

2. Accidents

All accidents, incidents and near misses MUST be reported to a Jondaryan Woolshed official, and an incident report completed immediately.

The Incident Reporting Register is held in the First-Aid station off the verandah on the southern side of the Bank building.

If an incident requires medical attention, the Office should be contacted to phone 000.

3. First-Aid.

The First-Aid Station is located off the verandah on the southern side of the Bank (Main Entrance) building.

First-Aid kits, with Snake-bite kits, are located:

- First-Aid Station
- Woolshed Storeroom next to the Stage.
- Shearers Quarters Cookhouse.
- Damper Room.
- Lagoon Creek Homestead Dining Room.
- Machinery Area Workshop.
- Caretakers Ute.

4. General Safety Rules

- Do not take unnecessary risks.
- Keep work areas free of obstacles.
- Do not use broken or faulty equipment.
- Only use equipment for which you have training or experience.
- Use Personal Protective Equipment where necessary. Ask for it if it is not already provided. Provide your own of operating your own machinery.
- Never operate machinery with safety equipment or guards removed.
- Never scuffle or play on the job.
- Do not throw any objects.
- Be on the alert for moving vehicles, animals and people.
- Take note of safety signs.
- Observe all safety procedures and rules on site.
- Lift in the proper manner.
- If you don't know how to operate something safely, ask someone who does.
- All electrical items including leads must be tested & tagged with a current tag.
- Electrical items can be isolated with a currently tested RCD (Residual Current Device).

5. Specific Safety Policies

5.1 Fences

- Where necessary exhibits shall be fenced on all sides, restricting access and unauthorised entry.

- Temporary fencing (rope, cones, tape) can be used if personnel are present for crowd control.

Access to display areas is restricted to authorised persons.

5.2 Engines

- Engines shall only be operated if they are in a safe working condition, as determined by a qualified official.
- Exhibits may be inspected at any time, and the officials decision on set up and operation will be final.
- Special attention will be given to: Flywheel keys and nuts; Beltings; Fuel Lines; Shafting; Spark Plugs; Fuel Tanks; Magneto Drives and side shafts; Locknuts; Hot steam and exhaust pipes; Governors.
- Any turning shafts, flywheels and belts will be isolated from the public.
- A one (1) metre gap should exist between engines, and between engines and fences.
- Operating engines and machines should not be left unattended.

5.3 Flammable Liquids

- Flammable liquids must be stored in approved, screw or locking cap containers away from operating machinery.
- When refuelling, all internal combustion engines should be stopped; all mobile phones turned off; no smoking should be allowed within 10 m.
- A fire Extinguisher should be available within easy access.

5.4 Driven and Moving Exhibits

- Operation of any machinery or vehicle is subject to the decision of officials.
- All driven or moving exhibits shall be rendered incapable of movement when not being operated.
- Brakes shall work on all driven exhibits.
- Driven exhibits must go no faster than walking pace, and only be driven in designated areas.
- Driven exhibits must only be driven on tracks where the public have access if they are authorised to do so.
- All drivers of driven exhibits must possess a current Drivers Licence, and/or shall produce evidence of competency to operate the particular exhibit.
- Passengers are not allowed on any machine unless proper seating is provided.
- Any displays with unprotected moving parts (Blades, cutters, belts, shafts, pulleys, pistons, etc.) must only be operated when isolated from the public, by people with appropriate qualifications, experience or skills, and only the number required to safely conduct the display.
- The public must not be allowed to climb on any exhibit, unless fully instructed and supervised.

5.4 Boilers & Pressure Vessels

- Steam Boilers and pressure vessels must have an approved, current certificate of inspection, to be sighted by officials. It is the responsibility of the owner of dele-



Jondaryan Woolshed

Workplace Health & Safety Site Induction

This document must be read, understood and signed off by all those working and exhibiting at the Jondaryan Woolshed, and copy kept for reference. Signing of the document and acknowledgement statement on any application form will be regarded as being inducted to the worksite, and agreement to abide by the guidelines outlined.

John E. Osborne, Chief Executive Officer

The Toowoomba Regional Council manages the Jondaryan Woolshed site. Council takes its workplace health and safety responsibilities for staff, volunteers and visitors at the Jondaryan Woolshed, and indeed at all its workplaces, very seriously. It expects each individual likewise to be personally responsible for working in a safe manner, making the Jondaryan Woolshed experience an enjoyable one for themselves and others.

The nature of the Jondaryan Woolshed, the Australian Heritage Festival and other events and activities at the site, is such that there are many items of machinery and equipment that do not meet current Workplace Health and Safety (WPH&S) regulations and expectations, and can be dangerous if not operated in a safe and sensible manner. Therefore extra care must be taken by all to manage the risks involved. This does NOT mean that we do no demonstrations, and that there are no risks.

To manage and control these risks some policies and guidelines have been adopted for identified hazards, to minimise the risk of injury to yourself and others.

It is a requirement for all workers on the site to read and understand these guidelines.

1. Workplace Health & Safety Officers

One of the Toowoomba Regional Council's WPH&S Officers is Mr Peter Abbott, Ph: 0429 344 444.

Other WPH&S contacts will be appointed in specific areas for the Festival and other events. Qualified First-Aid personnel will be on hand.

- gated operators to arrange this inspection.
- Boilers must only be operated under the supervision of a person with appropriate prescribed qualifications, and be able to produce proof of qualifications.
- 5.5 Livestock (e.g. horses, bullocks, camels, but not excluding others)
- Operation of any livestock is subject to the decision of officials.
- Harness must be in good condition and correctly fitted and adjusted.
- Vehicles, implements and equipment must be in good working order, with special attention to couplings, chains, bearings, wheels, brakes and levers.
- Livestock shall only be driven on tracks where the public have access if they are authorised to do so.
- All operators of livestock exhibits must produce evidence of competency to operate the particular exhibit. A competent assistant should be available at all times.
- Passengers are not allowed on any vehicle unless proper seating is provided.
- No livestock shall be left unattended unless fully secure.

5.6 Handcrafts and other exhibits

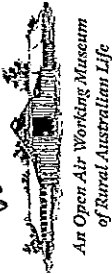
- Operation of any exhibit is subject to the decision of officials.
- Tools, equipment and artefacts shall be in good working order and correctly adjusted and operated.
- Any displays with unprotected moving parts shall only be operated when isolated from the public, by people with appropriate qualifications, experience or skills, and only the number required to safely conduct the display.
- Operators must be competent and experienced at their task, or be under supervision and instruction of a competent and experienced person.

6. Acknowledgement

I have read, understood, and agree to abide by the Workplace Health and Safety Guidelines and Policies for the Jondaryan Woolshed set out in the Workplace Health and Safety Site Induction.

Name _____ Date _____

Signature _____



Location: 264 Evanslea Road, Jondaryan, 4403 Ph: 07 4692 2229
Fax: 07 4692 2220 Email: info@jondaryanwoolshed.com
Website: www.jondaryanwoolshed.com
Managed by: Toowoomba Regional Council ABN 99 788 305 360

Principal Sponsor

