

# TRADE & EXHIBITORS MANUAL

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## Health & Safety Policy

**The Wanaka A&P Show Board** are committed to maintaining a safe and healthy operational environment for all personnel, contractors, visitors and people on and within operational area.

To ensure health and safe environment guidelines, everyone is expected to share in our commitment to avoid all accidents and incidents, which may cause personal injury, property damage or loss of any kind.

All workers, volunteers, contractors, exhibitors and competitors are expected to perform in a safe manner at all times to ensure not only their own welfare, but that of their fellow show participants, is not compromised.

This safe environment is to be to a minimum standard as set out under the Health and Safety at Work Act 2015 and all other associated legislative requirements.

### **The Wanaka A&P Show Board resolve to:**

- Comply with all relevant health and safety legislation, standards and codes of practice.
- Provide and maintain a safe working and operational environment.
- Ensure the identification and assessment of all risks in the workplace and to make sure staff are fully informed of the risk controls.
- Take all reasonably practicable steps where there are significant risks to eliminate, and/or isolate these risks to prevent any injury or damage.
- Set health and safety objectives and criteria to promote a system of continuous improvement which includes reviewing policies and procedures each year.
- Encourage the accurate and early reporting and recording of all incidents, accident and near miss injuries.
- Investigate all reported incidents and accidents to identify all contributing factors and, if appropriate, devise strategies for corrective action.
- Encourage the early reporting of any pain or discomfort.
- Ensure that all workers are made aware of the risks in their work areas and are adequately trained, so they can carry out their duties in a safe manner.
- Encourage worker consultation and participation in all matters relating to health and safety.
- Ensure all workers are adequately trained and supervised, which includes an induction process for new workers, and retraining process for existing workers.
- Develop, implement emergency processes and inform all employees of emergency situations and evacuation procedures.
- Ensure all workers are given opportunities to participate in the ongoing processes for the improvement of health and safety in our operational area.
- Support and promote rehabilitation ensuring injured staff return to duties as early as possible.

### **Workers as individuals, are expected to willingly cooperate in making this business a healthy and safe workplace, and therefore:**

- Are required to observe and practice safe work methods.
- Where safety equipment is provided, to ensure it is used correctly at all times.
- Immediately report any unsafe work conditions or equipment to their supervisor and any injuries they sustain.
- Participate in health and safety training and meetings.
- Participate in any rehabilitation programmes, if injured.
- Perform duties as described in their position descriptions or operations manual
- To support and assist in the development of health and safety initiatives.

This policy statement together with sections covering objectives, managing, recording and reporting accidents and incidents, all form part of the Safety Management Plan.

## Section Overview:

### Contact Details

Team Leader: Paul Tamati

Contact Number: 022 414 3370

### Scope:

Trade and Exhibitors sites and controls

### Roles & Responsibilities

Chief Stewards/Team Leader:	Oversee and co-ordinate safe daily operations of section Sign in volunteers as required Update documentation where required In an emergency co-ordinate section evacuation, report to gate marshal
Stewards/Volunteers:	Complete induction and Sign in with Chief Steward/Team Leader Assist Chief Steward/Team Leader in daily operations of section In an emergency assist public to exit gates, report to Gate Marshall.
Trades/Site Managers	On arrival sign in at Trade Tent Oversee the safe operation of allocated site within the showgrounds. Educate workers on showground operation policies In an Emergency clear and secure site, Report to Gate Marshall On departure sign out at the Trade Tent
Contract Managers:	On arrival Sign in at Show Office Work with principle engaged with to complete tasks required Have an understanding showground operation policies and compliance rules Once contract is complete sign out at the Show Office

## Show Ground Compliance Rules

### General:

- Trade Exhibitors/Site Managers are responsible for Health & Safety at their site, by identifying, eliminating or minimising any potential hazards to staff, volunteers, contractors and the general public. Have an understanding for the site emergency procedures actively report any incidents, accidents and unidentified hazards within their site using the show reporting procedure
- Before you DIG or LIFT refer to the Hazard Map and Markings to see where underground and overhead services are located
- No glass allowed on site
- Obey signage and instructions from show officials
- No Smoking inside any marquees or showgrounds buildings
- Always use residual current devices(RCD's) and tools and electrical leads are tagged/certified and well maintained
- All tent and marquee pegs and dangerous protruding objects must be covered with sandbags or shrubs or some form of protection
- All compressed gas cylinders must be secured to avoid tipping and must have snap couplings
- No trade site will install any LPG cylinder greater than 10kg.
- Watch out for each other and speak up if you feel something is not safe.
- Please be patient and courteous when assembling or disassembling your site.
- All incidents, accidents and unidentified hazards will be reported to Wanaka A&P show using the "Occurrence Reporting Form"

### Vehicles and Machinery:

- Public Safety is paramount – authorised vehicles only may be driven inside the showgrounds to a maximum speed of 10 km/h. This is a public place and care and caution must be observed at all times
- No vehicle movements between 8.30am – 5.00pm (except authorised vehicles)
- No vehicles or trailers are permitted to remain inside the show area during show hours unless on the exhibitors site or as part of the overall display.
- All vehicles must be out of the show grounds by 8.00am.
- Exercise extreme care when backing. Use a spotter to ensure the backing area is clear.
- Only delegated and trained operators are to use the show machinery or any machinery on site.
- Children under 16 years old must not operate any machinery and must remain a safe distance from operating machinery.

### Animals

- No dogs are allowed on the show grounds unless competing at the A&P Show or tagged.
- No horses or livestock outside of the restricted zones

### Emergencies

- Familiarise yourself with the emergency procedures and evacuation plan and listen for instruction from the staff on site or over the PA system

## Show & Office Hours

Show Hours                      Fri-Sat              8.30am - 5.00pm

Showgrounds gates open

Mon-Thurs      8.00am - 5.00pm

Fri-Sat              6.00am - 7.30pm

Sun-Mon            8.00am - 3.00pm

Any operations outside of these hours require show office permission

Show Office hours              Mon–Thurs      8.00am - 5.00pm

Fri-Sat              7.00am - 6.00pm

Sun-Tues            9.00am - 3.00pm

Trade Tent hours              Wed              1.00pm - 5.00pm

Thurs              8.00am - 7.00pm

Fri                  8.00am - 9.00am

Livestock Office Hours        Wed              10.00am - 4.00pm

Thursday            9.00am – 6.00pm

Fri – Sat            6.30am - 7.00pm

## Pre-Show Operations

- Site managers must report to the trade tent and sign in prior to setting up on site
- Site managers are responsible for the safe operation of their sites and to make sure tasks are undertaken within the Show Ground Compliance Rules
- Site managers are responsible for inducting and supervising workers under their direct control.
- Authorised vehicles are allowed on site with a speed limit of 10km/h – no exceptions
- Refer vehicle section of Ground Compliance Rules
- First aid facilities are located show office

## Show Day Operations

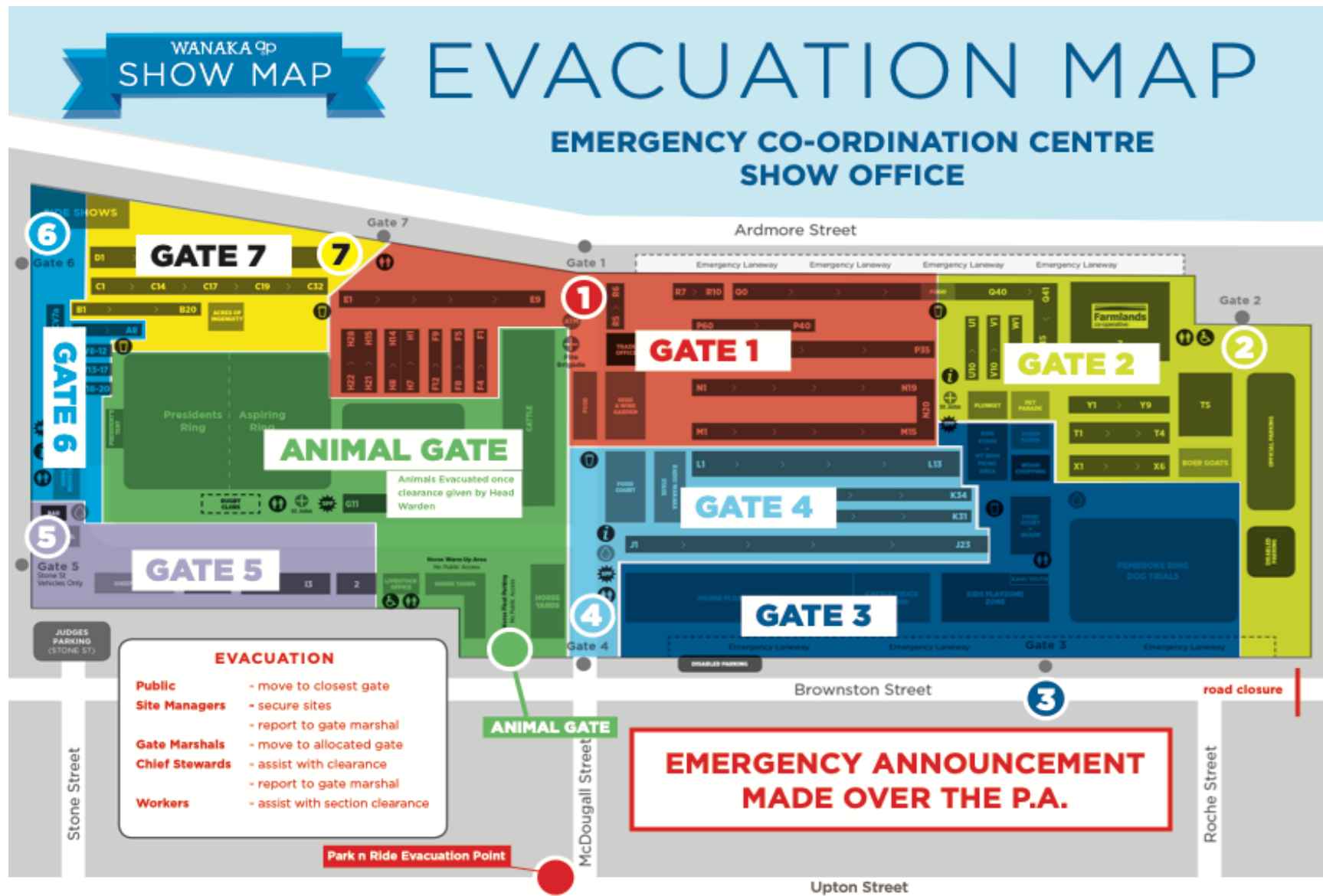
- Site managers are responsible for the safe operation of their sites and to make sure tasks are undertaken within the Show Ground Compliance Rules
- No vehicle movements during show operating hours

## Post-show Operations

- Site managers must report to the trade tent and sign out once their site is cleared
- Site managers are responsible for the safe operation of their sites and to make sure tasks are undertaken within the Show Ground Compliance Rules
- Site managers are responsible for inducting and supervising workers under their direct control.
- Authorised vehicles are allowed on site with a speed limit of 10km/h – no exceptions

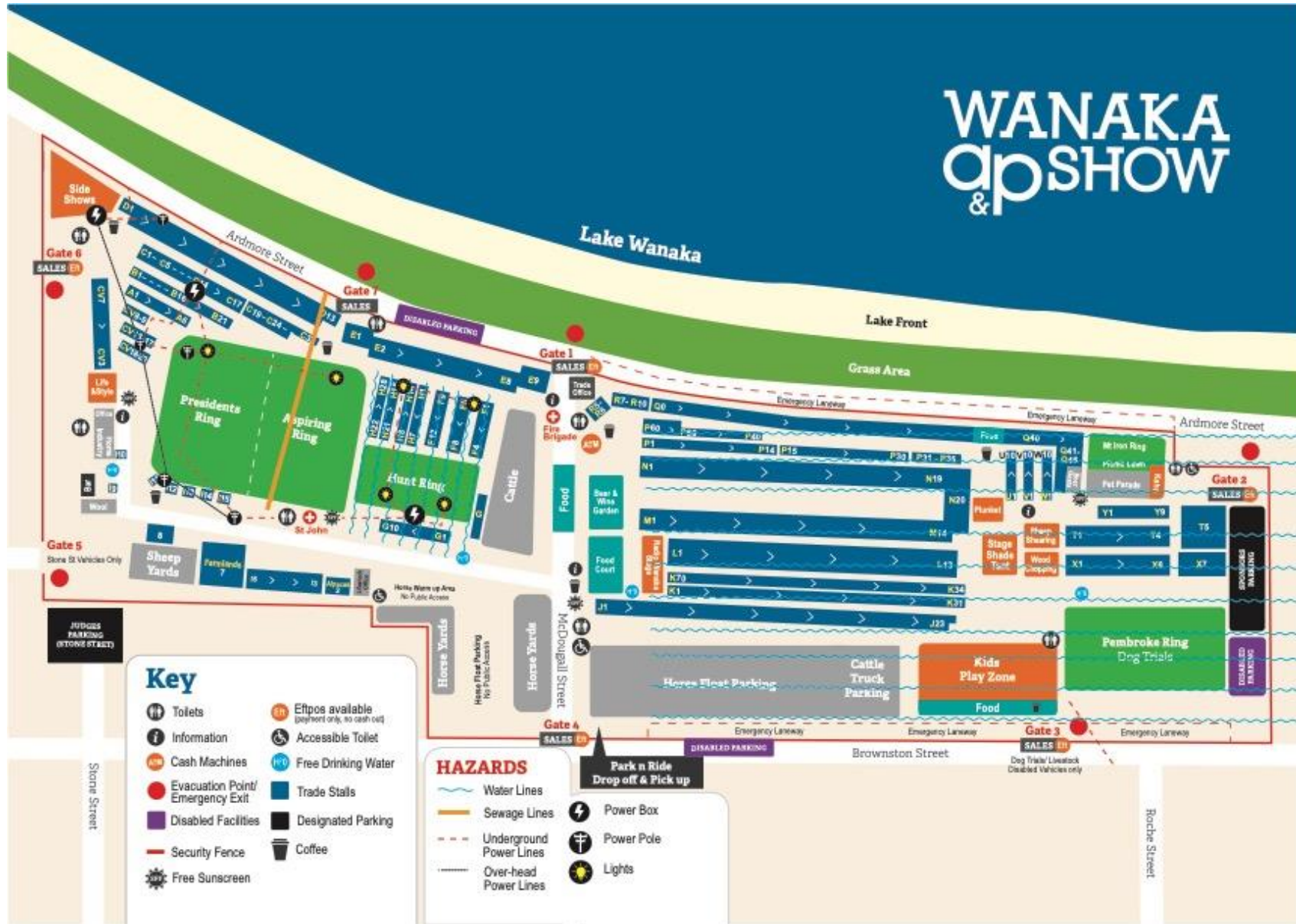
- First aid facilities are located show office

Emergency Procedures:





# Hazard Identification



## Risk Identification/Controls

Section risks are identified for activities within the section using the associated risk registers. These should be referred to during site inductions and as reference points through-out operations.

## Incident/Accident/Hazard Reporting

All incidents/accidents/hazards/suggestions will be reported using the Wanaka A&P Show "Occurrence Reporting Form"

These forms are available through the Chief Steward/Team Leader, Trade, Show and Livestock Office

We encourage everyone to be actively involved in reporting, so as an organisation we can monitor our performance and be proactive in improving safety within our operation

# Operational Hazard/Risk Register

Show Section: Operational

Created: 18.02.2020

Review Date: 10/2020

Hazards Identified <i>Something or someone that may cause harm or risk</i>	Potential Harm <i>Identify what harm could be caused by the hazard</i>	Pre- Control Rating	Post-control Rating	Eliminate	Minimise	Hazard controls in place <i>Training needs identified and safety controls in place and being checked. Most training is in house and is managed by a senior or experienced member of this area.</i>	Person responsible for monitoring	Monitoring frequency
<ul style="list-style-type: none"> <li>▪ Potential Hazards brought on site</li> </ul>	<ul style="list-style-type: none"> <li>▪ Show interruptions</li> <li>▪ Injuries</li> </ul>	6	4		X	<ul style="list-style-type: none"> <li>▪ Sites will be monitored by Site Managers</li> <li>▪ Appropriate hazard controls are in place</li> <li>▪ Any significant hazards brought on site will be reported to the safety advisor.</li> </ul>	Team Leaders  Site Managers	On the Job
<ul style="list-style-type: none"> <li>▪ Animals</li> </ul>	<ul style="list-style-type: none"> <li>▪ Stampede</li> <li>▪ Kicking</li> <li>▪ Bites</li> <li>▪ Bodily Injuries</li> </ul>	6	4		X	<ul style="list-style-type: none"> <li>▪ Animals and public have separation boundaries in place.</li> <li>▪ Public excluded from animal areas</li> <li>▪ Only experienced or qualified people to work with animals</li> <li>▪ Escaped animals plan in place</li> <li>▪ Judges and people working in arenas must have appropriate footwear on and position themselves in a safe place to so they do not obstruct competitors.</li> </ul>	Competitors  Team Leaders  Volunteers	On the Job
<ul style="list-style-type: none"> <li>▪ Show Arenas</li> </ul>	<ul style="list-style-type: none"> <li>▪ Animal injuries</li> <li>▪ Lifting back issues</li> <li>▪ Weather issues</li> </ul>	6	4		X	<ul style="list-style-type: none"> <li>▪ Judges and personal working in the arena areas must be inducted into site.</li> <li>▪ Wear appropriate clothing &amp; footwear. To protect from sun and foot injuries.</li> <li>▪ When lifting work in pairs to prevent lifting injuries. Anything over 20kgs requires a 2 person lift.</li> </ul>	Team Leader  Volunteers	On the Job

<p>Weather</p> <ul style="list-style-type: none"> <li>▪ Hot</li> <li>▪ Cold</li> <li>▪ Snow/Rain</li> </ul>	<ul style="list-style-type: none"> <li>▪ Sunburn, Dehydration, Exhaustion, Heatstroke, Hypothermia</li> <li>▪ Loss of traction for walking or driving</li> <li>▪ Flooding</li> </ul>	6	2		X	<ul style="list-style-type: none"> <li>▪ Provide appropriate shelter where possible</li> <li>▪ Encourage the use of sunscreen</li> <li>▪ Monitor lying water around electrics</li> </ul>	Public	Daily
<ul style="list-style-type: none"> <li>▪ Vehicles</li> </ul>	<ul style="list-style-type: none"> <li>▪ Collisions</li> <li>▪ Pedestrian Incident</li> <li>▪ Property Damage</li> </ul>	6	2		X	<ul style="list-style-type: none"> <li>▪ Speed limit of 10km/h on site</li> <li>▪ Vehicle movements will be monitored during site set up and pack down.</li> <li>▪ Vehicles to be operated by trained or licenced operators only</li> <li>▪ Speed limit of 10km/h on site</li> <li>▪ No vehicle during show operating hours</li> </ul>	Safety Advisor Site Manager	Daily
<ul style="list-style-type: none"> <li>▪ Site Access</li> </ul>	<ul style="list-style-type: none"> <li>▪ Unapproved Site Access</li> <li>▪ Public in non-public areas</li> </ul>	4	2		X	<ul style="list-style-type: none"> <li>▪ Site Access will be monitored during set up and pack down</li> <li>▪ Public access will be controlled through ticketing</li> <li>▪ Safety Information will be posted at all public access</li> <li>▪ Public access will be appropriately controlled at all times</li> <li>▪ Evening onsite security will operate</li> <li>▪ Children under 16 will be supervised</li> </ul>	Gate Supervisors Site Manager Staff	Daily
<ul style="list-style-type: none"> <li>▪ Electricity</li> </ul>	<ul style="list-style-type: none"> <li>▪ Electrocutation</li> <li>▪ Power Outs</li> </ul>	8	4		X	<ul style="list-style-type: none"> <li>▪ Before driving any pegs into the ground the hazard map will be referred to</li> <li>▪ Underground hazards will be marked prior to the show starting</li> <li>▪ All power sources will be protected with an RCD</li> <li>▪ Tagging of electrical items is encouraged</li> <li>▪ If in doubt the appropriate people will be asked for clarification</li> </ul>	Safety Advisor Grounds Manager Site Manager	Daily

<ul style="list-style-type: none"> <li>▪ Irrigation System</li> </ul>	<ul style="list-style-type: none"> <li>▪ Irrigation system damage</li> <li>▪ System start up</li> </ul>	4	2		X	<ul style="list-style-type: none"> <li>▪ Marked on Hazard Map</li> <li>▪ Irrigation lines will be marked prior to the start of the show</li> <li>▪ Staff will be trained as to where to turn water off</li> </ul>	Ground Manager  Site Manager	Daily
<ul style="list-style-type: none"> <li>▪ Temporary Structures</li> </ul>	<ul style="list-style-type: none"> <li>▪ High winds causing structure malfunction</li> <li>▪ Tent Pegs as a tripping obstacle</li> </ul>	8	2		X	<ul style="list-style-type: none"> <li>▪ Temporary structures will be secured to manufacturers specification for wind events</li> <li>▪ All pegs and ty lines will have protection around them to prevent</li> </ul>	Site Manager  Contractor Manager	Daily
<ul style="list-style-type: none"> <li>▪ Flammable Gas</li> </ul>	<ul style="list-style-type: none"> <li>▪ Fires</li> <li>▪ Explosion</li> </ul>	8	4		X	<ul style="list-style-type: none"> <li>▪ All storage bottles will be within expiry dates</li> <li>▪ Bottles will be stored to manufactures specification</li> <li>▪ Bottles will be stored away from naked flames</li> </ul>	Site Manager	Daily
<ul style="list-style-type: none"> <li>▪ Hot Plates</li> <li>▪ Bar-b-q's</li> </ul>	<ul style="list-style-type: none"> <li>▪ Burns</li> </ul>	6	2		X	<ul style="list-style-type: none"> <li>▪ All hot cooking surfaces will have appropriate guard protection around them.</li> <li>▪ Checked off during food licensing process</li> </ul>	Site Manager Volunteers	Daily
<ul style="list-style-type: none"> <li>▪ Medical Event</li> </ul>	<ul style="list-style-type: none"> <li>▪ Medical event within the site</li> </ul>	6	2		X	<ul style="list-style-type: none"> <li>▪ First Aid facilities on site during set up and pack down</li> <li>▪ St Johns will be on site during the show</li> </ul>	Safety Advisor	Daily

## Sign Off Sheet

By signing this document indicates I have been through the Trade & Exhibitors Manual and risk registers and have an understanding of the show ground compliance rules, operations and procedures within the section. I will endeavour to be proactive in the safe operation of our allocated site. All procedures undertaken will be done with consideration of the safety of all people and animals within the operating area. Reporting of any incident, accidents and hazards will be done in a timely manner using the "Occurrence Reporting Form"

Name	Organisation	Position	Contact Number	Signature

