



# Tenterfield Show Society Inc

## Work Health and Safety

### Information for Vendors & Contractors

Version 1.1 – November 2025

**Event:** Tenterfield Agricultural Show    **Address:** 66 Manners Street, Tenterfield NSW 2372  
**Date of event:** 6 – 7 February 2026

**Secretary/Treasurer:** Annette Miller  
m: 0403 514 651 e: [tenterfieldshow@outlook.com](mailto:tenterfieldshow@outlook.com)

**Safety Officer:** Michael Manser DipWHS  
m: 0408 731 832 e: [mickar23@bigpond.com](mailto:mickar23@bigpond.com)

#### 1. Executive summary

To ensure compliance with work health and safety (WHS) law you must know your [duty](#) as a Person Conducting a Business or Undertaking (PCBU) and understand the [principles that apply to duties](#).

During the Tenterfield Agricultural Show event both the Tenterfield Show Society Inc and engaged vendors and contractors have a concurrent duty to eliminate risks to health and safety, so far as is reasonably practicable, if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable.

All parties have a duty to ensure the health and safety of workers engaged or cause to be engaged by the business or undertaking and to ensure other persons e. g. patrons, are not at risk from work carried out during the conduct of the business or undertaking at our event.

You must plan your work and by following an approved [code of practice](#) in relation to the subject matter e. g. *How to Manage Work Health and Safety Risks Code of Practice, Amusement Devices Code of Practice (Qld)* you will be provided with practical guidance and effective ways to identify and manage risks and how to achieve the standards of work health and safety required under the Work Health and Safety Act and the Work Health and Safety Regulation.

You must ensure that your specific business or undertaking safe systems of work are in place prior to your arrival on site.

**Note:**

To ensure WHS compliance you must view information on the latest laws by visiting the NSW Legislation website [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au)

#### 2. Work health and Safety documentation

What we require you to have in place:

- Relevant insurance certificates of currency.
- Registration (both design & item) for relevant items of plant.
- Licences for work conducted (where relevant) e. g. high-risk work, construction induction white card.
- \* Safe systems of work for the tasks and activities that you conduct on site.

\*Safe systems of work to include - risk management plan including an emergency plan for your business or undertaking, SWMS for work at height (work over 2m) e. g. work from on top of a loaded truck or other device, SWMS for work in an area with movement of powered mobile plant e. g. forklift, EWP, tractor.

**Note:** a site work health and safety induction is required to be completed by all site attendees who will be conducting work on site (including volunteers) The induction handbook can be sent by email and also available on the Tenterfield Show Society Inc [website](#) – read the handbook, complete the sign-off page details and return the sign-off page only to: [tenterfieldshow@outlook.com](mailto:tenterfieldshow@outlook.com)

### **3. Bump in / bump out**

Vendors must control risks to health and safety during the bump in / bump out process, e. g. isolate work area from unauthorised or inadvertent access, wear task specific PPE including fully enclosed footwear, hi-vis clothing, hold a construction induction white card (or similar from another jurisdiction) if conducting [construction work](#)

### **4. Grounds and facilities**

The Tenterfield Agricultural Show grounds and facilities are maintained to ensure a safe and secure event, please report any identified hazard to the site Safety Officer.

### **5. Erection of portable structures**

The erection of portable structures where assembly of prefabricated elements to form a structure is considered construction work and will require a NSW construction induction white card or similar from another jurisdiction.

Erected prefabricated elements must be secure to eliminate movement by wind force or other means.

**Gazebos:** Persons erecting a gazebo on site are required to apply weights to each gazebo leg as per the manufacturer's recommendations – taking into account the product wind rating, guy rope tie down points using tent pegs are not adequate in strong & gusty wind conditions and are also a trip hazard.

If no manufacturer's recommendations apply for gazebo leg weighting, as a guide, a 3m x 3m gazebo to have up to 30kg of weight securely applied to each leg for normal weather conditions. An inadequately secured gazebo dislodged by wind can potentially cause a serious or fatal injury to a person.

**Note:** regularly check the BoM forecast wind speed when your gazebo is in use.

### **6. Inflatable amusement devices – potential for strong winds during patron use**

The site Safety Officer reserves the right to consult with any inflatable amusement device operator in relation to the secure set-up and operation of such device.

If, in the opinion of the site Safety Officer, the wind speed (as measured by an anemometer) exceeds, or has the potential to exceed the manufacturer's recommended wind speed for safe operation of the device or the default wind speed, gusts over 40kph (Beaufort force 6: 41kph - 50kph) as per SafeWork Australia recommendations, the site Safety Officer will consult with the device operator in relation to the evacuation of patrons from the device.

## 7. Health and safety inspections

Regular health and safety inspections of your business or undertaking will be conducted by the site Safety Officer. Some inspections will be documented to ascertain compliance with WHS legislation.

A WHS non-conformance notice will be issued where, in the opinion of the site Safety Officer a provision of the WHS Act or WHS Regulation has been contravened, and circumstances make it likely that the contravention will continue or be repeated.

**Amusement device request:** information to be provided to the site Safety Officer in relation to the amusement device most recent annual inspection and details about any person at the event who will be operating the device and whether they have completed required instruction and training and been determined as competent to operate the device.

All formal consultation and communication will be conducted with the person conducting the business or undertaking and cooperation with the process in a cordial manner is both expected and appreciated.

## 8. Electrical equipment

All vendors intending to bring electrical equipment to the Showground site will be required to ensure that such equipment is fitted with earth leakage circuit breakers and that all electrical leads, tools and appliances have been tested by a competent person and are within required timeframes for testing.

A record of testing must be kept which may be in the form of a tag attached to the electrical equipment tested.

Inspect all your electrical equipment and leads prior to your arrival on site to ensure compliance.

The site Safety Officer or designated competent person will be inspecting electrical equipment for compliance testing.

While on site all electrical leads are required to be suitably covered to ensure they are water ingress protected and not a trip hazard.

## 9. Traffic management

The vehicle speed limit within the site is strictly 10kph.

Vehicle access to trading areas is not permitted from 6am Fri 6th until 6am Sunday 8th February 2026.

Separation of vehicles and persons on foot is a priority and must be risk managed by PCBU's.

An exclusion zone must be established around unloading (bump-in) and loading (bump-out) operations.

## 10. Incident reporting

Any injury or incident must be reported to the site Safety Officer as soon as is reasonably practicable.

In the event of a notifiable incident occurring (*work related death, serious injury or illness or dangerous incident*) SafeWork NSW (13 10 50) must be notified at the earliest opportunity – penalties apply for non-reporting.

Notification to SafeWork NSW will be conducted by the site Safety Officer or designated competent person and in conjunction with the PCBU involved.

## 11. Emergency management

The Tenterfield Show Society Inc has an emergency management plan in place for the event.

Individual vendors and contractors must know their role and responsibilities during an emergency event and have a documented emergency plan in place for their business activities.

Emergency management information is contained in the site induction handbook; a hard copy of the emergency plan will be available in the Secretary's office.

A first aid kit and suitable firefighting equipment are a requirement for your business or undertaking.

## **12. Personal conduct**

Persons at our workplace are expected to conduct themselves in a manner that does not involve aggression, bullying, harassment, or discriminatory conduct.

Persons under the influence of alcohol or illegal drugs are prohibited from conducting work on site.

## **13. WHS issue resolution**

Persons are encouraged to raise WHS issues with the site Safety Officer at any time.

Parties involved in a WHS dispute must make a reasonable effort to achieve a timely, final and effective resolution to the issue.

Parties involved must consult the site Safety Officer if a timely resolution cannot be achieved.

## **14. Need help with work health and safety compliance?**

The Tenterfield Show Society Inc will work together with engaged vendors and contractors to meet work health and safety compliance requirements.

If you require assistance in complying with your work health and safety duty at our event, please contact:

Michael Manser DipWHS  
Safety Officer  
Tenterfield Show Society Inc

m: 0408 731 832

e: [mickar23@bigpond.com](mailto:mickar23@bigpond.com)

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