



Wagin Agricultural Society Inc

Wagin - Home of Wagin Woolorama and the Giant Ram

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WAGIN WOOLORAMA 2025

Exhibitors & Contractors Site Information & Safety Induction

Full Name: _____

Exhibitor Business Name: _____

Email: _____ MOBILE NO: _____

WOOLORAMA SITE NO/SECTION: _____

Date: _____

All exhibitors and their workers must be familiar with this induction prior to attending the 2025 Wagin Woolorama. Please keep a record of personnel who have completed this induction.

For further information about the Wagin Woolorama, please go to website www.woolorama.com.au

- Woolorama Trade Fair Exhibitor Term & Conditions are contained in the [Woolorama Trade Fair Prospectus 2025](#)



Exhibitors & Contractors Site Information and Safety Induction

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WAGIN WOOLORAMA 2025



Introduction

1. Welcome to the 2025 Wagin Woolorama agricultural show. This year's theme is "**Remaining An Icon**" and the Wagin Woolorama would not happen without the enormous support of our exhibitors, officials, sponsors, patrons, volunteers, staff and so many more. The outcome is a fantastic regional event that brings the community together and delivers a huge economic benefit to the Wagin district and beyond.
2. The Wagin Agricultural Society Inc (the Society) is the legal entity responsible for managing and administering the Wagin Woolorama. Under the *Work Health and Safety Act 2020* (WA) the Society must ensure, so far as is reasonably practicable, that the Wagin Showground is without risks to the health and safety of exhibitors, workers, volunteers and the general public. We take this very responsibility seriously and wish to give special thanks to the Shire of Wagin for grounds safety improvements this year.
3. Exhibitors also owe duties to their Workers to ensure, so far as is reasonably practicable, their health and safety. Exhibitors and their Workers must also take care for their own health and safety and to ensure they do not adversely affect the health and safety of other persons.
4. If you have any questions regarding this safety induction, please email the Event Coordinator - secretary@woolorama.com.au










Definitions

5. In this Induction, the following definitions will apply:
 - 5.1 **Event** means the **Wagin Woolorama** held on Friday 7 and Saturday 8 March 2025;
 - 5.2 **Event Organiser** means **Wagin Agricultural Society** Inc;
 - 5.3 **Event Site** means **Wagin Woolorama Showground**;
 - 5.4 **Exhibitor** means **any person, business, organisation or group** that sells or promotes their work or products at the Event with the permission of the Event Organiser;
 - 5.5 **Worker** means **any person carrying out work in any capacity for an Exhibitor** and includes work as an employee, contractor, subcontractor, apprentice, trainee or volunteer.
6. **Event Site** refers to all areas included on the following map.



Gate Access during the Woolorama Show

Friday & Saturday

-  **Public Parking 1** – Public Car Park.
-  **South West Gate 2** – Exhibitor & Authorised Vehicles.
-  **West Gate 3** – Pedestrian access - Public Car Park.
-  **Member Gate 4** – Members' vehicles only.
-  **East Gate 5** – Pedestrian access (closest to town).
-  **Rodeo Entrants Gate 6** – Rodeo entrants only.
-  **Rodeo Arena** – Rodeo spectator entry.
-  **ACROD PARKING & AUTHORISED PARKING AREA** for Woolorama officials and staff.
-  **St John's Ambulance & First Aid Post**

General Wagin Woolorama Show information

7. Woolorama Show, Trade Fair & Rodeo operating hours:

- 7.1 Friday 7 March 9am-6pm (except Side Show Alley, food areas, Wine Baa & Stockman's Bars which open until later)
- 7.2 Saturday 8 March 9am-5pm (with Side Show Alley, selected food areas, Wine Baa & Stockman's Bars open until later)
- 7.3 Saturday 8 March 5.30pm-12am – Blight's Haulage Wagin Woolorama Rodeo

8. Woolorama Show Office is open:

- 8.1 Monday-Friday (incl 3 March Public Holiday) 9.30am-4pm until Friday 14 March
- 8.2 Friday 7 March & Saturday 8 March 7am-6pm (Show Days)
- 8.3 Sunday 9 March: 9am-12pm.

9. Woolorama Trade Fair Office Hours:

- 9.1 Sun 2nd & Mon 3rd: 10am – 2pm (No telehandler on site)
- 9.2 Tue 4th & Wed 5th: 9:am – 4pm
- 9.3 Thu 6th, Fri 7th & Sat 8th: 6am – 6pm
- 9.4 Sun 9th: 7am -5:30pm.
- 9.5 Mon 10th & Tue 11th: 8:30am – 3pm

10. Exhibitor Parking Gate No 2 (off Arthur Road/Great Southern Hwy)

- 10.1 Exhibitor Parking gate will be attended from Thursday 6 March 8am until Saturday 8 March 4pm.

11. Bump-in & Bump-Out

- 11.1 Bump-in commences Sunday 2 March until Thursday 9pm (or Friday 8.30am for livestock exhibitors).
- 11.2 Bump-out commences Saturday 8 March 5pm (or 4pm for livestock exhibitors) until Tuesday 12 March

Wagin Woolorama Emergency Contacts

Woolorama Event Coordinator	Sue Dowson..... Show Office 9861 1611. Mobile: 0477 508 989
Woolorama Trade Fair Coordinator	Lisa Precious..... Trade Fair Office 9861 1611. Mobile: 0499 906 072
Woolorama Ground Control	Howie Ward..... 0427 611 339 (Emergency After Hours contact)
Professional Security	Contact Event Coordinator - 9861 1611 (office hours)
Building Security	Contact Trade Fair Coordinator - 9861 1611 (office hours)
Electrician	Contact Woolorama Show Office - 9861 1611 (office hours)
Plumber	Contact Woolorama Show Office - 9861 1611 (office hours)
Water Delivery	Contact Woolorama Show Office - 9861 1611 (office hours)
Hay & Straw Delivery	Contact Woolorama Trade Fair Office - 9861 1611 (office hours)
Fire/Police/Ambulance	TRIPLE ZERO - 000 - RING DIRECT or call Show Office (during office hours) to RING 000

Show Office

St Johns First Aid and Ambulance

All Exhibitors and their Workers are required to familiarise themselves with the location of First aid post and Show office which is located to the north west side of the Oval



Accident & Hazard Reporting

12. Accidents and Injuries

12.1 At any time during the Event, any person who witnesses or experiences any accident, incident or near miss which has resulted or could have resulted in an injury of any nature to a person or damage to property must report, without delay, to the Event Coordinator at the Show Office.

12.2 Exhibitors and any person under their control may be required to complete an Incident Report by the Event Organiser, if deemed necessary. ***Incident/Accident/Hazards Report forms are available from the Show Office.*** Email secretary@woolorama.com.au

13. Hazards

13.1 At times during the Event, any person who identifies a hazard or potential hazard must report the hazard, without delay, to the Event Coordinator at the Show Office.

13.2 Exhibitors and any person under their control may be required to complete a Hazard Report by the Event Organiser, if deemed necessary. ***Incident/Accident/Hazards Report forms are available from the Show Office.*** Email secretary@woolorama.com.au.

Emergency Procedures

14 **Building Evacuation.** **All Exhibitors and their Workers are required to familiarise themselves with the location of the nearest exits and fire extinguishers (when indoors) upon arrival.** Exhibitors and their Workers are required to ensure that firefighting signage and equipment, namely, extinguishers, hoses and hydrants, are kept clear at all times and remain visible and readily accessible.

15 **Grounds Evacuation.** In the event that the Event Site requires to be evacuated, an alarm will be sounded over the PA system and instructions given to move to muster points close to exit gates where they will receive further instruction to leave the grounds.

Building and Event Site Security

16. 24 Hour Grounds Supervision will be on site from Thursday 6 March 7pm until Sunday 9 March 6am.
17. All exhibitor pavilions and buildings will be locked at 9pm on Thursday and at the end of Trade Fair trading on Friday. Buildings will be opened by 7.30am on Friday and Saturday.
18. All building, pavilion and gate keys are held by the Trade Fair Office and their release and return MUST be recorded on the Master Key Register. All personnel taking and returning keys must ensure the Register is updated at the time. The name and mobile number of the person taking a key MUST be clearly written in the Register.
19. A strong police presence is maintained during Show hours. 24 hour supervision is engaged to patrol the Wagin Showground from Thursday 7pm until Sunday 6am. All exhibitors should secure their site appropriately before leaving on the Thursday and Friday nights. Direct any enquiries to the Woolorama Trade Fair office.

Food Vendors & Liquor Licensing

20. Exhibitors providing or selling alcohol in any form, unless exempt, must have an on-site liquor licence and responsible service of alcohol measures in place.
21. All Exhibitor food vendors are required to complete the New National Food Safety Standard - Food Safety Management Tool.
22. All volunteers providing food services at the Woolorama are required to provide evidence they have a completed Foodsafe® Food Handler training or its equivalent. For information on free online course, visit the [Shire of Wagin - Free Food Handling Info](#).

Exhibitor Vehicle Access to Wagin Showground

Gate Entry & Exit

23. Trade Fair exhibitors are requested to enter the Event Site via South West Gate 2, which will be attended from Thursday 8am. Site Information and vehicle passes (for display) will be available at that gate. This is the only gate open to vehicles throughout the Woolorama. It is close to exhibitor parking and camping areas, which are on the west side of Woolorama Way.
24. From Friday 7 March, exhibitor personnel passes and exhibitor vehicle passes will be scanned on entry to the grounds. Please ensure you have your electronic or printed passes to hand for inspection.
25. No Pass = No Entry. Please check that passes are provided to relevant personnel prior to arrival. No refunds will be made to Trade Fair Exhibitors not presenting passes at the gate.
26. You will be required to wear a wristband for re-entry into the grounds once your ticket has been scanned.

Exhibitor Parking

27. From Thursday 6 March, all exhibitor vehicles setting down, picking up or parking on site **MUST DISPLAY A PRINTED VEHICLE PASS ON THEIR DASHBOARD** at all times, visibly showing their Mobile Number and Site Number/Livestock Section. Printed electronic vehicle passes may be used for this purpose or blank display passes will be available at the gate/trade fair office/livestock steward on arrival.
28. Exhibitor Parking is available on the western side of Woolorama Way, next to the exhibitor camping area.
29. Contractor trucks and trailers delivering exhibitor items to the Oval, may park on the trotting area, close to back fence with permission from Ground Controller (SITE NO & MOBILE NO ON DISPLAY). The gate to track will be locked during Woolorama opening hours.
30. Parking in the trotting stalls area is only available to authorised users with a coloured vehicle sticker issued from the Show Office.

Exhibitor Camping (to be pre-booked and paid for on Woolorama website)

31. To enable a high standard of security TF Exhibitors are not permitted to sleep on their individual sites. Exhibitor Camping is available on the western side of Woolorama Way, next to the exhibitor parking area. Please be mindful of the safety and wellbeing of other people on the camping area. A bank of 16 portable toilets plus an accessible toilet is to the north of the camping area.
32. A Camping Over flow area is accessible via rear of Gull Service Station. Two portable toilets will be available on site.
33. Sheep Dog Trials camping is available to competitors on the dedicated Sheep Dog Trials camping area from Tuesday 4 March.
34. Rodeo Parking is available to rodeo competitors on their dedicated Rodeo camping area from Friday 7 March.

Bump In - General

35. Exhibitor suppliers may begin to pre-position furniture and equipment up to two weeks prior to the Wagin Woolorama. It is necessary to ensure this furniture is stored under cover, is secure and will not interfere with other activities during the build-up.
36. The erection of marquees is not to commence until Sunday 2 March following the marking out of the sites.
37. Only grass and gravel sites can be pegged: marquees on bitumen and paved sites must be weighted down. Coloured lines are used to mark danger (including power, telephone, water pipes and cables that run underground). Exhibitors shall be responsible for any damages to sites, water pipes, reticulation, electricity cables, holes in asphalt etc.
38. Further information about marquee construction is given under General On-Site Safe Work Practices and Safety Information. It is the Exhibitor's responsibility to inform their marquee providers.
39. A Forklift will be on site for Bump-in Sunday–Thursday before Woolorama 8.30am-5.30pm. Only authorised personnel are permitted to operate Woolorama plant and machinery. The Telehandler is available from Tuesday the 4th March to 6 March 8.30am-5.30pm and Bump-out Sunday-Tuesday after Woolorama 8.30am–4.30pm. This must be purchased and prebooked by emailing tradefair@woolorama.com.au.
40. All displays must be in on-site by 9pm Thursday 6 March.
41. All vehicles must be parked in allocated parking areas by 8am Friday of Show Day and no movement is permitted on showgrounds during Show hours (including trial of vehicles). Limited vehicle movements will be permitted on the Event Site prior to 8am.

Bump In - Vehicle instructions:

1 Livestock, Horses & Poultry – Drop Off & Pickup

Cattle	Drop off & pick up stock at Cattle Pavilion ramp to east of Woolorama Way. <i>Penning</i> Thu and Fri. All Cattle must be delivered by Fri 8.00am. Livestock pickup: Sat after 4pm.
Merino Sheep	Drop off & pick up stock at Merino Shed from Gate 5 off Ballagin Rd. Exit under supervision of stewards. <i>Penning</i> Thu 1pm-4pm. Sheep inspected at 6pm. Livestock pickup: Sat after 4pm.
B&A Sheep	Drop off & pick up stock at B&A Sheep Pavilion from Gate 5 off Ballagin Rd. Exit under supervision of stewards. <i>Penning</i> : Thu pm. Sheep to be penned by 7pm. Livestock pickup: Sat 9 After 4pm.
Poultry	Drop off & pick up birds & eggs at Poultry Special Purpose Shed via Kitchener St near West Gate. <i>Penning</i> Fri 6.30am-8.30am (must be delivered by 8am). Exhibitors may park in fenced area behind shed.
Shearing Shed & Dogs Trial Sheep	Sheep truck drop off & pick up at Shearing Shed via Rodeo Entrance Gate 6 (Rifle St)
Rodeo Horses	Separate entry via Gate 6 Rifle St operating Friday and Saturday. Rodeo competitor camping on dedicated rodeo camping area. (camping pass to be displayed):
Horses in Action	Saturday Comp - separate entry via Thornton Street - Gates open between 6.30am & 8.30am. Friday camping via SW Gate 2 for camping on south end of Exhibitor Camping (camping pass to be booked):

2. Trade Fair Exhibitors – All TF exhibitors are requested to enter vehicles via South West Gate 2, Woolorama Way (maps next pages)

Oval (100s)	Travelling north, turn right and enter Oval via gate. Limited parking on trotting fence along back fence for long vehicles
Markets, Food Court 2, 500s, 600s	Travelling north, turn right onto Kitchener St and exit to the left for Markets, Food court 2, 500s Outdoor, 600s Village Green
Wool Pavilion, 400s, 300s, Ram Rd, Food Ct 1, Ed Pav	On Woolorama Way (travelling north), turn right onto Kitchener St and exit on the right for Ray Johnson (Wool) Pavilion, 400s Outdoors (Bull-Av Sq), 300s Lifestyle & Leisure Pavilion, 200s Ram Road, Edu Pavilion.

Oval Exhibitor Vehicles



Markets, 500s, 600s, Kitchener St



Education, Food Court 1, East 200



Wool Pav, Home Lifestyle (300s), 200s, 400s



Vehicle Movement On-grounds



In the interest of safety and protection of pedestrians and all exhibitor staff, all vehicle movement onsite on the Showgrounds will be limited to 6 kph for the period Thursday 6 March until Sunday 9 March inclusive. Vehicles are to have headlights and hazard/Beacon lights turned on when moving.

All exhibitors are asked follow vehicle movement instructions outlined in this induction and to take due care and consideration when unloading vehicles and to be mindful of the safety of others.

These instructions and directions are extended to ALL transport deliveries and pick-ups, as well as any external suppliers for your site. Please ensure these instructions and vehicle directions are forwarded to all suppliers and transport providers.

42. Exhibitors are requested to be considerate of need to maintain traffic flow and accessibility during set-up and pack-down, and park accordingly. Parking vehicles in the designated Exhibitor parking area ensures safety and the best visibility of your site. Please ensure Vehicle Pass is visibly displayed on dashboard at all times when on grounds.
43. All entrances, roads and aisles are kept free of vehicles, machinery, stock and other items.
44. All machinery must remain stationary throughout the Event authorised by Ground Control representative via Trade Fair office.
45. All vehicles and machinery must be operated according to any safety instructions contained within the user's manual of the vehicle and be operated by persons holding current licenses and qualifications for that vehicle. All vehicles must display license plates where required.
46. Gophers, golf carts and electric scooters, must be driven at walking pace with due care for pedestrians, with passengers to be always seated correctly.

Bump-Out

47. Event Site bump out – Saturday 8 March:

- 47.1 The Event Site bump out will commence Saturday from 4pm for livestock exhibitors only, and 5pm for other exhibitors.
- 47.2 Trade Fair Exhibitors must not begin dismantling their exhibits until 5pm, unless agreed by prior arrangement with the Trade Fair Coordinator.
- 47.3 Woolorama officials will be monitoring exhibitors leaving early, offending exhibitors may have future applications denied. A marshal will be on grounds from 3pm to assist with the control of movement of vehicles leaving the exhibitor parking area.

48. Event Site bump out – Post Woolorama:

- 48.1 The Trade Fair Office will be open on **Sun 9th**: 7:00am - 5:30pm, **Mon 10th**: 8:30am - 3:00pm, **Tue 11th**: 8:30am - 3:00pm
- 48.2 The Event Site must be clear of all exhibitor items no later than 5pm on Mon 10 Mar, unless otherwise arranged with the Trade Fair Coordinator.
- 48.3 Marquees on the Football Oval must be removed on Tuesday 11 Mar by 5pm, unless otherwise arranged with the Trade Fair Coordinator.
- 48.4 The Exhibitor is responsible for all damage to property or personal injury that arises in connection with their display area howsoever caused indirectly or directly by the Exhibitor or any related party or any act of omission of any such person or by any exhibit, machinery or any agent (eg marquee erector) of theirs

GENERAL ON-SITE SAFE WORK PRACTICES AND SAFETY INFORMATION

Drugs, Smoking & Alcohol

Event Organiser has a zero tolerance approach towards the presence of illicit drugs on grounds.

No smoking is permitted within the Showgrounds. If you wish to smoke, please make sure you are wearing your wristband and leave via a showground gate and smoke away from any entry points.

All workers must be fit to undertake their duty are not permitted to work while under the influence of drugs and/or alcohol, in particular when workers are required to operate a plant, equipment or work that is considered high risk.

Safe and Clean Environment

Contractors and exhibitors must take responsibility for maintaining a safe and clean work environment at the Showground. This includes:

- Disposing of surplus materials and waste materials;
- Keeping walkways and areas clear of trip hazards;
- Store materials, tools, or equipment are stored safely;
- Keep stairways, passages and safety exits, clear of obstructions;
- Contain, clear and report any spills.

Working Outside

Exhibitors and any person under their control when constructing marquees or undertaking high risk activities must wear appropriate PPE at all times during bump-in and bump-out and have access to sunscreen and hydration.

Marquee Construction

Exhibitors are permitted to engage commercial marquee / event hire companies to provide required structures. All structures must be installed and “signed off” by suitable trained and qualified Workers.

Exhibitors must ensure that for marquees:

- anchorages are adequate;
- wall and roof bracing are installed and adequately tensioned;
- ropes or tensioned straps are in good order and correctly fastened;
- fabric is tensioned, not prone to ponding and with no (unrepaired) tears;
- exits are correctly identified and not obstructed;
- exposed ropes and stakes are identified and are not a hazard to the public;
- locking pins and bolts are in place and correctly tensioned;
- structural supports are sound;
- flooring is even and there are no trip hazards;
- walls are adequately secured;
- rope and pole tent have a full complement of side uprights, anchor stakes, pulley blocks and guy ropes; and rope and pole tent hoists are secure and can only be released by an authorised person.

When erecting marquees or installing spikes, Exhibitors must ensure they are aware of MARKED underground cables and water pipes or other infrastructure on grounds – which should be avoided.

Flammables

Any items deemed to be dangerous goods or hazardous substances cannot be brought onto the Event Site unless approved by the Event Organiser.

Exhibitors are responsible for documenting and ensuring compliance with safe work procedures to manage the safe use and storage of any hazardous substances and dangerous goods. Hazardous substances and dangerous goods approved for use by the Event Coordinator must:

- be stored in suitable containers and properly labelled;
- be used or handled using the appropriate personal protective equipment;
- be segregated as required by the safety data sheet; and
- be segregated from the general public and be under direct supervision.

All flammable substances or gas bottles must be tested and stamped by a gas cylinder testing station in Australia in accordance with Australian Standards.

Manual Handling

Equipment and Machinery must be used in a manner which is safe and reduces the risk of injury.

Exhibitors and their Workers must use the following procedures when manual handling any equipment or machinery on the Event Site:

- use mechanical equipment where necessary;
- check the load mass before attempting to lift an item. If the load mass is beyond their capacity, seek the assistance of other personnel or mechanical equipment;
- adopt a balanced footing and maintain a straight back during the lifting of any items;
- check that the route and lay-down area is free of obstructions and trip hazards;
- bend their knees, keep their back reasonably straight when lifting and lift primarily by straightening their legs;
- grip the object firmly, using the palms of their hands and their fingers (wear gloves if required); and avoid twisting at the waist to change direction and turn by moving their feet.

High Risk Work

High Risk Work as defined in Schedule 3 of the Work Health and Safety (General) Regulations 2023 must only be performed by Workers who have been authorised to carry out that type of work.

Exhibitors must not direct or allow a Worker to carry out work if it is required to be done by an authorized person or a person with prescribed qualifications or experience and that person is not authorised or does not hold the prescribed qualifications or experience.

Any Workers completing high-risk works or works requiring a licence must provide a copy of their licence, risk assessment or safe work method statement to the Event Organiser before commencing work.

No Worker shall carry out work that involves working at heights, that is, 180cm or more above the ground, unless appropriately trained and authorised by the Event Manager to do so.

Electrical Safety

All power outages must be reported to the Trade Fair Coordinator immediately. Only the onsite approved electrician can reset power outages.

All electrical requirements at the Event excluding standard plugs/leads must be performed by an electrical contractor approved by the Event Organiser.

Any electrical items brought onto the Event Site must be tested and tagged in accordance with Australian Standard AS/NZS 3760.

All electrical work must only be carried out by a person who has the appropriate electrical license and must comply with Australian safety standards and regulations.

All portable electrical equipment must be protected by an RCD.

The use of double adaptors is not permitted. Only power boards with safety switches are permitted.

Joints wrapped in insulation tape are not acceptable.

Extension cords must be protected from damage and supported off the floor/ground where they cross / egress routes or potential wet areas.

Electrical tools must have a current and compliant electrical testing tag.

Untrained personnel are not to handle, repair or use equipment that is damaged and where there is the potential for exposure to damaging energy sources.

Trained personnel must be called to remove power or otherwise render the plant, equipment or machinery safe before any maintenance is carried out.

Any electrical hazards or incidents should be reported to the Show Office 9861 1611.