

NEW ZEALAND VINTAGE MACHINERY CLUB INC (CANTERBURY)
EXHIBITOR HEALTH AND SAFETY INFORMATION

EXHIBITOR SAFETY INFORMATION ACCEPTANCE SHEET

NAME OF EXHIBITOR	
ADDRESS	
CONTACT PHONE NUMBER	

I have read the safety information provided to me and understand how to report an accident and the emergency procedures.

I acknowledge that I am responsible for the safety of my exhibit and equipment.

I will ensure that all personnel assisting me at the New Zealand Vintage Machinery Club Inc (Canterbury) will be provided with this safety information.

Please read the following and tick which one is applicable:

- I will be bringing flammable materials and / or will be using open flames at the New Zealand Vintage Machinery Club Inc (Canterbury). I will have an appropriate fire extinguisher available at our exhibit.
- I will **NOT** be bringing flammable materials and / or will be using open flames at the New Zealand Vintage Machinery Club Inc (Canterbury). I will have an appropriate fire extinguisher available at our exhibit.

EXHIBITOR SIGNATURE AND POSITION:	
DATE:	

PLEASE SIGN AND RETURN THIS PAGE TOGETHER WITH YOUR ENTRY FORM TO:

**NEW ZEALAND VINTAGE MACHINERY CLUB INC (CANTERBURY)
RALLY REGISTRATION
C/O GINETTE PETHIG
97 QUAIFES ROAD
HALSWELL
CHRISTCHURCH 8025**

Email: nzvmcrallyregistration@xtra.co.nz

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HAZARD IDENTIFICATION AND MANAGEMENT

All hazards or potential hazards must be reported to member of the Event Committee. All reported hazards or potential hazards will be investigated to assess their significance and added to the hazard register if necessary.

MACHINERY OPERATION SAFETY

1. When any machine is being started – check it is out of gear. No persons to stand in front of, or near the rear wheels.
2. Number of persons on any machine is dictated by the number of seats. **No standing on drawbar.**
3. **Steam Operators** please note: 2 only on any engine, 1 stoker, 1 driver – No Passengers.
4. Moving machinery must not exceed walking speed.

PROTECTIVE EQUIPMENT

The exhibitor is responsible for ensuring that all necessary personal protective equipment is worn.

FIRST AID AND ACCIDENTS

A first aider will be present on site during event set up and break down to assist with any minor injuries.

During the event St Johns will be on site.

Procedure In case of a Serious Accident

- Stay calm. Do not move the injured person unless there are other dangers.
- Arrange first aid or other services or assistance as applicable.
- Do not disturb accident site unless further harm will occur or the potential for further harm exists.
- A member of the Event Committee is to be notified immediately of any serious accidents.
- The Exhibitor must inform WorkSafe New Zealand as soon as possible (within 48 hours) of the accident. An investigation into the incident and a written report must be submitted to WorkSafe New Zealand within 7 days of the accident.
- All serious accidents are to be investigated and an accident report completed and supplied to the Event Committee.

FUEL STORAGE & FIRE EXTINGUISHERS

Exhibitors are permitted to store small quantities of fuel on site. Fuel must be in approved containers and sealed tightly when not being used.

Fuel must be stored securely and away from any potential ignition points or heat sources.

All exhibitors who have flammable materials on site and **MUST** have a fire extinguisher nearby.

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ELECTRICAL SAFETY

Use safety cables or an RCD where required. Ensure all leads are in good condition and are tested and tagged. No inappropriate connections and do not overload the power supply. Ensure that leads are run so that they do not present a trip hazard.

GENERAL EMERGENCY PROCEDURES

FIRE

During the event

- Call the Fire Brigade – dial 111.
- The Fire Brigade are on site and should be advised immediately.
- Raise the alarm immediately by shouting FIRE and triggering any alarm sounding system.

During working bees, at event set up and event break down

- Call the Fire Service – dial 111.
- Clearly state the nature of the emergency and the name and address of the premises.
- Immediately advise an Event Committee member.
- Advise all persons to make their way to the assembly area if this is not the source of the fire.
- Proceed in an orderly manner out of the building by the nearest doorway
- If the building is smoke-logged, keep near the floor.
- Do not endeavour to obtain personal effects from buildings.

EARTHQUAKE

If an earthquake occurs:

If in a building:

- Do not rush outside
- Move away from windows and storage racks
- If possible shelter under a desk, stand in a doorway or lie beside a solid structure and hold on.
- Your first priority is to ensure your own safety.
- Evacuate only when it is safe to do so.
- Make your way to the assembly area.

If you are outside:

- Drop, Cover and Hold
- Evacuate when it is safe to do so

Do not remove any unconscious or seriously injured victims unless they are in immediate danger of further injury.

Stay by them and send for help.

Give first aid to the injured.