

Loxton Agricultural & Horticultural Society Inc



Application for Trade Space at the 2024 Loxton Show

PO Box 187, LOXTON, SA, 5333

Phone: 0497 147 890

Email: info@loxtonshow.org.au

SUNDAY 6TH AND MONDAY 7TH OCTOBER 2024

Application Pack

Thank you for considering an application for trading space at this year's Loxton Show.

This Application Pack contains:

- Application Form - This must be completed and submitted to the Secretary. (page 2)
- Application Checklist - This is a checklist of the tasks that you must complete to secure your application, and the dates they must be completed by. (page 3)
- Maximise your selling potential - advertising opportunity (page 3)
- Conditions for Trade/Food Sites - This is the list of operating conditions of Trade and Food sites at the Loxton Show. (page 4-5). **All applications to be signed.**
- General Information - This lists some general information to help you with your planning process. (page 6)
- List of Banned Items at The Loxton Show. (page 7)
- Trophies for Loxton Show Trade Sites. (page 7)
- Site Safety Management Plan - **This document must be completed by all Trade/Food site operators once they have set up for operation.** It is to aid you in minimising the risks and hazards associated with your site, to best protect your safety and that of the public. (page 8-11)

If you have any questions or queries in regards to your application for Trade space at the Loxton Show, **please** contact the Secretary on the Loxton Show mobile 0497 147 890 or via email at info@loxtonshow.org.au.

We look forward to welcoming you to this year's Loxton Show.

Kym Smith
Secretary 2024

Loxton Agricultural & Horticultural Society Inc



Application for Trade Space at the 2024 Loxton Show SUNDAY 6TH AND MONDAY 7TH OCTOBER

Organisation Name: _____ Phone: _____
 Contact Name: _____ Mob: _____
 Postal Address: _____ Town: _____ Postcode: _____
 Email Address: _____

Do you consent to us using this email address to contact you with information about our Show in the future? **Yes/No**

Description of goods to be sold or displayed on your site:

ANY TRADE SITES SELLING ANY FOOD PRODUCTS MUST ALSO COMPLETE THE FOLLOWING FIELDS

Max number of food handlers at the stall: _____ Food Business Notification (FBN) number: _____

(If unknown, please contact Councils Environmental Health Officer 0458 676 153) This is a compulsory requirement

Public Liability Insurance: Yes No This is a compulsory requirement. Copy to be supplied with application

Description and size of tent, vehicle, caravan, and tow hitch (including any personal accommodation) that you will have on site:

Tent: _____ x _____ Vehicle Size: _____ x _____ Caravan: _____ x _____ and tow hitch included.

All prices are GST inclusive

A deposit of 50% of the total balance is the minimum requirement to secure your application and is payable with submission of the application. The balance is due by 18th September 2024. Your allocated site will be advised on receipt of your balance owing. Please note if power is required for EITHER your site or for camping purposes. You are required to supply your own power cord.

	Size	Cost	Quantity	Total Costs
FARM TRADE SITES	400 sq m	\$300.00 per site		\$ _____
				\$ _____
OUTSIDE SITES	3m Frontage x 6m depth	\$90.00 per site		\$ _____
	Additional Sites	\$80.00 per add. site		\$ _____
	6m Frontage x 6m depth	\$160.00 per site		\$ _____
	Additional Sites	\$130.00 per add. site		\$ _____
POWER REQUIRED: YES / NO (single phase 10 amps) (For Site or Camping - one available per site, supply own cord)		\$22.00		\$ _____
ADDITIONAL TWO-DAY GATE PASSES: (2 Two Days gate passes provided)		\$30.00 each		\$ _____
Printed advertisement in the Show Book Publication (optional)		\$120 Full Page \$90 Half Page		\$ _____
Administration Fee (non refundable)		\$20.00		\$ 20.00*
TOTAL APPLICATION FEE				\$ _____
50% DEPOSIT PAYABLE WITH APPLICATION				\$ _____
REMAINING BALANCE PAYABLE BY 18/9/2024				\$ _____

Payment Options:

Paying Deposit

Paying Total Balance

Cheque

Bank Transfer

Payment Method:

Details for Bank Transfer: ANZ Bank BSB: 015 625 Account: 6570 10692 Reference - "YOUR TRADING NAME"

I/We agree to conform to all the conditions of the Loxton A & H Society accept all decisions made by the Society Management Committee and its delegate the Grounds Coordinator/Site Safety Officer as final.

Signed: _____ Date: _____

Loxton Agricultural & Horticultural Society Inc



Checklist for Trade Application at the 2024 Loxton Show

Please keep as your personal checklist for your application

- Complete all fields on the Application Form.
- Post or Email completed Application Form to Loxton Show Secretary:
PO Box 187
LOXTON SA 5333
info@loxtonshow.org.au
- Pay deposit of 50% of total application fee to secure application at the time of lodgement.
- We ask that you pay the balance as soon as possible. The balance is due by 18th September.
- Collect your gate passes from the Show Office on Bookpurnong Terrace by 8.30am Sunday 6th October (also available for collection in the week preceding the Show).
- Arrive to set up site on Saturday 6th September or Sunday 7th October. Set up must be completed by 8:30 am on Sunday 7th October .

Maximise your selling potential!

All Trade and Food Site Operators are invited to advertise their business in our annual Loxton Show Book publication. 1000 copies of this comprehensive guide to the Loxton Show are distributed throughout the Riverland region, as well as being available on our Loxton Show website.

This is a great way to tell people about your business, and encourage them to come and visit your site at this year's Loxton Show.

Full Page: \$120

Half Page: \$90

If you want to take up this opportunity, please indicate on the Application Form pricing schedule. We will be in contact with you via email to prepare your advertisement.

Spaces are limited, so get in quick!

Please be aware that due to printing deadlines, finalised copies of advertisements must be completed and submitted to the Secretary by the 30th June 2024 and if space available.

Loxton Agricultural & Horticultural Society Inc



The Site Safety Officer will be available during the course of the Loxton Show to oversee site set up, operation and dismantling and consult on safety management issues. Contact: 0409 847 363.

Conditions for Trade/Food Sites for the 2024 Loxton Show

Definitions:

Unless otherwise indicated, "the Committee" shall refer to the Loxton Agricultural and Horticultural Society's Management Committee, "the Operator" shall refer to the body corporate, person, partnership or voluntary association whose name appears on the application to hold a trade site or food/drink site and shall include the employees, servants and agents of same, except where differently specified, the "Grounds Coordinator" shall refer to the Grounds Coordinator appointed by the Committee, "the site" shall refer to the space allocated to the Operator by the Committee, "the area" shall refer to the area defined by the external boundary fences of the Loxton Sporting Precinct, and "The Show" shall refer to the two day event held by the Committee on Sunday 6th October and Monday 7th October 2024.

1. The Loxton Show is conducted by the Loxton Agricultural and Horticultural Society Inc., a body corporate pursuant to the provisions of the Associations Incorporation Act. All rights and obligations which arise under these conditions or in relation to the Loxton Show shall be enforceable by or against the Loxton Agricultural and Horticultural Society Inc. and shall function through its Committee.
2. **Trade Sites Only:** The **minimum payment of 50% of the total balance of application fees is required to secure the site.** Payment of the balance may be made at the time of lodging the application, or at a later date. The balance must be paid by the due date of 18th September 2024. No site may be occupied by an Operator unless the full balance of fees has been paid.
3. **Food/Drink Sites Only:** Applications must be made to the Committee, who will then assess the application. Successful applications will be invoiced for the balance owing. Payment of the balance is required by 31st August 2024. Refunds will not be given without approval by the Committee for any no shows or non attendances.
4. Operators must hold current liability insurance for their site for the duration of the event including setting and dismantling.
5. The Operator must set up their Trade Site on the space allocated to them by the Grounds Coordinator. Except with written consent previously obtained from the Committee, the Operator shall not assign or sub-let or part with the possession of the whole or any part of the site or purport to do so.
6. The Committee reserves the right to examine all goods offered for sale and display and any goods deemed unsuitable for any reason shall not be sold or displayed. The Committee shall have the power to enter the site at any time and remove any exhibits, articles, signage, picture or printed material which in their opinion may cause injury or damage or may be a cause of offence to the public or the officials of the Committee.
7. **The Operator is to complete two copies of the Site Safety Management Plan specific to their site** upon completion of the setting up of the said site, to the satisfaction of the Site Safety Officer. This Plan will demonstrate how the Operator will comply with the Work Health and Safety Act and associated Acts and Regulations. The first copy of the Plan is to be kept onsite at all times, and a second copy is to be distributed to the Secretary in the Show Office prior to 8.30 am on the Sunday of the Show. If the Site Safety Management Plan, in the Site Safety Officer's opinion, does not adequately cover the requirements, then they may require that work is undertaken to make the site safe or to revise the Site Safety Management Plan. If the site cannot be made safe, the Site Safety Officer may at their discretion order the site to be dismantled.
8. The Operator at all times shall exercise all necessary precautions for the safety of the public, employee(s) and others appropriate to the nature of the site/demonstration and the conditions under which the event is conducted. Notwithstanding any directions or approvals given by the Site Safety Officer, the Operator shall at all times be held responsible for the safety of all persons engaged in the operation of the site/demonstration.
9. The Operator accepts all responsibility for and shall hold the Committee indemnified against any death, personal injury, damage or loss to any person, persons or property howsoever arising and whether at or in consequence of the Show by reason of any act, omission or neglect of the Operator or arising out of the transport, installation, use or demonstration of any machinery, implement, apparatus, static display or stand AND the Operator hereby undertakes to faithfully conform with any regulations, bylaws or ordinances made under such Acts of Parliament or by any Government, Semi Government or Local Government Authority duly authorised to make regulations, bylaws or ordinances in connection herewith, and with any such directions as the Site Safety Officer may give.
10. The Operator shall promptly report to the Site Safety Officer all accidents involving death, personal injury, damage or loss to any person, persons or property and all incidents with accident potential such as equipment, structure or infrastructure failure and the like. If required, the Site Safety Officer shall ask for an incident/accident report which must be provided to the Site Safety Officer or the Secretary within 48 hours of the accident/incident.
11. The Operator is responsible for ensuring that any marquee or other temporary structure associated with their site is erected correctly and competently in accordance with the manufacturers specifications for safe and secure erection; and in accordance with any Australian Standards and industry general safe practice.
12. The use of amplifiers and loud speakers must be approved by the Committee. The Committee reserves the right to confiscate PA/loud speaker equipment for the duration of the Show in the event that the Operator fails to comply with the Committee's direction.



Conditions for Trade/Food Sites cont.

13. The Committee reserves the right to regulate or stop the use of machinery and equipment on static display which produces excessive noise or any form of nuisance or inconvenience to other site Operators or the public.
 14. The Operator is responsible for the condition of the site covered by this Contract for the duration of the Show and upon completion of the Show the Operator shall clean all parts of the area affected by the Operator's presence thereon to the satisfaction of the Grounds Coordinator.
 15. The Committee shall not be liable for any loss of or damage to the Operator's property whilst on the said area. Security of the Operator's property or displays shall be the responsibility of the Operator. Security patrols are provided by the Committee during the night for additional protection from 6pm to 8.30am Saturday night and 6pm to 7.30am Sunday night.
 16. New equipment only may be sold or displayed for sale. Used equipment of the current model may be brought onto the site only for use in demonstration.
 17. No holes are to be dug or droppers or pegs used without the approval of the Grounds Coordinator (Steve Schulz 0409 847 363). Repair to any damage to services caused by not complying with this condition will be charged to the exhibitor.
 18. The Operator shall not conduct or suffer to be conducted in the Show area any competition or game without the authority of the Committee.
 19. The Committee reserves the right to re-allocate any site which is not occupied by 12 noon on the Sunday of the Show.
 20. A speed limit of 10 kilometres per hour shall apply at all times within the confines of the said area during the allocated setting up and dismantling period. No vehicles are permitted to be used by the Operator in the Show area between 8:30am to 4:00pm on both days of the Show. The driver of any vehicle within the Show area must hold the required drivers license for the respective vehicle.
 21. The sale of alcoholic drinks within the confines of the said area will require approval from the Committee prior to the event, and an appropriate liquor licence. A copy of the liquor licence is to be provided to the Committee prior to the event.
 22. The Operator is NOT to vacate their site before 4:00pm on the Monday of the Show. Exit procedures will be coordinated by the Site Safety Officer. The Operator is required to leave their site clean and tidy, and dispose of any waste from their site.
 23. The Committee will remove (unless negotiated) any structure or part thereof or any plant or equipment which is or has erected or placed upon the area and remains after 5:00pm on the Tuesday following the Show. The Operator shall pay a storage fee of \$100 per item per week or part thereof, until the item (s) have been collected. When it is necessary to charge a storage fee, the future attendance by the Operator will be in jeopardy. The Committee shall have the right to retain or sell by public auction or private treaty any item remaining after 30 days.
 24. The Operator is to be responsible for all persons working on their site being aware of the conditions listed herein. Additional copies are available from the Secretary.
 25. All animals brought into the said area as part of a trade or entertainment display must be appropriately restrained, or if being handled as part of a demonstration, be within the total control of the handler at all times during the Show, and must be kept within the bounds of the allocated site. The Operator is responsible for the removal of all animal waste at the conclusion of the Show.
 26. Any pets brought into the said area by the Operator shall be appropriately restrained at all times for the duration of the Show, to the satisfaction of the Site Safety Officer.
 27. Operators will be permitted to camp on site with the approval of their trade site application.
 28. The Committee reserves the right to amend operating conditions as specified.
 29. If an Operator, having made a site application and paid the site fees, then cancels the site booking or does not appear at the Show, the Committee is under no obligation to refund all or any part of the site fees paid. The Committee may, in its absolute discretion, grant a refund which will not be made until after the event.
 30. The Committee reserves the right to cancel this Contract and to retain any money paid in relation thereto if there is, in the opinion of the Committee, any infringement of any of these conditions and/or if the Operator does not occupy the space at the commencement of and during the full period of the Show.
 31. If the Committee should find it necessary or expedient to cancel or postpone the Show, this Contract shall cease to operate upon notice to that effect, signed by the Secretary served on the Operator by handing it to them personally, by electronic means or by posting it to them in a prepaid envelope at the address herein mentioned or at the option of the Committee by handing or offering it to any person who appears or is thought by the Secretary to be an employee, agent or partner of the Operator. The Committee shall not be liable to the Operator for any compensation whether on the grounds of loss of profits or otherwise in respect of such cancellation or postponement and the Operator shall not be entitled to any refund or payment of any money paid by the Operator in relation to this application.
 32. The Committee reserves the right, in its absolute discretion, to cancel or suspend the operation of this Contract pursuant to Clause 31 if in the opinion of the Committee the Operator has breached any of the conditions of this Contract or the Operator has acted, in the opinion of the Committee, in an illegal or offensive manner towards other Operators or public patrons of the Loxton Show.
- The Loxton A & H Society takes no responsibility if a person contracts a contagious disease whilst attending the show. Everyone who enters the showgrounds and the buildings upon the grounds do so at their own risk.

Loxton Agricultural & Horticultural Society Inc



General Information

ACCESS TO SITES

Trade Site Operators may have access to their site for set up from 7:00am on the Saturday preceding the Show to 8.30am on the Sunday of the Show, and dismantling on the Monday of the Show from 4:00pm. Sites must be vacated by 3.00pm on the Tuesday following the Show.

Please note if you require to access your site prior to Saturday, prior arrangement needs to be stated on form and an extra cost may be incurred.

ACCOMMODATION

Camping on the Loxton Show grounds area is permitted with the approval of the Secretary or the Grounds Coordinator. Alternatively, accommodation can be obtained locally at the Loxton Caravan Park or the Loxton Hotel.

CARPARKING

Trade Site Operators are permitted to park on the Loxton Show grounds area for the duration of the Show, in the allocated areas.

CLEAN UP

All equipment and items used and displayed in the trade site must be removed promptly at the conclusion of the Show—see condition 23.

GATE PASSES

Each Trade Site Application includes 2 Two-Day gate passes and Food Site Applications 2 Two-Day gate passes valid for both days. More are available for purchase. See the Application Form.

MARQUEE PEGS

No droppers or pegs are to be used without first consulting the Grounds Coordinator.

INSURANCE

Liability insurance must be placed by all trade site operators for the entire event including setting up and removal. A copy of the liability insurance must be submitted prior to the approval of your site application.

LIQUOR LICENCE

Any exhibitor wishing to have alcoholic beverages onsite for tasting or sale MUST receive approval from the Loxton Show Management Committee, and obtain a temporary licence from the Liquor and Gambling Commission. A copy of the licence must be supplied to the Secretary prior to the Show.

MEALS

Meals are available from the Food Sites around the Show during the event.

NOISE CONTROL

The Committee reserves the right to control or prohibit the operation of any machinery or equipment which causes undue noise, nuisance or inconvenience to other Trade Site Operators or the Public.

PETS

Pets of Trade Site Operators are permitted on the Loxton Show grounds area, but must be appropriately restrained at all times. Pets of the general public are prohibited.

POWER

Single phase power is available to most sites and must be booked on your application form. Power cords must be supplied by the Operator. All electrical cords and appliances used on the Loxton Show area must carry a current, valid test tag of compliance.

PUBLIC ADDRESS ADVERTISING

Your trade or food site will be mentioned by the announcer over the public address system once during the course of the Show. Additional advertising via this medium is available in 30 second slots for \$10 each. A legible note detailing the announcement to be made must be delivered to the Show Office with the fee by 10am each day of the Show.

PUBLIC SERVICES

Paramedical officers will be in attendance at the Loxton Show to provide emergency first aid.

SAFETY

Operators demonstrating machinery are warned of the danger of fire and injury. Safety regulations must be complied with and proper guards fitted.

SECURITY

Ground Patrols are provided by the Committee during the night for additional protection from 6.00 pm to 8.30 am Saturday Night and 6.00 pm to 7.30 am Sunday night. The Loxton Show organisers will assist in every way to safeguard equipment and possessions. However, the Committee will not accept any liability for any damage or loss of a Trade Site Operator's equipment or property.

SITES

All sites must be fully set up by 8.30 am on the Sunday of Show, and must not be removed before 4:00pm on the Monday of the Show.

WASTE REMOVAL

The Loxton Show is committed to reducing its waste output. Trade Site Operators are encouraged to recycle all recyclable materials. Cardboard materials can be disposed of in the appropriate recycling bins provided at the Show.

WATER

There is treated water for human consumption available on site.

Loxton Agricultural & Horticultural Society Inc



List of Banned Items at the Loxton Show

Bouncing Beans	Pressure Pack Fart Gas
Drug Related Goods (including Cocaine Kits, Bongs etc),	Silly String
Explicit and Hardcore T-Shirts	Stink Bombs
Explicit DVD'd & Videos	Water Bombs
Fake Cigarettes	
Fie Wallets	Toy Guns are acceptable, however, the following are NOT:
Fireworks – Crackers	Replica Guns and Pistols
Fuel Type Fire Lighters (Zippo)	Ball Bearing Guns
Horns and Trumpets	Gel Blaster Guns Eight Shot Caps
Knives (including Pen Knives)(Excluding appropriately packaged kitchenware knives)	Pellet Guns
Laser Pointers, Pen Lights or Laser toys	Pop Downs (Throw Downs)
Metal and wooden Martial Art Nunchakas	Potato Guns (Bullet Type)
Nude or Lurid Playing Cards	Roll Caps
Pressure Pack Snow	Strip Caps
	Water Pistols over 150mm (5")

Thank you for helping us to keep the Loxton Show a safe and enjoyable environment for everyone.

Trophies for Trade and Food Sites at the Loxton Show

At the Loxton Show, we value the quality of our Trade and Food Site displays. For this reason, we award a number of trophies to outstanding displays in the Trade areas. These trophies will be judged on the Sunday of the Show event. Below is a list of the trophies available:

Best Large Trade (multiple site) Area A & B
Awarded trophy by **Colin Gibbs** T640

Best Small Trade (single site) Area A & B
Awarded trophy donated by **W.J. Shannon.** T641

Best Food Display
Awarded a trophy donated by **Schulz Repairs and Sales** T642

Loxton Agricultural & Horticultural Society Inc



Site Safety Management Plan 2024 Loxton Show

Complete both copies.

Keep this copy onsite at all times during the Show. submit the *other* copy to the Secretary in the Show Office once the site is set up prior to 8.30 am on the Sunday of the Show

Exhibitor Trade Name: _____

It is the responsibility of the Trade Site Operator to:

- Maintain up-to-date Work Health & Safety Regulations, codes and practices and the communication of the relevance within the Exhibitors organisation;
- Identify and evaluate site specific W H & S hazards through the completion of the site hazard audit list (below);
- Ensure safe operation of all equipment, plant and material used on the site;
- Procuring training, and enforce the use and the monitoring of the condition of all related equipment;
- Manage onsite work method, the warning of hazards and the implementation of accident and emergency procedures;
- Protect the public on and near to the site;
- Implement a procedure for reviewing the site related hazards during the life of the Loxton Show and if necessary to revise the Site Safety Management Plan.

HAZARD AUDIT		
HAZARDS	SUGGESTED RISK CONTROL MEASURES	RISK CONTROL MEASURES IN PLACE Yes ✓ No ✗ Not Applicable N/A
1.0 Slips, Trips and Falls	• Site design to minimize trip hazards	
	• Mats placed over uneven surfaces and cables	
	• Signs/flags/indicators in place to warn of hazards	
	• Surface dried and cleaned as soon as hazard occurs	
	• Hand rails and steps to be of solid construction and manufactures in accordance with Australian Standards	
2.0 Dangerous Goods and Hazardous Substances	• All dangerous goods/hazardous substances to be kept in suitable containers, labelled with appropriate warning signs	
2.1 Clean containers only to be used	• Visitors, especially children, to be kept away from dangerous goods/hazardous substances by means of barriers and constant supervision	
	• Safe work procedures to be applied when there is a need to open or decant containers [Note—Dangerous Goods Regulations and Hazardous Substances Regulations apply]	
3.0 Cuts and Laceration Hazard	• Eliminate sharp objects and protrusions from the trade site or cover with protective device	
4.0 Electrical	• All leads and electrical equipment must have current testing tag attached	
	• Cables and leads inspected upon set up to identify risk of crushing/cutting/ exposure to moisture	
5.0 First Aid	• First aid kit on site as appropriate	
	• Emergency telephone numbers displayed	

HAZARD AUDIT		
HAZARDS	SUGGESTED RISK CONTROL MEASURES	RISK CONTROL MEASURES IN PLACE Yes ✓ No ✗ Not Applicable N/A
6.0 Animals	• All animals fully restrained by appropriate devices or within the total control of a handler at all times	
	• Barriers placed between public and animals	
	• Removal of all animal waste at the close of the Show	
	• Attendants adequately trained and aware of possible hazards and have control over animals	
	• Animals contained within the bounds of the site at all times	
7.0 Thermal Hazards	• Public and others separated from hot/cold via barriers	
	• Warning signs erected	
8.0 Fire Hazards	• Combustible/flammable material kept to a minimum and segregated from sources of ignition	
	• No smoking near flammable material	
	• Appropriate fire extinguisher/blanket must be provided on site	
9.0 Gravitational Hazards	• Heavy items not to be stored at heights	
	• Public and others segregated from areas where items may fall	
	• Temporary structures checked for stability and strength taking into account possible weather conditions (eg. wind, rain, etc.)	
	• Potential energy hazards must have fail safe systems	
10.0 Pressure Hazards	• All equipment hoses and cylinders to be inspected prior to setting up site	
	• Gas cylinders secured to prevent falls	
	• Public segregation from hazards by barriers	
	• In the event of a spill the Operator will bunt the area, contain the spill and immediately notify the Site Safety Manager	
11.0 Additional Site Specific Hazards	• Ensure the public adheres and observes to all conditions of Government guidelines (distancing signage, etc)	
Pandemic	• Ensure the safety of the public on food safety if you have food sales on your trade site	
	•	

Name of Exhibitor: _____ Site Number: _____

I/we have put in place the above control measures for our site and activities for the Loxton Show held on 6th October and 7th October 2024.

Responsible Person: _____

Signed: _____

Date: _____

Title/Position: _____

If the Site Safety Management Plan, in the Site Safety Officer's opinion, does not adequately cover the requirements, then they may require that work is undertaken to make the site safe or to revise the Site Safety Management Plan. If the site cannot be made safe, the Site Safety Officer may at their discretion order the site to be dismantled.

Loxton Agricultural & Horticultural Society Inc



Site Safety Management Plan 2024 Loxton Show

Complete both copies.

Submit this copy to *the Secretary in the Show Office* once the site is set up prior to 8.30 am on the Sunday of the Show

Exhibitor Trade Name: _____

It is the responsibility of the Trade Site Operator to:

- Maintain up-to-date Work Health & Safety Regulations, codes and practices and the communication of the relevance within the Exhibitors organisation;
- Identify and evaluate site specific W H & S hazards through the completion of the site hazard audit list (below);
- Ensure safe operation of all equipment, plant and material used on the site;
- Procuring training, and enforce the use and the monitoring of the condition of all related equipment;
- Manage onsite work method, the warning of hazards and the implementation of accident and emergency procedures;
- Protect the public on and near to the site;
- Implement a procedure for reviewing the site related hazards during the life of the Loxton Show and if necessary to revise the Site Safety Management Plan.

Please complete the Hazard Audit for your Trade Site below:

HAZARD AUDIT		
HAZARDS	SUGGESTED RISK CONTROL MEASURES	RISK CONTROL MEASURES IN PLACE Yes ✓ No ✗ Not Applicable N/A
1.0 Slips, Trips and Falls	• Site design to minimize trip hazards	
	• Mats placed over uneven surfaces and cables	
	• Signs/flags/indicators in place to warn of hazards	
	• Surface dried and cleaned as soon as hazard occurs	
	• Hand rails and steps to be of solid construction and manufactures in accordance with Australian Standards	
2.0 Dangerous Goods and Hazardous Substances	• All dangerous goods/hazardous substances to be kept in suitable containers, labelled with appropriate warning signs	
2.1 Clean containers only to be used	• Visitors, especially children, to be kept away from dangerous goods/hazardous substances by means of barriers and constant supervision	
	• Safe work procedures to be applied when there is a need to open or decant containers [Note—Dangerous Goods Regulations and Hazardous Substances Regulations apply]	
3.0 Cuts and Laceration Hazard	• Eliminate sharp objects and protrusions from the trade site or cover with protective device	
4.0 Electrical	• All leads and electrical equipment must have current testing tag attached	
	• Cables and leads inspected upon set up to identify risk of crushing/cutting/ exposure to moisture	
5.0 First Aid	• First aid kit on site as appropriate	
	• Emergency telephone numbers displayed	

HAZARD AUDIT		
HAZARDS	SUGGESTED RISK CONTROL MEASURES	RISK CONTROL MEASURES IN PLACE Yes ✓ No ✗ Not Applicable N/A
6.0 Animals	• All animals fully restrained by appropriate devices or within the total control of a handler at all times	
	• Barriers placed between public and animals	
	• Removal of all animal waste at the close of the Show	
	• Attendants adequately trained and aware of possible hazards and have control over animals	
	• Animals contained within the bounds of the site at all times	
7.0 Thermal Hazards	• Public and others separated from hot/cold via barriers	
	• Warning signs erected	
8.0 Fire Hazards	• Combustible/flammable material kept to a minimum and segregated from sources of ignition	
	• No smoking near flammable material	
	• Appropriate fire extinguisher/blanket must be provided on site	
9.0 Gravitational Hazards	• Heavy items not to be stored at heights	
	• Public and others segregated from areas where items may fall	
	• Temporary structures checked for stability and strength taking into account possible weather conditions (eg. wind, rain, etc.)	
	• Potential energy hazards must have fail safe systems	
10.0 Pressure Hazards	• All equipment hoses and cylinders to be inspected prior to setting up site	
	• Gas cylinders secured to prevent falls	
	• Public segregation from hazards by barriers	
	• In the event of a spill the Operator will bunt the area, contain the spill and immediately notify the Site Safety Manager	
11.0 Additional Site Specific Hazards Pandemic	• Ensure the public adheres and observes to all conditions of Government guidelines (distancing signage, etc)	
	• Ensure the safety of the public on food safety if you have food sales on your trade site	
	•	

Name of Exhibitor: _____ Site Number: _____

I/we have put in place the above control measures for our site and activities for the Loxton Show held on 6th October and 7th October 2024.

Responsible Person: _____

Signed: _____

Date: _____

Title/Position: _____

If the Site Safety Management Plan, in the Site Safety Officer's opinion, does not adequately cover the requirements, then they may require that work is undertaken to make the site safe or to revise the Site Safety Management Plan. If the site cannot be made safe, the Site Safety Officer may at their discretion order the site to be dismantled.