

PRE-EVENT HEALTH AND SAFETY CHECKLIST (ORGANISER)

Please complete this form and return it to safetyandlogistics@gccec.com.au
no later than **twenty-one (21) days** prior to your event

EVENT DETAILS			
Event Name			Event Date
Stand Name			Stand Number
Company Name			Contact Name
Signature	Email		Contact Number

This form is only applicable if you are engaging external contractors / performers who are providing products, services or acts for your event.
Please complete steps 1 and 2 (if applicable) and return it to your Events Manager.

STEP 1 - Contact Information: Please be aware contractors/performers must adhere to all GCCEC guidelines available at: <https://www.gccec.com.au/event-toolkit.html>
Please list their name(s) and the specific activities they will undertake on your behalf. **If there is insufficient space, please see page 2.**

CONTRACTOR / PERFORMER COMPANY NAME	ONSITE CONTACT NAME AND NUMBER	EMAIL	SPECIFIC ACTIVITY	ACTIVITY CODE (REFER TO STEP 2)	OFFICE USE ONLY											
					Initial Contact Dep/Date	PL	WC	SWMS RA			Other		Follow up Date			
E.g. Blue Events	Jay Smith 0400 000 000	jay@blueevents.com.au	Main Stand Builder	I, J, N	EV/AV/SF	✓	F	✓	F	✓	F	R	Details	✓	F	Safety

STEP 2 - Activity Code: It is the requirement of GCCEC that if any of the below activities form part of your event you must advise GCCEC of the activity prior to arriving onsite and adhere to all legislation, safety guidelines and GCCEC requirements available at: <https://www.gccec.com.au/event-toolkit.html>

A Hot Work	F Child care facility e.g. Kids club / Crèche	K Compressed Air e.g. Confetti cannon	P Smoke detector isolation
B Aerial / Acrobats / Performers	G Use of catwalk	L Naked flames	Q Drones/RPAs (remote pilot aircraft)
C Amusement devices or structures	H Fire Acts (flame throwers, fire eaters etc)	M Pyrotechnics, flares	
D Animals	I Operating a Fork lift	N Operate a Scissor lift/ Boom lift	
E Medical activities (Sharps etc.)	J Use of Liquefied Petroleum Gas (LPG)	O Rigging	

Failure to provide all relevant information will result in workers not being able to perform their duties in the centre.

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STEP 3 - Safety Requirements and Documentation:

It is a requirement of GCCEC that all contractors / performers supply relevant documents pertaining to their activity prior to arrival. This is including but not limited to abiding by GCCEC guidelines available at: <https://www.gccec.com.au/event-toolkit.html>

Required documents will vary per activity – below is an overview of the minimum requirements.

PLI	Public Liability Insurance	GCCEC requires a minimum of \$20,000,000 cover for all high-risk contractors. Low risk to be assessed on receipt of insurances.
WC	Work Cover	All employers with at least one employee must carry and supply certificate of currency.
SWMS	Safe Work Method Statement	A chronological methodology to carry out a task safely. SWMS documents must state the date, event name, location and venue where work is carried out. All staff on the day will be required to sign the SWMS prior to working. Required for high risk works and activities.
RA	Risk Assessment	An assessment of a task or environment to mediate all hazards. Required for high risk works and activities.
CP	COVID-19 Plan	A Safety Management Plan to mitigate the risks of an outbreak of COVID-19.

INDUCTION: Prior to entering the event area and conducting construction work, GCCEC requires all contractors / sub-contractors / performers to complete the contractor’s induction. Please follow attached link: <https://www.onlineinduction.com/gccec/index.php> or this can be completed on site (limited computers available).

Contact Information (continued)

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Manager Sign off:

Date: