



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.

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