

Stall-holder Safety Checklist

Please tick and fill out then return to organiser before commencement of operations.

General WHS –

- ☐ Site induction completed (must be completed every 12 months).
Date completed _____
- ☐ Chemicals and Dangerous Substances to be stored in approved container in a safe location, with list, quantities and updated SDS available on site.
- ☐ Electrical Equipment Test and Tag within 12 Months (Hire equipment 3 Months or prior to hire, Visual inspection prior to use, Use of domestic equipment is **NOT PERMITTED**).
Date of test and tag _____
- ☐ Vendor stall or set-up does not obstruct access to firefighting equipment (1m clearance).
- ☐ Vendor stall or set-up does not obstruct egress path to, or access to a fire door.
- ☐ Vendor stall or set-up is clean, tidy and does not present a hazard to staff and public.

Food preparation and handling -

- ☐ Current ACT Food Business Registration on site available for inspection.
Expiry date _____
- ☐ Current Food Safety Handling for Supervisors on site available for inspection (if preparing potentially hazardous foods according to ANZS 3.2.2).
- ☐ If cooking - Fire equipment to be either “fire blanket” or “wet chemical extinguisher” to be brought in by vendor and inspected every 6 months (visual inspection prior to event and new equipment must have receipt available).
Date of test and tag/ purchase date _____
- ☐ Gas bottles (inspection every 10 years visual inspection prior to every use).
Inspection/ in service date _____
- ☐ Gas connections (inspection/sign off every 10 years visual inspection prior to every use).
Inspection/ in service date _____

Temporary Structures –

- ☐ Temporary structures Manufacturing Specifications (Marquees) available on site (this can be electronic).
- ☐ Temporary Structures to be installed/weighed/tied down as per Manufacturing Specifications (Marquees). Weight plates/ water weights/ sandbag weights used, must meet the Australia standards from manufacture and WHS legislative requirements.