

Otago Farmers Market Health & Safety Policy

September 2016



Each individual market vendor is responsible for ensuring compliance with their obligations under the Health and Safety at Work Act 2015 (the Act) and associated Regulations. This includes, but is not limited to ensuring:-

1. The safety of themselves, their staff and members of the public around their market.
2. That all gazebos and umbrellas are securely weighted down in preparation for all weather conditions **at all times**.
3. That all vendors' goods are displayed safely on a sturdy table or display unit.
4. That any vehicles in the market are safely parked and have the hand brake on.
5. That all extension cords are covered, in the appropriate manner, to prevent people tripping over them e.g. where they lay across crossings, paths etc.

Powered site holders must ensure that:

- i A residual current device ("RCD") is to be directly plugged into the power unit, which is then plugged into one complete cord that runs directly to the stall.
- ii The stall holder must ensure that all connections are protected with the appropriate measures from any potential change in the weather i.e. rain.
- iii All extension cords and appliances must have a current compliance or "Test Tag Label" on them.

Vendors that use any kind of cooking equipment at the market must ensure the safety of the public. This will include, but is not limited to ensuring that they:-

- i. Keep any hot equipment and sharp knives away from the front of the stall, out of reach from the customers.
- ii. If they are using oil or fat must ensure that this is sheltered from weather elements, such as rain.
- iii. If vendors are selling products that are cooked, processed or precooked or pre packed, it is the vendor's responsibility to ensure compliance with any and all legal requirements relating to the sale and advertising of those products.

iv. All vendors must familiarise themselves with the whereabouts of the fire extinguisher and first aid box. If you are unsure where it is it is your responsibility to ask the market manager.

v. If vendors are using power or any kind of cooking facility they are encouraged to have their own safety plan in accordance with the applicable law and regulations.

vi. all vendors cooking with gas must have a current fire extinguisher at the market at all times.

6. It is the OFMT's responsibility to identify hazards and associated risks relating to the operation of the market, as a whole, and to take steps to eliminate or minimise those hazards and risks, for example by identifying those hazards and risks in a risk register which would enable market management to put any necessary control measure in place. Vendors must inform the market manager of any perceived hazard or risk that they notice.

7. Market management can request all and any unsafe activities and/or equipment be stopped or that control measures are put in place immediately.

8. I have read and agree to the Health and Safety Rules and regulations set out in this, the Otago Farmers Market's Health & Safety Policy.

Name of Business

Vendor Signature

Date