



Demonstrator Spot Check Checklist



Site:	Date:
Coles Group representative:	
Demonstrator's name:	
Where the answer to a question or a number of questions is No , raise a Corrective Action Report (CAR). Include safety non-conformance details on the CAR. Only raise one CAR for each spot check.	

Checklist	Yes	No	N/A
Have all the demonstrator's employees been inducted, with induction cards available?			
Are all the demonstrator's employees wearing visitor's stickers, badges or Coles Group / brand identification cards?			
Have all the demonstrator's employees signed-in to the Site Log Book?			
Are Work Method Statements (WMSs) available for all works?			
Are the safety controls identified in the WMS in use, for example personal protective equipment and signage?			
Are up-to-date Material Safety Data Sheets (MSDSs), within five years from the date of issue, available for all chemicals on site? MSDSs must include Australian emergency contact details.			
Is the portable electrical equipment tested and tagged?			
Is the portable electrical equipment used in conjunction with a residual current device (RCD) or safety switch?			
Demonstrators must not use gas equipment. Is the demonstrator in compliance?			
Have the demonstrator's employees left the workplace clean and in good order?			
Is the demonstrator's location: <ul style="list-style-type: none">• in the area the Site Manager specified• situated as close as possible to the power supply required for the demonstration• in a position that does not impede traffic flow around gondolas or display cases• not obstructing an emergency exit?			

Checklist	Yes	No	N/A
Are the demonstration tables: <ul style="list-style-type: none"> • stable, with adjustable leg heights. Propping up legs with cardboard, paper or other products is not permitted • the sort with a recessed top or non-slip surfaces to ensure that cooking apparatus and utensils do not fall off the table • without cloths or covers that hang over the edge of the table top? 			
Is the cooking equipment used for the demonstration: <ul style="list-style-type: none"> • always attended by the demonstrator • out of reach of children • used specifically for the purpose for which it was designed? 			
Does the demonstrator: <ul style="list-style-type: none"> • have equipment and products suitable for cleaning up spillage and discarding samples available • ensure that at the completion of the demonstration the demonstration area is thoroughly clear of rubbish and spillage? 			
Does the demonstrator: <ul style="list-style-type: none"> • ensure that electrical leads do not hang over the sides of the demonstration table • run electrical leads within the demonstrator unit or are they taped to the side of the demonstration unit • ensure that electrical leads are not left across walkways? 			
Does the demonstrator use fused multi-power outlets, if multiple power sources are required? Double-adaptors must not be used.			

Coles Group representative's signature:	
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