

PRE-EVENT HEALTH AND SAFETY CHECKLIST (EXHIBITOR)

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 to: safetyandlogistics@gccec.com.au

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
B	Aerial / Acrobats / Performers
C	Amusement devices or structures
D	Animals
E	Medical activities (Sharps etc.)

F	Child care facility e.g. Kids club / Crèche
G	Use of catwalk
H	Fire Acts (flame throwers, fire eaters etc)
I	Operating a Fork lift
J	Use of Liquefied Petroleum Gas (LPG)

K	Compressed Air e.g. Confetti cannon
L	Naked flames
M	Pyrotechnics, flares
N	Operate a Scissor lift/ Boom lift
O	Rigging

P	Smoke detector isolation
Q	Drones/RPAs (remote pilot aircraft)

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 PL insurance cover of \$20,000,000 for High-Risk contractors, Low-Risk contractors will be assessed upon the submission of insurance documentation.
WC	Work Cover	All employers with at least one employee must carry and supply certificate of currency.
SWMS	Safe Work Method Statement	For High-Risk work activities a Safe Work Method Statement must be provided. SWMS documentation sets out work activities in logical sequences, identifies hazards and describes control measures. SWMS must contain all information required by legislation - https:// www.worksafe.qld.gov.au/resources/guides/safe-work-method-statements
WI	Work Instructions	For Low-Risk work activities either a Risk Assessment, Job Safety Analysis, Safe Work Procedure, Standard Operating Procedure, or other Work Instruction should be provided setting out work activities.

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: [GCCEC Rapid Go Sign In](#) or this can be completed on site (limited computers available).

Contact Information (continued)

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Manager Sign off:

Date: