



WHITTLESEA AGRICULTURAL SOCIETY INC.



AMUSEMENT SUITABILITY & SAFETY ASSESSMENT



Contents

Introduction.....	1
Requirements.....	1
Engineers.....	1
Competent person	1
Working with Children Checks	1
Guide	2
1. Amusement Owner’s Details.....	3
2. Engineer’s Details	3
3. Welding Inspector’s details	3
Assessment details	4
4. Compliance details.....	4
5. Records.....	4
6. Qualified and/or Authorised operators	8
Onsite inspections	9
7. Site setup.....	9
8. Electrical Systems	10



Introduction.

To reduce the risk to patrons and amusement operators Whittlesea Agricultural Society has introduced a system to ensure that contractors wishing to provide amusement structures for the Whittlesea Show do so with appropriately maintained amusement equipment and structures.

Requirements

The following is a summary of the requirements used by the relevant authorities Australia wide to ensure amusements are fit for purpose.

- Logbook up to date
- Maintenance manual up to date
- Operating manual
- Record of instruction and training for operators
- Annual engineer's inspection
- Any repairs reviewed by suitably competent person
(welding inspector for welds, engineer for other repairs/ modifications)
- Critical components list
- NDT completed as per engineer's recommendations
- Electricals inspected
- Restraints certified as suitable for device.

Engineers.

Engineers should be certified and experienced in amusement structures.

Engineers are currently practising and are a member of their respective association.

An engineer's certificate should show the education facility, disciplines studied and the date of graduation.

Competent person

Qualifications of Competent person may include but not limited to:

- Welding Inspector for welds.
- Engineer for repairs and modifications.
- Electrician for electrical equipment.
- Qualified test & tag person for electrical leads.

Working with Children Checks

Working with Children Checks are required for all persons who will be in contact with children using the amusement including ticket sellers and support staff.



Guide

- Sections 1 to 5 to be completed and sent with online site application.

Applications without Amusement Applicants Check List will not be accepted by the Whittlesea Agricultural Society.

- Section 6, 7 & 8 to be completed at the Showgrounds.

All supporting documents must be available for inspection by WorkSafe and the Societies Safety Officers when the amusement arrives on the Showground, amusements without documentation will not be permitted to setup or operate.

- All documents must be presented for inspection on request.

Whittlesea Agricultural Society's Safety Officers or Representatives will inspect all amusement documents and conduct a visual inspection of the amusement when set up.

Any amusement not accompanied by suitable documentation relating to compliance, engineers inspections etc will not be permitted to operate and must be dismantled.

WorkSafe Victoria may also inspect all documentation and amusements to be operated on the Showgrounds.

Whittlesea Agricultural Society and WorkSafe Victoria may request a supplementary engineer's inspection to verify the amusement is fit and safe for purpose. The cost of any inspections required is the amusement owner's responsibility.

The words LIST, RECORD and NOTE in this document mean write or written and information must be written in the relevant space provided. If there is insufficient space, supplementary list should be attached.



Details

1. Amusement Owner's Details

Owner Name	
Address	
Day time phone number	
Public liability Insurance cover limit	\$
Public Liability Insurance expires (Date)	/ /

2. Engineer's Details

Engineers Name		Daytime Phone
Engineers State of Registration	<input type="checkbox"/> Vic <input type="checkbox"/> NSW <input type="checkbox"/> Qld	<input type="checkbox"/> SA <input type="checkbox"/> WA <input type="checkbox"/> Tas
Engineers ID:		
Is Engineer currently Practicing	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is Engineer an association member	<input type="checkbox"/> Yes <input type="checkbox"/> No	Details of Association
Engineer's graduation disciplines	<input type="checkbox"/> Yes <input type="checkbox"/> No	Details
Engineer's certificate shows date of graduation	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date __/__/____

3. Welding Inspector's details

Inspectors Name		Phone:
Inspectors State of Registration	<input type="checkbox"/> Vic <input type="checkbox"/> NSW <input type="checkbox"/> Qld <input type="checkbox"/> SA <input type="checkbox"/> WA <input type="checkbox"/> Tas	
Inspectors Qualification Details and Registered mark or Stamp		



Assessment details

4. Compliance details

Name or type of amusement	Serial No	Year of Manufacture	Manufacturer	Compliance Plate details

5. Records

Inspection Item. (owner to complete)		Show Safety Officer/Representative use
Is logbook up to date	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are the logbook entries up to date? (please note any irregularities or findings below) Sighted <input type="checkbox"/> Yes <input type="checkbox"/> No Date of last inspection shown __/__/__
Is maintenance manual current	<input type="checkbox"/> Yes <input type="checkbox"/> No	Manual Sighted <input type="checkbox"/> Yes <input type="checkbox"/> No Please record the last item and the date of maintenance undertaken __/__/__ Record any adverse findings
Is an operating manual available with the amusement	<input type="checkbox"/> Yes <input type="checkbox"/> No	Sighted <input type="checkbox"/> Yes <input type="checkbox"/> No What is the condition of the manual? ie: is it readable and all pages are complete? Comments



Is annual engineer's inspection current and with the amusement	<input type="checkbox"/> Yes <input type="checkbox"/> No	Sighted <input type="checkbox"/> Yes <input type="checkbox"/> No Date of last two inspections __/__/____ & __/__/____ If there is only one inspection shown get clarification from the owner as to the reason, record the reasons below
Is there an emergency shut down procedure applicable to this amusement?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Sighted <input type="checkbox"/> Yes <input type="checkbox"/> No Record the location and condition of the emergency procedure below
Have repairs been reviewed by a competent person	<input type="checkbox"/> Yes <input type="checkbox"/> No	Evidence provided <input type="checkbox"/> Yes <input type="checkbox"/> No List repairs in the last 3 months
Is there a list of critical components	<input type="checkbox"/> Yes <input type="checkbox"/> No	Sighted <input type="checkbox"/> Yes <input type="checkbox"/> No Record the location of the list
Non-Destructive Test conducted to Engineer's recommendations Test Conducted by _____ Date __/__/____	<input type="checkbox"/> Yes <input type="checkbox"/> No	Evidence sighted <input type="checkbox"/> Yes <input type="checkbox"/> No Date of last two tests __/__/____ & __/__/____ Record who conducted the tests. If there is only one test result available get clarification from the owner as to the reason, record the reasons below



All electrical components have been inspected (tagged)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Evidence sighted <input type="checkbox"/> Yes <input type="checkbox"/> No Check dates on tags to ensure the tests are current, list the date of the test on the oldest tag. __/__/____ Note the condition of the tags and check for any evidence of alteration to dates etc
All restraints are certified as suitable for the amusement	<input type="checkbox"/> Yes <input type="checkbox"/> No	Note any documentation or stampings verifying suitability Include any Dates shown __/__/____ Evidence sighted <input type="checkbox"/> Yes <input type="checkbox"/> No
Restraints have been inspected	<input type="checkbox"/> Yes <input type="checkbox"/> No	Evidence sighted <input type="checkbox"/> Yes <input type="checkbox"/> No Note any evidence presented verifying the last inspection result & date __/__/____
All guards are in place	<input type="checkbox"/> Yes <input type="checkbox"/> No	Evidence sighted <input type="checkbox"/> Yes <input type="checkbox"/> No Conduct a visual inspection noting any evidence of guarding being removed or modified to lessen the intended effectiveness Findings



Are all records of training/instruction for all operators available	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Sighted <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Record any evidence supplied to support training has taken place including the trainers name and training date Trainer _____ Training Date __/__/____</p> <p>Check the training records for all person listed in section 6 (list any missing training records)</p>



Onsite inspections

7. Site setup (to be completed when amusement is setup ready for use on the show ground)

Clear of obstructions	<input type="checkbox"/> Yes <input type="checkbox"/> No	Checked <input type="checkbox"/> Yes <input type="checkbox"/> No
Clear of powerlines	<input type="checkbox"/> Yes <input type="checkbox"/> No	Checked <input type="checkbox"/> Yes <input type="checkbox"/> No
Correctly levelled	<input type="checkbox"/> Yes <input type="checkbox"/> No	Checked <input type="checkbox"/> Yes <input type="checkbox"/> No
Correctly secured	<input type="checkbox"/> Yes <input type="checkbox"/> No	Checked <input type="checkbox"/> Yes <input type="checkbox"/> No
Safety fencing in place	<input type="checkbox"/> Yes <input type="checkbox"/> No	Checked <input type="checkbox"/> Yes <input type="checkbox"/> No
All safety signage visible	<input type="checkbox"/> Yes <input type="checkbox"/> No	Checked <input type="checkbox"/> Yes <input type="checkbox"/> No
Emergency shut down procedure displayed	<input type="checkbox"/> Yes <input type="checkbox"/> No	Checked <input type="checkbox"/> Yes <input type="checkbox"/> No Location _____
Customers' requirements displayed	<input type="checkbox"/> Yes <input type="checkbox"/> No	Checked <input type="checkbox"/> Yes <input type="checkbox"/> No
Record details of requirements of persons (customers) using the amusement such as: Minimum or maximum Height Minimum / maximum weight Maximum / minimum users Health condition not suitable for the amusement i.e.: (Heart or panic attack) Instructions to users (ie: Remain seated until the amusement is operating) Emergency evacuation procedure. Safety Warnings. (ie: Keep hands feet and head inside the car when the amusement is in motion)		



8. Electrical Systems

Electrical cables are positioned so as not to create a trip hazard	<input type="checkbox"/> Yes <input type="checkbox"/> No	Checked <input type="checkbox"/> Yes <input type="checkbox"/> No
Electrical cables are protected from damage by chafing / traffic / pedestrians	<input type="checkbox"/> Yes <input type="checkbox"/> No	Checked <input type="checkbox"/> Yes <input type="checkbox"/> No
Electrical cables are tagged with current test date	<input type="checkbox"/> Yes <input type="checkbox"/> No	Checked <input type="checkbox"/> Yes <input type="checkbox"/> No
Generators		
Is the amusement powered by the operator's generator?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Checked <input type="checkbox"/> Yes <input type="checkbox"/> No
Residual current devices are fitted at the generator to protect all leads and circuits	<input type="checkbox"/> Yes <input type="checkbox"/> No	Checked <input type="checkbox"/> Yes <input type="checkbox"/> No
Generator is fitted with all necessary guards to prevent injury to operators or public.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Checked <input type="checkbox"/> Yes <input type="checkbox"/> No
Generator positioned to direct smoke and fumes away from amusement and the public.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Checked <input type="checkbox"/> Yes <input type="checkbox"/> No
Generator has an operational and in date fire extinguisher or fire suppression system fitted.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Checked <input type="checkbox"/> Yes <input type="checkbox"/> No