



CDO Exhibitor Safety Checklist Form

Organisation: _____

Exhibit location: _____

| Physical Hazards | Please Circle | |
|---|---------------|----|
| Are items secure so they will not fall on anyone? <i>If no, items must be secured</i> | Yes | No |
| Are items blocking walkways or pathways? <i>If yes, items must be moved</i> | Yes | No |
| Are items a potential trip hazard? <i>If yes, items must be moved</i> | Yes | No |
| Does the item have any sharp or pointed edges, or moving parts? <i>If yes, items must be blocked off to prevent people coming into contact. Care must also be taken when installing and removing.</i> | Yes | No |
| Electrical Hazards | Please Circle | |
| Are all electrical cords taped down? <i>If no, cords must be taped down</i> | Yes | No |
| Have all electrical cords plugged into the mains been tested and tagged? <i>If no, see help desk</i> | Yes | No |

| Emergency Hazards | Please Circle | |
|--|---------------|----|
| Are items blocking emergency exits? <i>If yes, items must be moved</i> | Yes | No |
| Are items blocking fire doors? <i>If yes, items must be moved</i> | Yes | No |
| Other Hazards | Please Circle | |
| Does your exhibit pose a fire hazard? <i>(e.g use of candles, does it have the potential to ignite?)</i> <i>If yes, items must have separate risk assessment to identify appropriate control measures</i> | Yes | No |
| Does your exhibit contain any biological hazards? <i>(e.g Plant, animal products, food items)</i> <i>If yes, items must have separate risk assessment to identify appropriate control measures</i> | Yes | No |
| Does your exhibit pose any other risks? (Chemical, noise) <i>If yes, items must have separate risk assessment to identify appropriate control measures</i> | Yes | No |

Name: _____

Date: _____

Signed: _____

The Risk Assessment process must take into consideration the following:

- Event Set Up
- The Event
- Event close down

Hazard Types to be considered:

- First Aid Requirement
- Technological (mechanical, plant, operable walls etc.)
- Human (e.g. crowd issues)
- Time (day/night)

Risk Controls

Use the risk controls below to assist in reducing the risk for each hazard:

The hierarchy of control ranks risk control measures in decreasing order of desirability and effectiveness.

The preferred control measures being:

- Elimination - Regulations supporting the OHS Act require the elimination of risks as the first step in risk control.
- Substitution - Substitution of a less hazardous alternative.
- Isolation - Enclosing or isolating the hazard.
- Engineering Controls - Changing processes, equipment or
- Tools, such as:
 - Machinery guards
 - Ventilation
 - Mechanical aids

Risk Assessment

Use the Events safety checklist to determine what types of hazards exist for your event and then develop the relevant risk assessment for these hazards.

The table below provides guidance for ranking risk factors and determining the risk level. Use the following formula to aid in determining risk: $\text{Consequence} \times \text{Likelihood} = \text{Risk}$. (E.g. Minor Injury x Likely = Medium).

If the risks to occupational health and safety remains after the above methods have been used, administrative controls should be applied or, if these are still not adequate, personal protective clothing and equipment are to be worn. These methods of risk control should be used in conjunction with other controls and are not preferred in isolation as the potential risk is not eliminated or reduced.

- Administrative Controls - Information, training and procedures e.g.:
 - Job rotation
 - Limiting access
 - Permit systems
 - Safe operating procedures / Training
 - Signage
- Personal Protective Equipment - Safety glasses, closed shoes/boots, hearing protection.

Event Risk Assessment

Risk Assessment Number: Event Name: Date:

Event Coordinator: Person Conducting Risk Assessment:

Position: Signature: Date:

| Task | Hazard | Persons Affected & Location | Risk Level (E, H, M or L) | Control Measures | Who, by When | Notes |
|--|--------------------------------------|-----------------------------|---------------------------|--|---------------------------|---|
| Example: Manual Handling - lifting 4kg boxes | Back or shoulder strain or sprain | Staff/volunteers | Low | Training in goods lifting technique. Seek assistance if needed. Delivery as close as possible to area. Sack trucks to be used. | John Smith xx May 2015 | All staff & volunteers to be revised on lifting techniques prior to the event. |
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| | | | | | | |

Approved by Supervisor/Manager: Date:

Measure of Consequences

| Level | Descriptor | Example Detail Description |
|-------|---------------|--|
| 1 | Insignificant | No Injuries, Low Financial Loss |
| 2 | Minor | First Aid Treatment, On-Site Release Immediately Obtained Medium Financial Loss |
| 3 | Moderate | Medical Treatment Required, On-Site Release Contained with Outside Assistance High Financial Loss |
| 4 | Major | Extensive Injuries, Loss of Production Capability, Off-Site Release with no Detrimental Effects Major Financial Loss |
| 5 | Catastrophic | Death, Toxic Release Off-Site with Detrimental Effect Huge Financial Loss |

Measure of Likelihood

| Level | Descriptor | Example Detail Description |
|-------|----------------|---|
| A | Almost certain | It is expected to occur in most circumstances |
| B | Likely | Will probably occur in most circumstances |
| C | Possible | Might occur at some stage |
| D | Unlikely | Could occur at some stage |
| E | Rare | May occur only in exceptional circumstances |

Analysis Matrix

| Likelihood | Consequences | | | | |
|---------------------------|--------------------|------------|---------------|------------|-------------------|
| | Insignificant 1 | Minor 2 | Moderate 3 | Major 4 | Catastrophic 5 |
| A (Almost Certain) | Medium | High | High | Extreme | Extreme |
| B (Likely) | Medium | Medium | High | High | Extreme |
| C (Moderate) | Low | Medium | Medium | High | Extreme |
| D (Unlikely) | Low | Low | Medium | Medium | High |
| E (Rare) | Low | Low | Low | Medium | Medium |

Risk Rating Legend

| Rating | Risk | Action |
|--------|---------------|---|
| E | Extreme Risk | Immediate |
| H | High Risk | Senior management attention needed |
| M | Moderate Risk | Management responsibility must be specified |
| L | Low Risk | Manage by routine procedures |