



Friday 12th, Saturday 13th, Sunday 14th April 2024

**AUSTRALIA'S LARGEST
CONSTRUCTION EQUIPMENT EXPO**

THE NATIONAL DIESEL DIRT & TURF SITE SAFETY POLICIES, PROCEDURES AND GUIDELINES

**NEW LOCATION: SYDNEY DRAGWAY
FERRERS ROAD, EASTERN CREEK**

***A COPY OF THIS MANUAL MUST
BE KEPT ON SITE AT YOUR STAND
Ensure all your Exhibition staff are made aware
of the safety requirements within the EXPO Site!***

**THE NATIONAL DIESEL DIRT & TURF EXPO
SYDNEY DRAGWAY 12-14 APRIL 2024**

The National Diesel Dirt & Turf Site Safety Policies, Procedures and Guidelines index

The National Diesel Dirt and Turf have the right to alter, amend or make changes to this manual/policy at any time without notice. All changes are at the discretion of the organisers of the National Diesel Dirt and Turf Expo.

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The National Diesel Dirt & Turf Event Information

Key Personnel	Marti 0411 648 465 (Event Manager)
Expo Hours	Friday 12 th April 9:30am – 5:00pm Saturday 13 th April 9:30am – 5:00pm Sunday 14 th April 10.00am – 3:00pm
Setting up	Friday 5 th April 6am – 6pm Saturday 6 th April 6am – 6pm Forklifts available daily from the following dates. Sunday 7 th April 6am – 6pm Monday 8 th April 6am – 6pm Tuesday 9 th April 6am – 6pm Wednesday 10 th April 6am – 6pm Thursday 11 th April 6am – 6pm Out of hours only by arrangement, please call Marti on 0411 648 465
Bump out	From 3.30pm - 9pm Sunday 14 th April 2024 to 6pm Tuesday 16 th April 2024 Sunday 14 th April 3:30pm - 9:00pm Monday 15 th April 6:00am - 6:00pm Tuesday 16 th April 6:00am - 6:00pm or extra fees will be payable to Sydney Dragway
Bump in & out information	Visit page 18 for detailed information on Bump in and Bump out times for both Indoor & Outdoor sites
Police and Fire Brigade	On call by the emergency phone number 000
Speed Limits	5 kph maximum whilst on site
Vehicle Parking	Exhibitors MUST display a completed parking pass on the driver's side dashboard at all times. Drivers licence may be required by security to verify ID.
Hazard Lights	During all movement on site- Heavy vehicles- site warning lights or vehicle emergency flashers Light vehicle including cars – Emergency Flashers To be displayed from security gate- Security personnel responsible for this
Key Holders	Contact The National Diesel Dirt & Turf site office Marti 0411 648 465
Incidents	Report all incidents to the National Diesel Dirt & Turf office or onsite safety officer.

The National Diesel, Dirt and Turf Contact List

Marti	Event Manager	0411 648 465
Emma	Social Manager	0429 140 792

Chapter 1: Site Emergency Procedures and Safety Contacts

Contacts:

Function	Contact	Location	Phone Number
The National Diesel Dirt & Turf Management	Marti	The National Diesel Dirt & Turf Office	0411 648 465
Site Safety Manager	Marti Inductions each morning at 8.30 am DDT main office located (main entry)	The National Diesel Dirt & Turf	0411 648 465
Site Security	Barry Fisher	Sydney Dragway	0437 278 737
Fire & Emergency Wardens	Barry Fisher	Sydney Dragway	0437 278 737
Emergency Services	Barry Fisher	Sydney Dragway	0437 278 737
First Aid These Phone numbers will arrange the closest DDT member to attend	DDT Also on UHF channel 28 The UHF channel will be confirmed upon induction	Marti Emma	0411 648 465 0429 140 792
Emergency Coordinator	Barry Fisher	The National Diesel, Dirt & Turf Office	0437 278 737
OHS on Site Manager	Diesel Dirt and Turf staff	Roaming entire EXPO Site to ensure compliance	0411 648 465

The National Diesel Dirt & Turf Emergency Procedures:

Emergency situations will be announced over the site public address system.

All persons on site are required to follow any instructions issued over the site public address system or by site management, safety, security or fire and emergency warden attending emergency services personnel.

In the event of an emergency in your site:

All exhibitors are responsible for ensuring that their site is maintained in a manner to maximise the safety of all site personnel, members of the public and other exhibitors, contractors and staff in and around their site or by activities conducted elsewhere on the exhibitors behalf.

In the event of an emergency in their site the exhibitor is to take the following steps:

Rescue: any people in danger- if it is safe to do so;

Alarm: Raise the alarm:

- Ring emergency services;
- Contact First Aid if required (First Aid – UHF 28 or 0411 648 465);
- Contact The National Diesel Dirt & Turf management and/or site safety officer;
- Notify staff and public within the vicinity and prepare to evacuate the area;
- Notify others within the vicinity of the emergency;
- Evacuate as per The National Diesel Dirt & Turf emergency evacuation procedures.

Contain: If it is safe to do so, contain any fire or spillage if possible;

Extinguish: If you are trained, and if it is safe to do so, attempt to extinguish any fire using the appropriate firefighting equipment. Do not place yourself or staff at risk in taking such action, and where that safety is at risk, evacuate the area and wait for emergency services to attend.

Information to be reported in the event of an emergency:

The following information should be provided in the event of an emergency:

- The type of emergency: Fire, Spillage, injury etc;
- Stand number;
- Number of injuries;
- Nature of injury (if known and able to be assessed without risk to the injured personnel or first attenders ;)
- Action taken to this point;
- Any other information that may assist emergency services and The National Diesel Dirt & Turf management and emergency staff.

The National Diesel Dirt & Turf emergency Evacuation Procedures:

On Announcement, or as directed by The National Diesel Dirt & Turf representative, of an emergency you are to follow these instructions:

Step 1: Stop all activities immediately, switch off any and make safe all equipment being used, only if safe to do so;

Step 2: Assemble all staff and public in your area and prepare to escort them to your designated assembly point;

Step 3: Follow the instructions of The National Diesel Dirt & Turf or emergency services personnel asking you to leave and move out taking the route as directed;

Step 4: Notify The National Diesel Dirt & Turf or emergency services personnel of any missing persons;

Step 5: The National Diesel Dirt & Turf person(s) shall patrol the area to ensure all exhibitors and public have moved out to their respective emergency assembly point;

Step 6: The National Diesel Dirt & Turf shall notify attending authorities of reported missing personnel.

NOTE: In the event of an emergency evacuation you should maintain awareness of any emergency services or first aid vehicle activities and give clear passage to any such traffic, keeping all staff and members of the public safe from any emergency vehicle movement.

Exhibitors, all staff and members of the public are required to stay within the designated emergency assembly point until cleared by emergency services and/or The National Diesel Dirt & Turf authorised personnel.

DO:

- Follow directions off the National Diesel Dirt & Turf safety officer, supervisors, security personnel;
- Move at a brisk pace and in an orderly manner DO NOT RUN;
- Go directly to the designated assembly point;
- Assemble in an orderly fashion;
- Give information if required to The National Diesel Dirt & Turf personnel, Unimet security or authorities on request;
- Leave all personal items.

DO NOT:

- Run or lag behind;
- Change direction to pick up personal items;

- Fail to give information if requested;
- Leave assembly point until told to do so.

EMERGENCY ASSEMBLY POINTS (EAP)

Refer to site location map and draw the attention to your staff or other workers to the location designated for your site. Sydney Dragway security Staff to advise and take control.

NON-COMPLIANCE

Any Exhibitor found to be using unsafe practices will be reminded of their responsibilities and directed to comply with THE NATIONAL DIESEL DIRT AND TURF EXPO requirements immediately or your exhibit will be closed down. At all times the NATIONAL DIESEL DIRT AND TURF EXPO, its event staff and event security reserve the right to remove any exhibitor from the exhibition site, if any safety is violated.

CANCELLATION OF EVENT – FORCE MAJEURE

If the event is cancelled from unforeseen events and or circumstances THE NATIONAL DIESEL DIRT AND TURF EXPO Company, will offer no refund to exhibitors as a result, as funds have already been allocated to running of the show/event. Any left-over monies will be rolled out for the 2023 expo (less expenses and costs) and allocated to each fully paid exhibitor site if there was a cancelled event. Should an act of God such as earthquake, fire or flood prevent either the Client or The National Diesel Dirt and Turf Expo Company from carrying out their obligation under this agreement, neither the Client nor The National Diesel Dirt and Turf Expo Company shall be liable for non-conformance of the Agreement. We also reserve the right to move alter the map without notice at any time. (This may involve site movements or reallocation of another site of equal or larger dimensions (no cost to exhibitor). This is an all-weather show, so unless deemed too dangerous by our safety/security staff it will be run on the scheduled dates and times. **DDT Expo resevere the right to alter/change location of the expo at their discretion if deemed to be in the best interest of the show/expo.**

Accommodation

- Accommodation is available from

Novotel Rooty Hill	(02) 9832 3888
Atura Blacktown	(02) 9421 0000
Alpha Eastern Creek	(02) 8889 7700
Holiday Inn	(02) 9208 5678

**The above hotels are giving discounts DDT exhibitors.
Mention DDT for discount**

Chapter 2: Site Safety Overview

The National Diesel Dirt & Turf welcomes your visit but requires that you accept and abide by the following requests for both YOUR protection and that of others.

Under the Work Health and Safety Act 2011 (WHS Act) it is the responsibility of The National Diesel Dirt & Turf and all exhibitors to take reasonably practicable steps necessary to protect the health, safety and wellbeing of all workers and other people, including the general public, who may be impacted by the operations of The National Diesel Dirt & Turf and/or exhibitors.

These obligations include (as far as reasonably practicable):

- That the means of entering or exiting the workplace (which includes the whole of the National Diesel Dirt & Turf event area and individual stands and display areas) and anything arising from the workplace are without risk to the health and safety of people;
- That fixtures, fittings or plant on the site are maintained and operated without risk to the health and safety of people;
- That the design, manufacture, supply, installation and commissioning of fixtures, fittings or plant on site is conducted in a way that is without risk the health and safety of people;
- That all systems of working on site are safe; and
- That all health of workers is monitored on site

Other obligations under WHS Act:

- To notify local safety regulators of incidents and accidents in the workplace;
- To monitor employee's health while working with hazardous substances and/or in confined spaces;
- To consult with employees, which includes contractors and volunteers, on health and safety issues;
- To cooperate with safety regulators;
- To obtain prescribed licenses, certificates, or registration before carrying out dangerous activities; and
- To take specific precautions when dealing with dangerous goods and hazardous substances.

Safety management on site:

- Allocate responsibilities for safety tasks in your exhibition/demonstration space and any other area where conducting activities on the National Diesel Dirt & Turf site;
- Maintain policies and procedures that cover all operational aspects of conducting activities in a safe manner whilst on the National Diesel Dirt & Turf site;
- Maintain appropriate procedures for the recording and reporting health and

- safety issues whilst on site; and
- Ensure all policies and procedures are correctly implemented to ensure to the health, safety and wellbeing of all workers, visitors, members of the public and The National Diesel Dirt & Turf workers through activities conducted by the exhibitor and their authorised personnel whilst on site.

What can be considered reasonably practicable?

Reasonably practicable is defined as that which is, or was, reasonably able to be done in ensuring overall workplace health and safety, taking into account all relevant matters including:

- The risk (likelihood and consequence)
- What the person knows or should know about the hazard or risk and ways in which they can be eliminated or minimised;
- Risk controls (availability and suitability); and
- The cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

It is important here to understand that the Act clearly eliminates the excuse, “I didn’t know what was going on” as a reason for not acting on health and safety issues. That means that all exhibitors must be proactive in health and safety in their workplace.

All exhibitors are required to ensure that all activities conducted by their workers are done in a way that meets the requirements of the:

- WHS Act;
- WHS regulations;
- WHS codes of practice;
- Guidelines, and
- Policies and procedures

This includes, but not limited to:

- Operator’ instructions;
- Safe work method statements;
- Material safety data sheets;
- Pre & Post operational checklist for plant and equipment;
- Risk assessments;
- Incident reports;
- Emergency policies and procedures;
- Traffic management plans;
- Maintenance schedules;
- Safe operating procedures (SOP);
- Safe work method statements (SWMS);
- Job safety analysis (JSA);
- Storage and signage requirements;
- Licensing;
- Australian standards; and

Other regulatory Acts, regulations and codes of practice.

What can be considered a hazard?

A hazard is something that has the potential to cause harm or damage. There are various classes of hazard types. These include:

- Physical: Walls, floors, stairs, light, air quality, heat/cold, ventilation, amenities etc.;
- Mechanical: Plant, equipment, electrical, lifts, manual handling;
- Ergonomic: Workstations, sitting, standing, light quality, computer equipment etc.;
- Biological: Cleanliness, vermin, insects, disease, pathogens, needle-stick, body fluids etc.;
- Chemical: Gases, vapours, dusts, cleaning chemicals, acids, petro-chemical products etc.;
- Psychosocial: stress, bullying, harassment, abusive language, exclusion from activities etc.;
- Fatigue: mental, physical, emotional, work schedules, excessive work hours etc.;

Chapter 3: General Health, Safety & Wellbeing Policies

SMOKING

Smoking of any substance is BANNED from any exhibitor enclosed area; amenities; awnings attached to the premises, lean- to(s), and food/ beverage areas or within five metres of any door way.

Smoking of cigarettes is allowed during the programmed expo only within designated areas as provided by the exhibitor within an outdoor area or as designated by The National Diesel Dirt & Turf.

House Keeping

Cigarette butts are to be placed in the containers supplied by the exhibitor or Diesel Dirt & Turf and are NOT to be left on the ground or in other receptacles.

Smokers are responsible to maintain The National Diesel Dirt & Turf site in a clean and neat condition at all times.

This policy shall take effect from the first day of The National Diesel Dirt & Turf exhibition advertised dates and shall include setting up; bump in and bump out.

HARASSMENT

All workers within a workplace should be able to work in an environment that protects them both physically and psychologically. This includes bullying, harassment, inappropriate behaviour and discrimination.

All exhibitors and The National Diesel Dirt & Turf workers are required to ensure that the National Diesel Dirt & Turf event is free from any bullying, harassment, inappropriate behaviour and discrimination. Safe Work Australia has developed a code of practice on preventing and responding to workplace bullying.

Language

- NO swear words or offensive language
- NO offensive jokes about persons; creed; or country
- NO offensive remarks to, or, about persons; creed; or country

Gestures

No Gesture(s) is to be made towards others that can be considered as offensive or objectionable.

PERSONAL PROTECTION EQUIPEMENT (PPE)

All exhibitors are required to ensure all workers and, where required, members of the public properly use any and all required PPE while conducting or involved in any activities that would normally require the use of PPE. This includes plant and equipment operations and the use of hazardous materials and substances.

All PPE must meet the Australian Standards as a minimum.

As a minimum and a guide, The National Diesel Dirt & Turf require the following to be adhered to:

Footwear

Appropriate and safe enclosed footwear MUST be worn in demonstration areas or on request of the exhibit owner.

Eye, throat, head and noise protection

All appropriate-to-activity eye and noise protection, safety helmets and masks or breathing apparatus must be worn in designated areas or on request when required.

Gloves and protective clothing

All appropriate-to-activity protective gloves and clothing must be worn in designated areas or on request when required.

High visibility Clothing

High visibility clothing/vests must be worn:

- *During any construction or demolition activities;
- *Whilst moving or operating plant & equipment within public and/or exhibition areas;
- *During any operation where the risk to the health and safety of workers, general public and The National Diesel Dirt & Turf workers is heightened by the movement of plant and equipment of poor visibility situations; and/or
- *When requested by authorised personnel

Working at heights and safety harnesses

If a worker is required to work above ground level, then exhibitors must always ensure that risk assessments are undertaken to identify the potential trip and fall hazards and introduce appropriate control measures to protect the health and safety of the workers, members of the public and The National Diesel Dirt & Turf workers.

The code of practice: how to prevent falls in the workplace should be used as the basis for such protection.

Harnesses should be worn where required by the WHS Act, regulations, codes of practice and guidelines to protect workers. Harnesses should be in good condition when used.

DRUGS AND ALCOHOL

Exhibitors must ensure that all plant and equipment is not operated by any worker suspected to be/or under the influence of drugs and alcohol.

It is recognised that the effects of either drugs and/or alcohol impairs the thinking and actions of people both in the workplace and society therefore the National Diesel Dirt & Turf approach to this problem is for a target of complete ZERO tolerance of these products across the whole of the exhibition site.

The National Diesel Dirt & Turf has defined a policy for the consumption of drugs and alcohol within the exhibition site. Our aim is to gain and maintain a zero tolerance approach of this policy as part of The National Diesel Dirt & Turf exhibitions by 2013 and beyond. This policy pertains to ALL employees, contractors of The National Diesel Dirt & Turf and exhibitors especially in demonstration areas and exhibitors designated areas.

Code of behaviour

- Drug and Alcohol consumption outside of exhibitors/suppliers sites shall not be allowed;
- At all times the recognised high proficiency of The National Diesel Dirt & Turf shall be maintained;
- Prescribed drugs are permitted, but these MUST be notified to the first aid personnel;
- Analgesic type drugs (minor pain, headache) shall be administered and controlled by the first aid personnel;
- The National Diesel Dirt & Turf management may conduct random testing by trained staff or professional personnel at any time of all The National Diesel Dirt & Turf personnel and exhibitors and their workers; and
- Results of testing shall remain confidential
- There are to be no golf buggies, carts or Atv's to be operated during the event.

Roles of Personnel

- Exhibitors- if you suspect a person may be affected by drugs or alcohol report it to your supervisor;
- Exhibitors supervisor – only to approach the person concerned;
- Exhibitor – responsible to ensure that the person of concern DOES not operate any Plant or be in the product being on show by the exhibitor;
- Exhibitor – refuse the consumption of alcohol by any person on the exhibitors site in accordance with the responsible service of alcohol legislation;
- Exhibitor – maintains full RESPONSIBILITY of managing, responsible serving and consumption of alcohol on their designated exhibition site.

SITE INDUCTION

All exhibitors, contractors and The National Diesel Dirt & Turf workers are required to be inducted onto The National Diesel Dirt & Turf exhibition site. These briefings will be conducted at 8:30am each morning in The National Diesel Dirt & Turf exhibition offices. Attendance is not required each day by all staff, but new

workers on site who have not attended a briefing should do so. You are also required to sign off our register that you have been fully inducted, this is a requirement before entry will be granted.

Chapter 4: Plant and Equipment

Unsafe and the unsafe operation of plant and equipment pose a significant risk to all workers and members of the public on The National Diesel Dirt & Turf site.

As such, exhibitors have a duty of care to ensure that all plant and equipment is supplied, maintained, operated and commissioned in a manner that ensures the health and safety of all persons on The National Diesel Dirt & Turf site.

Plant includes, but is not limited to:

- Machinery and Attachments;
- Mobile plant;
- Electrical equipment and installations;
- Office equipment;
- Ovens and kilns;
- Pressure vessels and boilers;
- Amusement devices;
- Gas Cylinders; and
- Scaffolding.

All plant and equipment supplied and used at The National Diesel Dirt & Turf must meet all requirements of the:

- WHS Act;
- WHS regulations;
- Codes of practice;
- Australian standards; and
- Operator's instructions.

Where required, operators of plant and equipment must hold relevant and current licences.

Exhibitors must ensure that plant and equipment is not operated by any worker suspected to be/ or under the influence of drugs and alcohol.

All plant and equipment must be well maintained and deemed to be safe prior to entry of that plant and equipment onto the National Diesel Dirt & Turf exhibition site.

Enclosing and/or distance guards, interlocking devices, presence sensing systems and any other protective components of the plant and equipment must be intact and operational at all times while the plant and equipment is being operated.

Cleaning of any plant and equipment must be conducted in a manner that is safe to all workers and members of the public. No cleaning will be conducted in a manner that will contaminate the grounds of the Sydney Dragway.

Other steps that can be taken to ensure the safe operation of plant and equipment at The National Diesel Dirt & Turf include:

- Developing SOPs that incorporate all reasonably practicable control measures identified in a risk assessment and job safety analysis;
- Developing safe work method statements (SWMS) for each project;
- Conduct a job safety analysis (JSA) for sites where work is conducted;
- Developing safe operating parameters;
- Ensuring all safety cut-out devices are working where possible;
- Use pre-start checklists prior to the operating or moving of plant and equipment
- Applying the appropriate lock-out/tag-out procedures;
- All operators are trained and licensed
- Appropriate PPE is worn at all times during the operation of plant and equipment;
- Correct safety signage is displayed on or around the plant and equipment
- All warning light and audible alarms are working; and
- Plant and equipment is tested, inspected and maintained; and
- All appropriate records are maintained and available for inspection if required by the appropriate authorised safety authorities.

Plant and equipment can only be moved within the National Diesel Dirt & Turf exhibition area in accordance with the National Diesel Dirt & Turf traffic management plan and the SOP for that plant or equipment.

To be displayed from security gate during all movement on site-

- Heavy vehicles – site warning lights or vehicle emergency flashers
- Light vehicles including cars – emergency flashers

At NO TIME is plant or equipment to be parked or operated in any designated walkways.

Riding in back or on trays of trucks; utilities; golf buggies (or similar) vehicles – is STRICTLY prohibited unless fitted with a manufacture approved seating.

Vehicles not being exhibited as part of your stand must be removed by 8.00am each day – or directed by security. The maximum speed limit for movement of all plant, equipment and vehicles is 5kph

FORKLIFT TRUCK OPERATIONS

- Safety Vests must be worn at all times when on site during set up and bump out.
- Safety vests must be worn at all times when operating heavy machinery, forklifts and taking delivery of freight when on site during set up and bump out.
- Forklift trucks can only be operated by properly trained and licenced forklift truck operators
- All alarms and movement lighting must be operating whenever the forklift truck is being operated;
- Tynes must be kept on the ground when parked and kept at a low level when the forklift truck is monitored;
- Never overload;
- All traffic control measures must be observed;
- Speed limits must be observed as a maximum speed;
- All forklift truck daily inspection log details, forklift truck pre-start and movement check sheets must be completed.
- Seatbelts **MUST ALWAYS BE WORN WHEN THE FORKLIFT IS IN MOTION OR LIFTING LOADS**

Keys must not be kept where the public or untrained/unlicensed operators can gain access to them and the forklift truck.

- During work hours – return to office when not in use;
- Silent hours – leave in ignition or notify authorities where kept.

Forklift Truck Pre-start and movement Check sheet

ITEM	ACTIVITY	ACTION
1	Before starting the engine	Check- fuel; oil; water; brakes; tyres; lights; warning devices; condition of seat belts; complete log book
2	Before moving	Put on seat belt (if fitted) test lift tower; check hand brake holding; test foot brake by small movement of unit
3	Driving around site	ALWAYS check route for clearance and that other persons are not in way; surface; angle
4	Moving in and out of building or around hidden corners	Always to use horn; if not sure park unit and physically look
5	Parking	Tynes on ground; tower slightly forward; handbrake on; key out of ignition; if not going to use for a time return key to office
6	Lifting loads	Assess load- do not lift if considered to heavy or awkward; or terrain is not suitable to movement; check for over power lines; or load will foul a vehicle or other structure
7	Moving Loads	Check route to be taken; lower load; if forward vision impaired drive slowly in reverse; always look behind before moving from point of pick up
8	Wet surfaces	Do not move a load if considered the surface could cause control problems
9	Speed limits	Observe site speed zones at all times – DO NOT SPEED
10	Site Safety	ALWAYS move around site with light on if fitted

11	Extra Length Tynes	When using long tynes attachments make sure the supplied safety locking devices are fully attached or in place and that the safety locks are in place
12	Slings	Check web slings to be used for – correct MWL ; there is no damage; do not use forklift as a crane unless attachments have been rated and are approved for type of forklift.
13	Chains	No chains to be used unless forklift is rated and has approved jib
14	Additional Jobs	If requested by others to do lift that you have not been given to do- tell that site person to register at office
15	After completion of work	Park forklift in the designated area or where it will not cause a hazard.
16	PPE that maybe required	Gloves; wet weather gear; safety boots/shoes; warm clothing; sun protection
17	Seat Belts	ALWAYS PUT ON AND KEEP ON WHEN THE FORKLIFT IS IN MOTION OR LIFTING LOADS

ELECTRICAL EQUIPMENT

Electrical Loads and all electrical plant/equipment- must have an authenticated current test tag where that electrical plant/equipment is to be operated- if not please contact the National Diesel Dirt & Turf office for directions – charges for testing, if any, will be borne by the exhibitor.

- All leads must be suitable for the load;
- Power boards with earth leakage circuit breakers are allowed on site;
- Power boards cannot be piggy-back with only one power board per power outlet;
- “Double adapters” cannot be used on site;
- Leads must not be lay in a water course;
- Trip hazards must be made safe by the use of covers, barriers, height restraints or other appropriate safety measures

Chapter 5: On Site Traffic Management Plans

All movement of plant, equipment and traffic on site is governed by the National Diesel Dirt & Turf traffic management plan.

The Following guidelines apply:

- Operators MUST obey all traffic control personnel and signage at all times;
- All vehicles must only be operated by suitably authorized licensed personnel;
- Vehicles must only be operated in the direction of travel as indicated on the site traffic management plan;
- Seat belts, where fitted, must be worn whenever a vehicle is in motion;
- Vehicle operators must not be under the influence of drugs or alcohol;
- All maximum speed limits must be observed;
- Give way to all pedestrian traffic

BUMP IN / BUMP OUT

Bump In Outdoor USE GATE A	<div> <div>Friday 5th April</div> <div>Saturday 6th April</div> <div>Sunday 7th April</div> <div>Monday 8th April</div> <div>Tuesday 9th April</div> <div>Wednesday 10th April</div> <div>Thursday 11th April</div> </div> <div> <div>NO FORKLIFTS AVAILABLE</div> <div>NO FORKLIFTS AVAILABLE</div> <div>NO FORKLIFTS AVAILABLE</div> <div>FORKLIFTS AVAILABLE</div> <div>FORKLIFTS AVAILABLE</div> <div>FORKLIFTS AVAILABLE</div> <div>FORKLIFTS AVAILABLE</div> </div> <p>Please note all forklifts available are up to 5tonne Load limit Anything that exceeds this limit will require crane hire at your own cost Crane hire: COSMO CRANES 0297233400 Please mention Diesel Dirt and Turf Expo</p>
Bump Out Outdoor USE GATE A	<div>From 3:30pm - 9pm Sunday 14th April 2024. All sites must be vacated by Tuesday 16th April 2024.</div> <div>No vehicle traffic will be allowed on site until all members of the public are off site. An announcement will be made once all members of the public are confirmed as being off site. No Vehicles will be allowed on site until that announcement. Vehicles entering or leaving the site MUST follow the direction by The National Diesel Dirt & Turf traffic control personnel.</div>
Vehicle Movement time during exhibition days	<div>Gates open 7:00am to 8:00am (<u>No movement</u> between 8:00am and 5pm).</div> <div>Vehicles not being exhibited as part of your stand must be removed by 8:00am preferably to the designated exhibitor car park- or as directed by security.</div>
Expo Hours USE GATE D GATE A CLOSED	<div>Friday 12th April</div> <div>Saturday 13th April</div> <div>Sunday 14th April</div> <div>9:30am – 5:00pm</div> <div>9:30am – 5:00pm</div> <div>10.00am – 3:00pm</div>

Please note that some exhibitors require freight delivered to the Exhibition before they are on site during Bump in times. It is essential that you clearly address all deliveries properly including your Exhibitor name and Site number c/o DIESEL DIRT AND TURF EXPO Sydney Dragway Ferrers Road, Eastern Creek 2766. Diesel Dirt and Turf EXPO will not be responsible for items that have gone missing during transit; we will sign for receipt of goods and keep on file. Poorly packed and damaged items will be noted on delivery paperwork for each exhibitor.

OFFICIAL HIRE COMPANY



Sydney Wide Hire Group: Phone – Ryan 0422 433 292 **Sydney Wide Hire Group** are the official hire companies for the outdoor sites for **The National Diesel Dirt and Turf Expo 2023**.

Official Power

Outdoor site exhibitors will need to make arrangements for electricity to their site with Marti Zivkovich 0411 648 465 by the **11th March 2024**. Power to your sites is an additional cost to your site fees.

Equipment Demonstration

Exhibitors wishing to use the designated equipment demonstration area **must** complete an Equipment Demonstration Area form and return it to marti@dieseldirtandturf.com.au by **11th March 2024**. **Late entries may result in losing your opportunity to demonstrate.**

Public Liability Insurance

Exhibitors are reminded that they must have current Public Liability Insurance to attend the Expo. Please ensure that a copy of your insurance certificate is emailed to marti@dieseldirtandturf.com.au by **2nd April 2024** or **You will not be able to attend the Exhibition unless you are able to provide a current certificate.**

DIESEL DIRT AND TURF EXPO reminds all exhibitors that you will indemnify the organiser, its agents, servants, contractors and employees from all actions, claims, demands, losses, theft, damages, costs of expenses arising from the exhibitor's use of the exhibition site during the month of April 2024.

Food & Beverage Orders

For all food, ice and beverage orders including alcohol please contact:

Brendon Dulke

Phone: 0457 140 422

Crane hire at your/the exhibitors expense

DDT will supply forklift and forklift drivers 1.5 tonne – 5 tonne at no extra charge to the exhibitor during bump in and bump out.

PPE and other safety instructions

Hard Hats – MUST be worn at all times where lifts by crane/crane truck is employed

Gloves - Suitable types to be worn at all times when handling lifting gear and/or wood

HiVis Vests- MUST be worn at all times during bump in and bump out hours and/or when operating any type of equipment.

Fork Truck Movements- all persons must stand at a safe distance whilst fork truck is employed

Fork truck/ crane operators – have full control of all operations at all times

Warning devices – flashing warning devices must be in operation whilst on Diesel Dirt & Turf site

Parking - DO NOT obstruct roadways and follow directions of exhibitor staff at all times.

Parking - All Vehicles must clear the area once off loaded and park in designated parking areas

Time in: _____ .Am/Pm

Time out: _____ .Am/Pm

Exhibitor/ supervisor Name: _____ . Signature: _____ .

Exhibitor to give completed form to The National Diesel Dirt & Turf office or representative on completion

Forklift drivers are at entry point. Please arrange with front desk at expo.

Please pre book a crane:

Contact Anthony Woodcroft at Cosmo Cranes on 0426248662 or (02) 97233400

Chapter 6: Dangerous Goods & Hazardous substances

The WHS regulations cover dangerous goods and hazardous substances under a single framework, unlike state legislation that the WHS Act supersedes, which covers each separately.

Definition: Dangerous Goods

Dangerous goods are substances or articles that present an immediate hazard to people, property or the environment because of their physical, chemical or acute toxicity properties.

Dangerous goods include:

- Explosives
- Flammable liquids (eg petrol, lighter fluid, perfumes); and
- Corrosive (eg- dishwashing powder or liquid)

The Australian dangerous goods code for the transport of dangerous goods by road and rail (ADG code) contains the criteria used to determine if a substance or product is classified as a dangerous good. Exhibitors should check the status of any potentially dangerous goods being used during the National Diesel Dirt & Turf exhibition.

Definition: Hazardous Substances

A hazardous substance is a chemical, mixture or article that can cause harm to a person's health, through either short-term (acute) or long term (chronic) effects.

Hazardous substances include (but not limited to):

- Solvents
 - Printing inks and dyes
 - Resins
 - Paints
- Solvents and Cleaners

Hazardous substances can be identified via:

- The product label data
- The hazard pictogram on the packaging
- The SDS or MSDS
- The national industrial chemical notification and assessment scheme (NICNAS) chemical assessment reports.

During the National Diesel Dirt & Turf event period all exhibitors must ensure that (as a minimum):

- Dangerous goods and hazardous substances as transported, stored, used and disposed of in a manner as required by all Act, regulations, codes of practice, standards and guidelines in order to protect the health and safety of all exhibition workers, members of the public and The National Diesel Dirt & Turf workers;
- Current safety data sheets or material safety data sheets for all hazardous substances used or stored by the exhibitor whilst on site to be kept within the exhibition stand area and accessible to all exhibition stand workers;
- Current safety data sheets or material safety data sheets for all hazardous substances used or stored by the exhibitor whilst on site to be supplied to the National Diesel Dirt & Turf event office;

YOU MUST NOT USE A HAZARDOUS SUBSTANCE IF YOU DO NOT HAVE A CURRENT SDS OR MSDS

- All dangerous goods and hazardous substances correctly labelled;
- All dangerous goods and hazardous substances correctly placarded;
- A dangerous goods and hazardous substances register is maintained and a copy of register is provided to the National Diesel Dirt & Turf event office;
- Any appropriate first aid and emergency incident response equipment and spill kits are supplied and maintained
- An emergency response plan is developed and includes the following procedures:
 - effective response to emergencies
 - effective emergency equipment
 - evacuation
 - notifying emergency services
 - notifying first aid and The National Diesel Dirt & Turf management and/or HSR

* Remove all dangerous good and hazardous substances maintained on site by the exhibitor from the National Diesel Dirt & Turf site prior to vacating the exhibition area.

The National Diesel, Dirt and Turf Expo

Dangerous Goods and Hazardous Substance Register

If you have a Hazardous Substance you are required to Register the product with the Management of Diesel, Dirt and Expo and issue a copy of the Manufacturer's Approved Safety Data Sheet (SDS) or Material Safety Data Sheets (MSDS) under the Work Health and Safety (WHS) Act 2011 and associated Codes of Practice.
(Reference NSW WorkCover information).

Exhibitor Name: _____ Site No: _____

Register Composed by: _____

Signature: _____ Date: _____

Substance Name	Quantity Litres	MSDS YES/NO	Is Substance Hazardous? YES/NO	Is Container Labelled? YES/NO	Use(s) of Substance	Special Actions Required when being used
Special Instructions/Comments						
Material Safety Data Sheet- Obtained and Issued to Diesel, Dirt and Turf Expo YES NO						
Issued By: _____			Date: _____			

This register includes Fuels and Oils in Plant

Instructions:

This register must be up-dated when new product received and/or a MSDS has been reissued by the manufacturer/supplier. Copy of Register must be displayed in all storage areas.

Chapter 7: Risk Assessment

Under the WHS Act, you have a duty of care to ensure, as far as is reasonably practicable, that workers and all others, are not exposed to the risk of a work-related harm.

This can be achieved by:

- Identifying the hazards in and around your exhibition stand and display area (see page 11)
- Assessing their potential to cause harm by conducting a risk assessment;
- Control the risk by eliminating the hazard, or, if elimination is not reasonably practicable, minimise the risk by using one or more control measure; and
- Monitor the hazards and review the controls to ensure that they are minimising the risks effectively.
-

When conducting a risk assessment, you need to consider:

- Frequency of injury or potential injury (based on near miss incidents): - what is the chance that injury, illness or damage will occur when exposed to a hazard;
- Duration of exposure:- how often and for how long;
- People factors:- how many people are exposed to the hazard and what characteristics of those people increases their risk from the hazard;
- Outcome:- what are the consequences of the exposure to the hazard; and
- Effectiveness of the controls that are or are put in place to eliminate or reduce the risk from exposure to the hazard.

A risk assessment must be conducted at the beginning of each day, prior to the opening of The National Diesel, Dirt and Turf Expo to the general public to ensure that the risk of injury or death on site is controlled.

The National Diesel, Dirt and Turf Expo Health and Safety Officer will be available to assist with the identification of hazards on site.

Chapter 8: Exhibition Site Induction

Under the WHS Act, you have duty of care to ensure, as far as is reasonably practicable, that workers, and all others, are aware of their potential to exposure to the risks on a work site and to work related harm.

Site Induction

All exhibitors, contractors and The National Diesel Dirt & Turf employees are required to be inducted into The National Diesel Dirt & Turf exhibition site. These briefings will be conducted at 8:30am each morning in the National Diesel Dirt & Turf exhibition offices. Attendance is not required each day by all staff, but site managers and new workers on site who have not attended a briefing should do so. Exhibitors are also required to induct all workers into their exhibition space, ensuring that all safety and emergency procedures are covered.

Diesel Dirt and Turf Staff will also be walking the entire site to ensure all workers have signed off the induction. ***Our security/OHS staff may also require proof of ID.***







Staff Induction Checklist

The following rules and guidelines are being put in place to help control the risk of your responsibility and safety as well as the visiting public over the duration of the exhibition.

○	Emergency Evacuation - During an evacuation follow the directions of the National Diesel Dirt & Turf personnel and move to the designated assembly points (see below)
○	Visitors – those on your site you are responsible to make every effort to have them move out to the designated assembly point
○	Safe Egress - must be maintained at all times – this means ALL entry gates during the operating times of the expo. If you do not this may mean the removal of the vehicle/plant from the expo site for the duration of the expo.
○	Vehicles - not being exhibited as part of your stand must be removed by 8:00am or parked as directed in the exhibitor car park- or as directed by security
○	No vehicle movement is allowed - within the expo area during the official advertised open times – unless approved by the expo management- you must obtain a pass from the expo office. THIS MEANS ALL EXHIBITOR VEHICLES/PLANTS
○	Electrical Leads and electrical plant/equipment – MUST have an authenticated current test tag – if not please contact the National Diesel Dirt & Turf office for directions- charges for testing, if any, must be borne by the exhibitor. (this only applies where electrical plant/equipment is to be operated)
○	Riding in back or on trays of trucks; utilities; golf buggies (or similar) vehicles- is STRICTLY prohibited unless fitted with a manufacturers approval
○	Seat Belts - where fitted must be worn at all times whilst on site
○	Plant/Equipment - At NO TIME park or operate in designated walkways, this also means inside the main pavilion

○	Personal Protection – must be issued by the exhibitor to protect personnel from the effects of the sun, heat, cold or inclement weather as per work cover NSW Guidelines.
○	Hazardous Substances - where chemicals or other hazardous materials are being used, displayed or sold the appropriate SDS must be made available and on display. (Petrol and normal vehicle oils DO require SDS – copies to be supplied to the National Diesel Dirt & Turf office (in accordance with the WHS Act 2011)
○	Spills - clean up all spills and notify the office for guidance for disposal where a large spill has occurred
○	Incidents/Injuries – report all incidents to the National Diesel Dirt & Turf office except those treated by the first aid officers who supply the required information to The National Diesel Dirt & Turf

Guidelines as required under WHS Act 2011

	Report any hazard or potential hazard to the office – form supplied
	Eliminate ALL trip, or possible, trip hazards from your site during the open to the public times of the expo
	Mark up with appropriate signs any HOT appliance or plant
	When operating plant/ equipment have watchers in place to prevent and protect the public from entry, or possible injury, during the demonstration. Where possible use the designated demonstration area or place barricades. These must be supplied by exhibitor.
	Please follow the National Diesel Dirt & Turf safety officers guidance – as the risk is yours
	When moving vehicles around the expo site engage your hazard warning lights and systems

Restrictions

☒	Do NOT refuel hot plant/ equipment where spillage may contact hot surfaces
☒	Do NOT run whilst on the expo site – walk everywhere
☒	DO NOT move plant to or from the demonstration site during the expo hours unless you have obtained permission from the demo site supervisor and that all directions given are followed
☒	DO NOT start breaking up your site until the public is cleared of site on the final day
☒	DO NOT tamper with boundary/security fencing, or any other safety features put in place by The National Diesel Dirt & Turf – this could mean expulsion from the site and large penalties under WHS act 2011 (organisation= up to \$3,000,000,00; or 5 years jail and individuals up to \$300,000,00 or 5 years jail
☒	DO NOT climb over, under, through the boundary/ security fence at any time – this could lead to expulsion from the site and above stated penalties.



FREESTYLE KINGS

DEMO
AREA

ASPEL	MAX INEX GROUNDTECH
SITE A13	SITE A11
SITE A12	SITE A10
100m x 2	100m x 2
100m x 2	100m x 2
	MARINEGOLF
	STREET
	100m x 2

LANE WAY BOOTHS

[illegible]

AUSSIE BUCKETS SITE A6 200mm2	TOILETS
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	TOILE
--	-------

WESTRAC
SITE U10
1600m²

PICKLES
SITE M1 ■
800m²

NEW
CARPARK

EXIT

TOILE
BLOC

GATE 'D'

EXHIBITORS & SPECTATORS

Please Note:
Diesel Dirt and Turf Expo reserves the right to alter the floor plan map with no notice. Map alterations are done at the full discretion of the expo organiser.

**A COPY OF THIS MANUAL
MUST BE KEPT ON SITE AT YOUR STAND**

Ensure all of your Exhibition staff
are made aware of the safety requirements
within the EXPO Site!

ENJOY THE SHOW

All alcohol needs to be approved and purchased through Brendon Dulke due to NSW Licensing rules. Service alcohol without approval will result in a serious breach and may result in a heavy penalty. To serve any alcohol, you will need to contact Nicole from GEMA CATERING on 0424 153 319 for and RSA Guard and an RSA bar person.

DIESEL DIRT AND TURF EXPO 2024

VEHICLE PASS



CONTACT PERSON:

CONTACT MOBILE:

SYDNEY DRAGWAY

FERRERS ROAD, EASTERN CREEK NSW, 2766
12th, 13th, 14th April 2024
www.dieseldirtandturf.com.au

This must be displayed on vehicle windscreen on entry & exit

DIESEL DIRT & TURF EXPO 2024



**SYDNEY DRAGWAY
FERRERS ROAD, EASTERN CREEK NSW,
2766**

DELIVER TO: Outdoor #.....

STAND NO:

EXHIBITOR:

CONTACT PERSON:

CONTACT NO. ON SITE:

PALLET NO.**OF**

(Please print off this packing slip, fill it in & tape it onto all pallets and equipment being delivered to the Expo).

DELIVER TO:

Contact Person:

Phone No.:

COLLECTED FROM:

DIESEL DIRT & TURF EXPO 2024

SYDNEY DRAGWAY

FERRERS ROAD, EASTERN CREEK NSW, 2766



EXHIBITOR: **STAND NO: OUTDOOR#:**

CONTACT PERSON: **PHONE:**

(on site)

PALLET NUMBER: **OF**

COLLECTION COMPANY NAME:

(For your convenience, fill in form & tape it onto all pallets and equipment being collected from Expo)



DIESEL DIRT & TURF EXPO 2024 TERMS AND CONDITIONS, SITE SAFETY POLICIES, PROCEDURES AND GUIDELINES MANUAL

**A COPY OF THE EXHIBITORS MANUAL MUST BE KEPT ON SITE AT
YOUR STAND AND ALL EXHIBITION STAFF MADE AWARE OF THE
SAFETY REQUIREMENTS WITHIN**

ACKNOWLEDGEMENT FORM

I have received, read and understood the contents of the Terms and Conditions of Diesel Dirt & Turf Expo Ltd and the Exhibitor agrees to comply with and be bound by the Terms and Conditions of the Event.

Exhibitor Name	
Stand Number	
Name	
Position	
Signature	
Date	

**Please print this page, complete the details, sign and date the form and then
email a scanned copy in a pdf by the **18th March 2024**
to marti@dieseldirtandturf.com.au**

*****Note: This form must be signed and received by Diesel Dirt & Turf
administration otherwise access to your site will be denied.**



Important Information:

- All sites must be left in same condition as prior to bumping in.
- Any damage caused must be rectified at your cost.
- Any material bought on site must be removed at your cost.
- Failure to comply will result in a charge back to your company.

Signature:

Date:

-
- All bark must be purchased through our Bark supplier.
Parklea Sand & Soil: 0410 911 188
 - All Bark must be collected by the Complete Sweep Contractor
Allan Brown: 0412 442 217