

Safe Work Method Document

Event : Shoalhaven Motor & Lifestyle Expo 2008		Location: Nowra Showground	
General Safety Requirements		Date : 1-6-2008	
PROCEDURE	Read & Understood	Comments	Other
1. When entering Nowra showground to deliver displays speed limit is restricted to 10 km per hour			
2. Throughout the individuals designated display area there is to be no power leads or obstructions left on the ground which may cause a trip hazard to the public or staff			
3. During the day of the event you are to ensure that all mechanical devices and vehicles remain stationary			
4. If any additional electric items are required for your use during the event they must be tagged to meet Work Covers requirements.			
5. All waste from your activities on the day is to be disposed of in a correct manner.			
6. Noise from activities which you perform is to be kept to a level which is acceptable to organiser's.			
7. Any star pickets or items projecting from the ground are to have some form of cap or cover on top to avoid cuts and abrasions to individuals.			
8. If any movement of vehicles is required throughout the day you are required to contact an official who will accompany you during the process.			
9. At the end of the event, it will be announced via loud speaker when exhibitors are allowed to remove there exhibit from there designated areas.			
10. In the case of an accident you will be required to immediately contact one of the following people from the attached contact list. Ron Pearce or Noel Kennedy			
If any item is not understood in this document please contact Ron Pearce on 0417 735 401			
I understand the following and will ensure all precautions are taken to abide to the mentioned requests			
Display, _____ Business _____ or Club Name _____		Date:	
Contact Person		Phone Number	

Please complete this document and fax to 02 4421 0413 by COB 9th May 2008 attention Ron Pearce