

HEALTH AND SAFETY ASSURANCE SYSTEM – EVENT CHECKLIST

Scope

This document is to be used for Public Activities involving Members and their animals in Public Places or at places where the Public is invited to come in. It is loosely based on the *Occupational Health and Safety Performance Manual* produced by Worksafe Australia for the Construction Industry.

The following procedures are to be followed:

Risk Management

Insurance

For all Public Contact Activities, whether on farm or in a public place, an appropriate Public Risk insurance is essential to protect against such liability in case of injury or death or damage to property.

Assessment

Prior to an Activity, the Site and the Activity will need to be assessed and graded for Hazards and Risks in accordance with Schedule A (Site and Activity Risk Management).

Controls

Where a Hazard or Risk is present, Controls need to be introduced, and before Activity starts, checked as completed.

Reporting

An effective reporting procedure will be required to obtain assistance in the case of accident:

Item No.	In Case of	Contact	How		Immediate Action	Time Date
			Address	telephone		
1	Injury	<ul style="list-style-type: none"> • Dr _____ • Ambulance • Other: 			<ul style="list-style-type: none"> • First Aid • Person on site 	
2	Fire	<ul style="list-style-type: none"> • Fire Brigade • CFA 			<ul style="list-style-type: none"> • Fire Drill • Emergency Evacuation 	
3	Animal Health	<ul style="list-style-type: none"> • Dr _____ • Dr _____ 			<ul style="list-style-type: none"> • First Aid • Person on site 	



SCHEDULE A

SITE AND ACTIVITY RISK MANAGEMENT SHEET

Site Location: _____

Owner of Site: _____

Date of Activity: _____ Type of Activity: _____

Item No.	Hazard or Risk	Risk Level			Control		Done
		None	Low	High	Prevention	Reporting	
1	ROADS & PATHS						
1.1	<i>Trip Hazards:</i> tent pegs, guys, loose extension cables, uneven ground,						
1.2	<i>Fall Hazards:</i> Steps, holes, edge protection (railings), ladders						
1.3	<i>Slip Hazards:</i> Wet floors, puddles, slippery surfaces, steep slopes						
2	PLANT & EQUIPMENT						
2.1	<i>Moving Parts:</i> Exposed sharp or hot parts, belts, wheels, mobile plant, children's proximity						
2.2	<i>Emissions:</i> Exhausts, hot water, oil, gas, steam, fumes						



Item No.	Hazard or Risk	Risk Level			Control		Done
		None	Low	High	Prevention	Reporting	
3	DANGEROUS OBJECTS						
3.1	<i>Cut & Scratch Hazards:</i> Objects with sharp edges, sharp points, blades, protrusions						
3.2	<i>Hazardous Substances:</i> Poisons, chemicals, flammable substances, solvents, fuels, pesticides						
3.3	<i>Electrical Hazards:</i> Extension cables, electrical equipment, electrocution risks, water near cables as a result of weather or taps						
4	LIVESTOCK						
4.1	<i>Risks to Visitors:</i> Running, kicking, biting, spitting, crushing, trampling						



Item No.	Hazard or Risk	Risk Level			Control		Done
		None	Low	High	Prevention	Reporting	
5	FIRE HAZARDS						
5.1	<i>Ignition Hazards:</i> Naked flames, sparks						
5.2	<i>Combustibles:</i> Easily combustible materials (straw), gas cylinders						
6	TECHNOLOGY						
6.1	<i>Radiation Hazards:</i> Microwave, arc welding, laser beams						
6.2	<i>Biological Hazards:</i> Blood, or tissue, food contamination						
7	OTHER HAZARDS						
7.1	<i>Please state:</i>						