

Para Hills Modbury



Catholic Parish

CRAFT MARKET

**St John XXIII Catholic Church
50 Reservoir Road Hope Valley SA 5090**

Saturday 2nd November 2019

9am - 3pm

WHS INFORMATION SHEET for Stall Holders

Welcome to Para Hills Modbury Catholic Parish. We are committed to the provision of a safe and healthy environment and recognise its duty of care in so far as is reasonably practicable, to all persons at the workplace including table and site hirers.

As a table or site hirer you are responsible to:

- work in accordance with all legislative requirements and adhere to the relevant policies and procedures of the parish
- report any safety concerns
- work safely
- not affect the safety of others
- observe all established Policies and Procedures

There are a number of important points relating to safety within the parish that you should be familiar with. These are:

Emergency Procedures

- Make yourself familiar with the emergency evacuation plan for the area in which you are working. A committee member will give a brief talk to all table and site hirers prior to 9 a.m.
- In an emergency or when directed by a Craft Market team member, proceed via the safest route to the nearest emergency exit shown on the Emergency Evacuation Plan. In the case of a fire call fire services on 000
- Do not re-enter the building until instructed to do so by the Market Coordinator
- As a table or site hirer, you must organise the evacuation of people for whom you are responsible (your helpers) from the building and check that all persons are accounted for

First Aid

The First Aid Kit is located in the kitchen.

Advise a Craft Market Team member if a First Aid Kit is needed or used.

Reporting

Should you see a hazard, or become aware of something that might injure you or someone else, or you are involved in an injury, incident or near miss, please report the matter immediately to a Craft Market Team member.