

**Esperance & Districts Agricultural Society (Inc)
Affiliated with the Royal Agricultural Society of WA (Inc)**



PROCEDURE

SAFETY MANAGEMENT PLAN 2018

Running the . . .

**Make Smoking History Healthways
67th Annual
Esperance & Districts Agricultural Show**

PROCEDURE	PROCEDURE No: EDAS P-001	APPROVED BY:
Title: Safety Management Plan 2015	Revision No: 06	EDAS President:
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PURPOSE

This plan provides a structure for safety management for the Annual Esperance & Districts Agricultural Show by explaining expectations and protocols that are to apply to all aspects of the planning, mobilisation and demobilisation of the Show by The Esperance & Districts Agricultural Society (EDAS) and its Management Committee.

This document sets out to:

- Continually improve on, and evaluate the existing elements that comprise the Annual Show;
- Re-evaluate and improve safety programs and systems annually;
- Drive a proactive approach to safety, health and environmental safety systems towards all members of the Committee Members, Stewards and Volunteers of the show.

1. SCOPE

This Safety Management Plan is for all committee members and signed-in volunteers of the EDAS.

This Safety Management Plan applies to the year 2018. It is to be reviewed on an annual basis with the next review to be completed in June 2019.

The revision of the Safety Management Plan is the responsibility of the Secretary of the EDAS in consultation with the President and Vice President of the EDAS or there representative.

2. RESPONSIBILITIES

2.1 PRESIDENT

- The EDAS President will demonstrate visual leadership and a proactive commitment to Safety, Health and Environmental excellence through personal example.
- Provide sufficient resources to support effective Safety, Health and Environmental management and implementation of systems.
- Ensure a safe place of work, safe equipment, safe systems of work and competent supervision of volunteers by delegation.
- Ensure the Safety and Environmental Management Plan is implemented and proactively managed.
- Ensure that the highest standard of professionalism and integrity is maintained.
- Understand and implement the appropriate risk management processes to control any risk associated with any hazard identified on site and with relevant work processes and equipment.

2.2 MANAGEMENT COMMITTEE

- Demonstrate visual leadership and a proactive commitment to Safety and Health and through personal example.
- Ensure all Stewards and Volunteers have a safe working environment.
- Ensure safe work practices and procedures are complied with.
- Actively encourage and participate in a positive attitude toward safety.
- Ensure compliance with statutory, legislative and site requirements.
- To provide management and guidance on maintenance issues.

3. APPOINTED PERSONS PROCESS

EDAS Annual General Meeting held annually on first Friday of February.

4. EMERGENCY PREPAREDNESS AND RESPONSE

4.1 EMERGENCY PLANS

Emergency plans are to be updated as required by the EDAS Secretary and maintained in the Show Office locked filing cabinet located in the EDAS show office on the Greater Sports Grounds.

4.2 EMERGENCY PREPAREDNESS

Preparedness should be discussed, checked and reassessed annually no later than July for each annual show by EDAS Committee.

4.3 EMERGENCY RESPONSE

Prior to the annual show the President and/or Vice President to meet and discuss/review Emergency Management Preparedness. These two nominees will be responsible for the coordination and implementation of the Safety Management plan.

- Esperance Police: 100 Dempster Street, Esperance Ph: 08 9079-8999.
- Esperance SES: Brazier Street, Esperance Ph: 08 9071-1697 or On-call officer 0419 869 655
- Esperance St John Ambulance, 54 Windich Street, Esperance Ph: 08 9071-1618
- Esperance Volunteer Fire Brigade, Cnr Forrest & Windich Streets, Esperance Ph: 9071 3911 or On-call officer 0447053128
- DFES: For fire or life threatening emergencies 000 or for SES assistance 132 500 and for emergency information 133 337.
- Shire of Esperance: Windich Street, Esperance Ph: 08 9071-0666.

5. INCIDENT REPORTING AND INVESTIGATION

All committee members will be asked to report all incidents and accidents. A NO BLAME and POSITIVE REPORTING culture is to be adhered to.

All injuries are to be referred to the St Johns Ambulance which is based on the show grounds for the full two (2) days of the show.

All incidents and investigations are to be reported using the EDAS incident report form.

Investigations are to be completed within the reasonable time frames and are to be debriefed at the following committee meeting.

An ICAM (Incident Cause Analysis Method) is to be used for the investigation of any serious incidents that may occur during the mobilisation, actual two day show period and demobilisation of the show. An independent investigator is to be used along with the show President or Vice President assisting in the investigation process if their expertise and/ or knowledge should be required.

All incident reports are to be held on file and reported to the committee.

6. ACTION MANAGEMENT

All corrective actions required after an investigation will be discussed with the executive committee in the first instance and correspondence supplied to other parties as required.

- Incident reports;
- Hazard reports;
- An independent audit of occupational health and safety of the grounds and buildings used by Ag Society for the annual show to be carried out by a consultant of the EDAS choosing.
- Corrective actions must be followed-up, closed and reported to the next EDAS committee meeting.

7. SAFETY COMMUNICATION AND CONSULTATION

7.1 GROUNDSMAN RESPONSIBILITIES

The appointed EDAS groundsmen to ensure that exhibitors meet the set requirements laid out in the prospectuses for Indoor, Outdoor, Novelties and Food Trade Spaces.

7.2 COMMITTEE RESPONSIBILITIES

To ensure that the all requirements set out in the Show Schedule are followed and adhered to by all exhibitors.

7.3 EQUESTRIAN RESPONSIBILITIES

The Equestrian committee is to ensure that all participants follow all the rules and requirements set-out in the Equestrian Schedule.

8. SAFE SYSTEMS OF WORK

All committee members and volunteers supporting the EDAS during the show grounds mobilisation, running-of and demobilisation of the 67th Annual Show are to follow safe systems of work.

All sub-contractors employed by the EDAS are to provide where required copies of Safe Systems of Work, Licences, JHA or Risk Assessments before commencement of work.

8.1 JOB HAZARD ANALYSIS (JHA)

Any tasks that are out of the ordinary, new to the organisation or not being carried out by sub-contractors then a JHA will be required.

8.2 LEVEL 1 ISOLATION AND TAGGING

Where required by sub-contractors carrying out work for the EDAS when isolation is required all isolation must to be national standards.

8.3 HEAT STRESS/ ENVIRONMENT

All committee members, stewards and volunteers are to be made aware of Heat stress.

All committee members, stewards and volunteers will have water made available for use.

8.4 WORKING AT HEIGHT

If working at height is required a sub-contractor is to be provided by EDAS.

Sub-contractors are to provide evidence of working at height tickets, provide all safe working procedures, JHA's and risk assessments.

9. CRITICAL RISK CONTROL STANDARDS

9.1 SURFACE MOBILE EQUIPMENT

Intent: To eliminate or minimise the risk of injuries and incidents arising from the use of Surface Mobile Equipment.

It is the responsibility of the President and Show Groundsman that where applicable, committee members and volunteers are compliant with requirements. As a Minimum -

- All Surface Mobile Equipment to be in good working order.

- All operators of Surface Mobile Equipment are to be competent and authorised to operate chosen piece of Mobile Equipment
- A Traffic Management Plan is to be developed for the showgrounds and under the direct control of the Lions, President, and Vice-President. The Secretary is to ensure that any maintenance/updates or changes are completed in a timely manner and circulated in time for the annual show.

9.2 HAZARDOUS MATERIAL HANDLING

During the two days of the show all toilets including portables hired for the event are to be cleaned and maintained every two hours. Any chemical purchased must be supplied with Material Safety Data Sheets.

9.3 PLANT, EQUIPMENT & POWER TOOLS

All power leads owned by the EDAS and used by show vendors must be inspected by an approved electrician annually before the show and have relevant electrical tags supplied.

9.4 ISOLATIONS

Where required by sub-contractors carrying out work for the EDAS when isolation is required all isolation must to be national standards.

10. LEGISLATIVE REQUIREMENTS

If any legislative requirements are necessary these are to be carried out to National Standards.

11. MANAGEMENT COMMITTEE CHANGES

Any changes to the management and running of the Esperance Show are the direct responsibility of the President, Vice President, Jnr Vice President and Show Committee.

12. FITNESS FOR WORK

All Committee Members, Stewards, Judges and Volunteers are not to be under the influence of alcohol or drugs at any time while carrying out their roles and responsibilities during the mobilisation, show 2 day period and demobilisation of the Esperance & Districts Agricultural Show.

13. ENVIRONMENTAL MANAGEMENT

The EDAS is ensure that any environmental damage to the Esperance Greater Sports Grounds is cleaned up and removed before the grounds are handed back to the Shire of Esperance.

13.1 WASTE MANAGEMENT

Rubbish receptacles will be provided during the show by the EDAS. The EDAS will organise the safe storage and removal of rubbish from the grounds.

Extra external toilet cubicles will be provided and all human waste will be removed by a licensed water removalist.

14. EVACUATION OF SHOW GROUNDS

Where deemed necessary by the EDAS to evacuate the show grounds or evacuate patrons to muster points to prevent injury or damage to property, immediate notification of emergency services is required.

EDAS is to use Personal Address (PA) System to notify patrons and exhibitors of any serious incident that may cause personal injury or damage to property.

15. SECURITY

15.1 GROUND SECURITY

The EDAS will provide Ground Security prior and during the show and where required extra securities in the event exhibitors are unable to leave the show grounds.

Thursday Evening from 6pm to Friday morning 7am

Friday evening from 4pm to Saturday morning 7am

If deemed necessary the local WA Police Force located on Dempster St, Esperance are to be notified by EDAS.

15.2 CASHIER SECURITY

The EDAS will provide a secure facility for the cashier and is to provide a security escort for the cashier while on the premises and/or where necessary during the show.

In the event of a robbery on the show grounds during the two days of the show the EDAS will follow their Safety Management Plan and inform the appropriate emergency services.

16. FIRE

In the event of a fire on the show grounds during the mobilisation, two days of the show and demobilisation that the EDAS will follow their Safety Management Plan and inform the appropriate emergency services.

17. HIGH RISK DEMONSTRATIONS/EXHIBITS

Any demonstration where there is a possibility of injury to patrons or damage to property during the two days of the Esperance Show.

17.1 FIREWORKS

The EDAS is to ensure that any Firework demonstrations are carried out by a licensed pyrotechnics technician and that the appropriate Shire approvals are in place. The EDAS is to receive a copy of the Risk Management Plans for the Fireworks display from the licensed contractor.

17.2 AMUSEMENT RIDES

Amusement rides must be maintained by the owner and the owner must be able to provide upon request to EDAS or Worksafe Inspector all maintenance log books. All Owners of Amusement rides must be compliant with Worksafe requirement.

17.3 COMPETITIONS

Public liability insurance covers all competitions that are run during the show.

18. MEDICAL

In the event of a medical emergency on the show grounds during the mobilisation, two days of the show and demobilisation that the EDAS will follow their Safety Management Plan and inform the appropriate emergency services.

19. ALOCHOL & SMOKING ON SHOW GROUNDS

19.1 ALOCHOL

Exhibitors and Visitors are prohibited from providing or bring alcohol for consumption on the show grounds during the two day event that is the Esperance Show.

Exemption:

Providing Alcoholic Consumption Area NOT FOR SALE (eg: trade sundowners) - Vendor must notify the office EDAS prior to the sundowner event. To be held only between the hours of 5.00pm – 7.30pm Friday evening of the show. Vendor to supply personel holding a current RSA and must ensure that no alcohol is served or consumed outside the designated area. Site is to be cleaned and all alcohol removed at the end of that evening.

19.2 SMOKING

Exhibitors and Visitors are prohibited from smoking on the show grounds during the two day event that is the Esperance Show.

20. HEALTH REQUIREMENTS – FOOD VENDORS

The EDAS has current insurance coverage with AON Insurance.

21. EDAS LIBALITY INSURANCE

All food vendors approved to come to the show will meet all the Shire of Esperance food health requirements. The EDAS takes NO responsibility for food poisoning. In the event food poisoning and/or if medical treatment is require the EDAS will contact St John Ambulance immediately.

22. REFERENCES

- Australian Encyclopaedia of Occupational Health and Safety

23. DOCUMENTATION

- Nil

24. APPENDICES

- Procedures
 1. EDAS P-001 Safety Management Plan
 2. EDAS P-002 Management and Prevention of Heat Stress
 3. EDAS P-003 Environmental Management
 4. EDAS P-004 Traffic Management Plan
- Documents
 5. EDAS D-001 Incident/ Accident and Hazard Report
 6. EDAS D-002 Information Gathering Utilizing PEPO
 7. EDAS D-003 ICAM Witness Notes Form and Guidelines
 8. EDAS D-004 Incident Investigation Report
 9. EDAS D-005 Job Hazard Analysis
 10. EDAS D-006 Map identifying Muster Points, Exits & Infrastructure
 11. EDAS D-007 2014 Local Emergency Services Listing

25. CONTROLLED DOCUMENT REVISION RECORD FORM

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2	All	Reviewed all sections			17/08/14
3	All	Reviewed all sections, changes to emergency services , index and formatting			12/08/15
4	All	Reviewed all sections			22/06/2016
5	All	Reviewed all sections			02/08/2017
6	All	Reviewed all sections			5/09/2018