

**2019 Darwin Festival
COMMUNITY STALLS
OPERATIONS AND SAFETY CHECKLIST**



ACN 616 936 371

Stall Details	
Stall Location:	
Business Name:	
Name of responsible person:	
Contact phone number:	
Name of person completing this checklist:	
Fire Equipment	
Inspection date:	Re-inspection due date:
Inspected by:	
Electrical Equipment	
Inspection date:	Re-inspection due date:
Inspected by:	

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	Yes	No	Comments/Actions
General			
Do you have a current Public Liability insurance?			
Do you have workers compensation or Volunteers insurances?			
Do you have a Working with Children's card/s (Ochre Card)			
General Safety			
Do staff know what to do in an emergency?			
Do you have an elected emergency warden for your stall? Will they be present at all times of operation?			
Do you have a first aid trained member of staff?			
Do you have a first aid kit for your stall?			
Fire Safety			
Has someone been trained in the use of a fire extinguisher?			
Do you have a 1.5kg (E) Dry chemical fire extinguisher?			
Has the extinguisher been tested and valid for use?			
Will the extinguisher be mounted and clearly visible?			
Do you have 1 x fire blanket clearly visible? (minimum 1.2m x 1.8m in size)			
Do you have the correct signage available to be installed with fire equipment?			
Electrical safety			
Are electrical appliances inspected and passed for use? (current test and tag)			
Are extension leads inspected and passed for use? (current test and tag)			
Are extension leads from distribution box to the stalls heavy-duty 15 amp?			
Are portable power boards individually switched? (built in RCD switch)			
Will you ensure that no extension leads are at floor level in access / egress / walkways?			
If using a van or caravan, have you ensured that you have double pole switching?			

Signed: _____

Name (Printed): _____ **Date:** _____

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