



THE AUSTRALIAN OPEN  
PLASTIC & SCALE MODEL CHAMPIONSHIPS

## **WORK HEALTH & SAFETY GUIDELINES**

### **SCOPE**

These guidelines shall apply to Members, Entrants, Traders, Exhibitors and insofar as is reasonably practicable to the General Public attending the event, known as The Australian Model Expo.

These guidelines shall be used in conjunction with the guidelines applicable to the venue and where there are differing or conflicting guidelines, then the existing venue guidelines shall take precedence.

A copy of these guidelines should be provided to all Traders and non-competition Exhibitors (ie: Clubs/Exhibitors) prior to the event. Copies of this document should also be displayed at all entrances to the venue and at the competition Registration Desk.

Penalties for ignoring these guidelines will be determined by The Australian Model Expo Committee, based on the severity of the incident. Such penalties may be up to and including removal from the event and exclusion from attending future events.

### **GUIDELINES**

#### **EVACUATION PROCEDURE**

In the event of an evacuation being necessary, the procedures already in place for the venue shall apply and all Committee Members should make themselves familiar with the venue procedures. The Australian Model Expo Committee should also appoint a person as coordinator in the event of an evacuation. The Australian Model Expo should also appoint a Workplace Health & Safety and Environment Advisor(s) for the duration of the event. The WH&S and EA should be the liaison point for all WH&S and EA matters, including regular checks of the venue to ensure compliance by all relevant persons.

#### **GENERAL**

Open and easy access to exits shall be maintained at all times.

Running within the venue is prohibited at all times.

Walkways must be kept clear at all times.

The area between tables (inside the islands) must be kept clean and tidy at all times. This shall be the responsibility of the Trader/Club/Exhibitor/Organisation occupying that island.

#### **ELECTRICAL**

All electrical cabling shall be properly secured and wiring at ground level shall be taped into position and clearly marked.

All electrical extension cables must be correctly tested and tagged in accordance with the relevant Australian legislation.

Frayed, damaged or repaired extension leads must not be used.

Where power leads are to be run across the floor through public walkways or areas of public use, they must be covered with Australian Safety Standard cable trays or installed overhead. The use of tape of any sort will not suffice.

All electrical tools (excepting battery powered) must be tested and tagged in accordance with the relevant Australian legislation

## **TABLE HEIGHT**

Tables shall not exceed 1.8 metres in height, including the table and items placed thereon (excluding models being displayed). The only variations shall be:

- For a table which is positioned against a wall, where the height must not exceed 2.5 metres (meaning that the top item on any stack must be easily reached without the aid of a ladder or other device)
- For Club Displays, where the total height must not exceed 2.0 metres regardless of position.

## **WORKING AT HEIGHT**

Where a task cannot be performed from floor level (ie: running of electrical cables, hanging of banners etc) then a ladder or other device must be used. Chairs or tables are not to be climbed upon for this purpose under any circumstances.

## **MOVING OF LARGE ITEMS**

A 'large item' is defined as any item which requires more than one person to lift and/or carry. Items requiring a trolley for moving are considered to be 'large'. When a large item is being moved within the venue, then a 'guide' must be appointed to lead and clear the way for the movement of the large item.

## **INCIDENT REPORTING**

All incidents which cause, or have the potential to cause injury to a person, or causes damage to, or has the potential to cause damage to equipment, fittings or fixtures, **MUST** be reported to The Australian Model Expo Committee for investigation. Such an investigation is to determine the best method of ensuring that such an incident does no re-occur.