

EXHIBITOR SITE SAFETY RULES & INDUCTION

It is **YOUR** legal responsibility to manage safety risks associated with **YOUR** display and work areas/ and you have a duty to ensure the safety of your workers and contractors

PLEASE USE THIS IMPORTANT INFORMATION TO INDUCT ALL WORKERS ON YOUR DISPLAY

The Let's Go Sunshine Coast Caravan & Outdoor Expo is a workplace – **SAFETY IS A PRIORITY**

A Show Safety Advisor will be on site to assist you to identify hazards and to comply with legislative requirements [ALL Health & Safety directives given on site **MUST** be complied with](#)

BEFORE YOU ARRIVE ON SITE:

- Each worker must wear a **high vis vest/clothing** during bump in and out.
- Ensure **enclosed footwear** is to be worn at all times by all persons going on site during bump in and out.
- **Children under 15 years** are not permitted on site during bump in and out.
- Ladders must be used for work at height (but only where 3 points of contact with ladder can be maintained). Otherwise use a proper mobile work platform. Ladders in a workplace must be industrial rated, in good condition and only used in locked open position. No standing above 2nd top rung/step at any time.
- Vehicle speed throughout grounds is **5km per hour** - walking pace.
- **Smoking is prohibited** anywhere within Nambour Showgrounds. Dedicated smoking areas will be provided **outside** of the showgrounds.
- **ALL** electrical items must be **tested and tagged** (current). An electrician will be on site to test and tag any last-minute items. The use of double adapters or piggyback plugs is illegal, power boards that are tested and tagged can be used instead.
- No electrical leads are to be run across the ground. All leads must go up and over (2.5m or more). Our electrical contractor onsite may assist with your electrical requirements.
- **Forklifts** must be operated by **licensed operator** at no more than 5km per hour and a spotter used when operating in buildings. Seatbelt must be worn if fitted. No mobile phones or 2-way radios while operating forklift. No Smoking. Tow balls fitted onto Forklift. Tines are not permitted on site as this compromises the structural integrity of the tine.
- All Emergency Exits, doorways, aisles, switchboards & access panels must be **kept clear at all times** to allow immediate access in an emergency, even during bump in/out when doors are open.
- Encroachment of display items into any aisle is **prohibited**.
- Any **flammable display materials** must be treated with fire retardant before entering the show grounds. A **fire extinguisher** must be on your display if using a vehicle, cooking, using naked flame, mulch, chip bark etc.
- For outdoor displays ensure you have sufficient weights to tie down your signs, umbrellas, furniture, shade structures, speaker stands etc.
- Use plants, signage or similar to protect from draw bars of trailers etc. on display.
- Check your area for any trip and fall hazards, remove or notify the Expo Office immediately.
- **Report all incidents and spills** immediately to security.
- Traffic controls must be adhered to at all times during bump in and out – **vehicle movement is not permitted on ground when show is open to the public**.
- Paints and other hazardous materials must not be disposed of onsite. Paint brushes must be wrapped and taken off site.
- For raised flooring & custom-built stand requirements – refer to Exhibitor Manual for details.

Expo Office: **07 3862 1833 (Opt 1)**