  
Address:.....  
Signature:.....  
Date:.....  
Signed for and on behalf of ..... [name of Show Society]  
Name:.....  
Signature:.....Date:.....

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# AMUSEMENT PROVIDER CONTRACT

1. This is a CONTRACT between the .....Show Society Inc. (hereinafter known as the show society) whose registered business address is

.....

in the State of New South Wales and .....

hereinafter known as the provider) whose registered business address is

.....

2. By SIGNING this contract the provider is bound by the terms and conditions which form part of this contract.

3. IT IS AGREED that the provider will be allowed to occupy space (hereinafter known as the site), for the period of the.....show including a period agreed for setting up and pulling down of the amusements deemed to be from and including the following dates:

.....to.....

.....to.....

.....to.....

4. The SITE which will be located with a number by the show society will be as shown on a plan held by the show secretary and located in the general area of the sideshows and amusements area of the showground unless otherwise specified. The site number will be No. .... and will have a frontage or area of the following dimensions.....

5. The CONSIDERATION for this contract shall be the payment of the amounts agreed including GST and shown on the tax invoice which is annexed to this contract and will be paid in full to the show society before the show's commencement time on the first day of the show.

SIGNED:

On behalf of the .....Show Society Inc.

.....

.....

(print name and office of show society's authorised officer) Date.....

SIGNED:

On behalf of the provider

.....

.....

(print name and position of authored officer of provider)

.....

.....

(print address of provider) Date.....

## TERMS AND CONDITIONS

1. The show society reserves the right to revoke without notice, this contract, in the event of the provider not complying with any of the terms and conditions contained in this contract, in which event any monies paid in respect of the site by the provider shall be retained by the show society as liquidated damages. Revocation of the contract will be by way of a written advice from the show society signed by the show secretary and delivered to the provider or his manager.
2. The provider will deliver to the secretary of the show society, before setting up on site, a certificate of currency confirming the existence of a current policy for public risk insurance for \$10,000,000 minimum cover, \$20,000,000 minimum cover for rides with a Green WorkCover Card, with a company approved by the Agricultural Societies Council of NSW. A copy of this policy is to be made available to the Agricultural Societies Council of NSW upon request.
3. The provider, by signing this contract agrees to indemnify the show society and its members against any claims or litigation and costs for any accident, damage, liability or injury to persons or property which may be caused by or as a result of actions of the provider, the provider's equipment, ride, amusement or attraction, his agents or employees.
4. In the event the provider, for any reason whatsoever withdraws from the show following the payment of any monies, then these monies may be forfeited to the show society.
5. The provider will not have the right to assign this contract to another person, company or organisation. This clause specifically excludes the practice of a provider selling the goodwill of or the rights to the site to another party.
6. It is agreed that the provider is an independent contractor and nothing in this contract may be construed to create a relationship of employer and/or employee.
7. The provider, employees and agents of the provider shall observe and will comply with all lawful instructions issued by any authorised officer of the show society, relative to the use of the site occupied and in the event of any one of them failing to comply, the provider will be deemed to have failed to comply with the terms and conditions of this contract.
8. The provider will ensure that its employees and agents observe the rules, by-laws and regulations of the show society, copies of which may be viewed in the show secretary's office.
9. All providers bringing motor vehicles onto the ground will comply with all statutory compulsory insurances and the provider will be responsible for ensuring that no employee of the provider who is an unlicensed person operates a motor vehicle in the precincts of the showground.
10. The provider will be required to observe and abide by all Federal Government, State Government and local government acts and by-laws governing trade practices or other matters regarding goods or services offered for sale, The sale of outdated stock or second hand goods is prohibited. The provider may be required to provide the secretary of the show society, for inspection, samples of date stamped stock.
11. The provider will be responsible for the safety of all persons who come on to his site which will be designated as a Workplace under the Occupational, Health and Safety Act 2000 as amended.
12. The provider will ensure that all materials used on the site including any building, tent, machinery or construction are of a type approved by the NSW Fire Brigade and the NSW Rural Fire Service. The provider will ensure that there is no obstruction to any fire fighting equipment and must maintain free access to such equipment at all times. The provider will specifically ensure that awnings overhanging public walkways do not impede fire fighting or other emergency vehicles.

13. No vehicle owned by the provider or his employees will be permitted to move on the grounds during the hours the show is open to the public unless directed by an authorised officer of the show society. Employees wishing to come and go to and from the show will be required to park their vehicles in the public car park or on adjacent public roads.

14. The provider, his agent and employees will conform to all statutes, regulations, orders, directions and requirements of government or relevant authority in regard to occupation or access to the site.

15. Electrical fittings deemed to be unsafe by the local electricity supply authority or WorkCover inspectors and/or the show society shall be rectified immediately by the provider. All electrical cable will be either buried in approved conduits or hung above the ground to the satisfaction of the local electricity supply authority or WorkCover inspectors and/or the show society officers.

16. The provider shall not excavate, dig or place pegs on his site without first obtaining the approval of the show society officers.

17. All rubbish will be placed in bins provided near or adjacent to the provider's site. Only garbage generated as part of the sites occupation shall be placed in the rubbish bins. Any materials such as motor vehicle parts, household equipment or replaced parts from rides or equipment shall not be left on the site. In the event of such material being left on the site it will be removed by the show society at a charge to the provider. The society may require the lodgement of a security bond to ensure compliance with this clause of the contract.

18. No effluent, toxic waste, oils and grease shall be disposed of on the site or in other areas of the showground.

19. No fences, buildings or structures are to be removed to gain access to the site without the written permission of the show society's secretary. Any work carried out to gain access to the site, or the provision of additional services with the prior approval of the show society will be at the cost of the provider. Any damage caused by the provider or his employees to property, power lines, gas, telephone/television cables, water or sewerage systems or other services will be charged to the provider.

20. Dogs must be restrained while on the showground. No other animal will be permitted onto the grounds unless it forms part of the provider's attraction and then only with the express permission in writing of the show society's secretary.

21. The provider shall not operate any gambling, game(s) of chance or auctions without the written permission of the show society's secretary. Before issuing such authority the show secretary will require to sight the written approval of the NSW Police and relevant government authorities.

22. The provider will not be allowed to sell or offer to sell goods which are prohibited by the show society. A list of these items which has been agreed to by the Agricultural Societies Council of NSW as prohibited items is annexed to this contract and is available from the show society's secretary.

23. The provider will not be allowed to bring on to the grounds or permit to be brought on to the grounds goods which are dangerous, considered to be noxious, cause undue noise or likely to cause objectionable odour.

24. The provider will ensure that his/her employees and agents conduct themselves in an acceptable manner, are not intoxicated or affected by drugs, and are neat and tidy in dress and presentation.

25. The provider will ensure that rides and amusements are clean, tidy well presented and fully maintained.

26. The provider or any association of which he/she is a member shall have no authority to influence activities outside their site nor bring any undue pressure upon operators of other sites.

27. The provider and/or staff will only be able to live on site in areas designated by the show society as camping areas and all vehicles not forming part of the entertainment or attraction must be parked in designated parking areas.

28. The show society will provide an adequate number of ground admission passes for use of the provider and staff or by arrangement the show society may accept a pass of another organisation such as the Showmen's Guild of Australasia in which case a sample of such pass must be provided to the show secretary at the time of signing this contract.

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## Proprietary Nature of Proposal

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