



Occupational Health & Safety Event Safety Checklist

This documentation must be kept by the Cost Centre for 8 years for review/audit purposes.

Event Name: _____

Date & Time of Event: _____

Site of Event: _____

Facility/Rooms to be Used: _____

Event Coordinator: _____

Name of Person Completing Checklist: _____ Date: _____

Type of Event

- | | |
|--|--|
| <input type="checkbox"/> Conference | <input type="checkbox"/> Open Days |
| <input type="checkbox"/> Graduation | <input type="checkbox"/> Seminar |
| <input type="checkbox"/> Public Lectures | <input type="checkbox"/> Exhibitions |
| <input type="checkbox"/> Marketing Functions | <input type="checkbox"/> School Promotional Visits |
| <input type="checkbox"/> Teachers (Professional Development) | <input type="checkbox"/> Careers fair |
| <input type="checkbox"/> Examinations | <input type="checkbox"/> Campus tours |
| <input type="checkbox"/> Expo | <input type="checkbox"/> Reception |

Other (*specify*) _____

Brief description of the Event

Expected attendance _____

Event Stakeholders

- | | |
|--|--|
| <input type="checkbox"/> Organisers | <input type="checkbox"/> Faculty OHSW Office |
| <input type="checkbox"/> Volunteers | <input type="checkbox"/> Staff |
| <input type="checkbox"/> Emergency Services | <input type="checkbox"/> Contracted Service providers |
| <input type="checkbox"/> Security | <input type="checkbox"/> Local Council |
| <input type="checkbox"/> Media | <input type="checkbox"/> Transport |
| <input type="checkbox"/> Students | <input type="checkbox"/> Public |
| <input type="checkbox"/> School/Facility(Owner) Office | <input type="checkbox"/> Other _____
(<i>specify</i>) |

Event Planning Committee:

Member's Name	Position	Contact #

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The Risk Assessment process must be completed for the following:

Check off when each of the following has been considered and risk assessed and controlled as required (see attached risk control plan):

- Event Set Up
- The Event
- Event close down

Hazard Types to be considered:

- Human (eg crowd issues)
- Technological (mechanical, plant etc)
- Natural (physical location)
- Environmental (weather)

Risk Assessment

Use the attached list of prompts to determine what types of hazards exist for your event and then develop the relevant control plan for these hazards. The tables below provide guidance for ranking risk factors and determining the risk level.

Ranking Risk Factors by Probability		Ranking Risk Factors by Consequence	
Very Likely	Expected to occur in most circumstances	Fatality	May cause death and/or severe irreversible disability, and/or permanent ill health
Likely	Will probably occur in most circumstances	Major	Severe injury or illness
Possible	Might occur occasionally	Minor	Minor (usually reversible) injury or illness resulting in days off work
Unlikely	Could happen at some time	First Aid	First aid level medical treatment
Highly Unlikely	May happen only in exceptional circumstances	Negligible	No treatment required

Consequence	Likelihood				
	Very likely	Likely	Possible	Unlikely	Highly unlikely
Fatality	Extreme	High	High	High	Medium
Major injury	High	High	High	Medium	Medium
Minor injury	High	Medium	Medium	Medium	Medium
First aid	Medium	Medium	Medium	Low	Low
Negligible	Medium	Medium	Low	Low	Low

Control Hierarchy	
Select controls from the highest level you can	
¹ Elimination	<i>Remove hazard</i>
² Substitution	<i>Use a less hazardous alternative</i>
³ Isolation	eg. Restrict access – place a machine in a separate room; use chemicals in a closed container or fume cupboard
⁴ Engineering	eg. Use trolleys to move loads; install guards on machinery; install a fume cupboard
⁵ Administration	eg. Training; safe work procedure; install signs
⁶ PPE–Personal Protective Equipment	eg. Use gloves; respirator; safety glasses; ear muffs for personal protection if there is no better option

Prioritising Hazards			
Risk Level	Priority	Action	Timeframe for implementation of corrective action
Extreme	1	The activity should cease immediately and short term safety controls implemented. Notify manager and assess activity.	Immediate
High	2	Implement short term safety measures immediately. Notify manager and assess activity.	Within 24 hours
Medium	3	Implement short term safety controls. Notify manager and assess activity.	Within 14 days
Low	4	Implement long term safety controls. Notify manager and assess activity.	Within 28 days (if possible) or demonstrate that it is not reasonably practicable to achieve further minimization of the risk

See Hazard Management Policy for further details.

Items to be addressed

ACCESS and EGRESS	Comments (if any)
<input type="checkbox"/> Entry and exit areas are clear and easily accessible for staff and expected crowd numbers <input type="checkbox"/> Entry and exit areas are adequate for emergency exit and emergency services <input type="checkbox"/> Thoroughfares are well defined and clearly marked	
TRAFFIC FLOW	Comments (if any)
<input type="checkbox"/> Clearly defined areas for traffic which are separated from pedestrian areas <input type="checkbox"/> Provisions for safe passage of emergency and other vehicles through pedestrian traffic <input type="checkbox"/> Controlled traffic flow and adequate signage for directions	
AMENITIES	Comments (if any)
<input type="checkbox"/> Adequate provision of toilets, and toilet supplies, ie, paper, soap etc and hand washing facilities <input type="checkbox"/> Access toilet <input type="checkbox"/> Availability of clean fresh water for both staff and attendees <input type="checkbox"/> Adequate catering facilities, including clean up and food preparation areas	
SIGNAGE	Comments (if any)
<input type="checkbox"/> Adequate signage for entries, exits, toilet facilities etc. <input type="checkbox"/> Signage for any hazardous areas or substances <input type="checkbox"/> Clearly signed first aid and fire extinguisher locations	
MAINTENANCE	Comments (if any)
<input type="checkbox"/> Qualified and competent maintenance personnel available to undertake any repairs required <input type="checkbox"/> Maintenance personnel have a contact person (e.g. event co-ordinator) and means of communicating with them <input type="checkbox"/> Records of any maintenance undertaken kept for future reference	
FIRE PREVENTION	Comments (if any)
<input type="checkbox"/> Suitable fire extinguishers (e.g. CO2, water, chemical) and blankets are in appropriate areas, tested and in date <input type="checkbox"/> Personnel are trained in extinguisher and blanket use (on campus security) <input type="checkbox"/> Ignition source areas are kept clear at all times and easily accessible	
EMERGENCY PROCEDURES	Comments (if any)
Nominated Key Person	
<input type="checkbox"/> Emergency response plan and control procedures in place <input type="checkbox"/> Emergency response team trained to carry out plan <input type="checkbox"/> Current site maps available to all staff, emergency services and other relevant parties	

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FIRST AID	Comments (if any)
<input type="checkbox"/> First aid stations are suitably located, clearly signed and easily accessible from everyone <input type="checkbox"/> First aid facilities are adequate for the type of event being held <input type="checkbox"/> Good means of communication provided between event personnel and first aid stations	
STAFF, VOLUNTEER and CONTRACTOR TRAINING	Comments (if any)
<input type="checkbox"/> Staff and volunteers are adequately inducted and trained about the event (site specific) <input type="checkbox"/> Copies of applications, memos and any training records are kept by the event coordinator <input type="checkbox"/> Contractors are given a relevant, site specific induction regarding the event <input type="checkbox"/> Contractors are Flinders University Registered contractors and provide a job safety analysis <input type="checkbox"/> Contractors have been given local induction for the event	
ELECTRICAL	Comments (if any)
<input type="checkbox"/> Residual circuit devise (RCDs) are used where required, including all hand held electrical appliances and tools <input type="checkbox"/> All portable electrical equipment, including leads, are tested, tagged and in date <input type="checkbox"/> Adequate protection of the public from electric shock and any trip hazards from cords <input type="checkbox"/> All leads, plugs, etc. are protected from weather and other environmental conditions (e.g. water) <input type="checkbox"/> Evidence of electrical safety can be provided upon request from an authorised person (e.g. tagging or documentation) <input type="checkbox"/> Emergency contact for after hours	
PERMITS, LICENSING AND REGISTRATION (INCLUDING BUT NOT LIMITED TO)	Comments (if any)
<input type="checkbox"/> Fireworks are only provided and used by pyrotechnicians licensed by SafeWork SA <input type="checkbox"/> LPG/dangerous goods storage <input type="checkbox"/> Mobile plant (forklifts, cherry pickers etc.) are only operated by licensed or certified operators <input type="checkbox"/> Scaffolding more than four metres in height erected and dismantled by a certified person <input type="checkbox"/> Liquor licences <input type="checkbox"/> Food on the plaza? Contact Flinders Campus Community Services	
UTILITIES/SITE SERVICES	Comments (if any)
<input type="checkbox"/> Location of all site underground services (power/gas /mains etc.) and overhead powerlines identified <input type="checkbox"/> Relevant maintenance and event personnel have maps and are aware of locations	
LIGHTING	Comments (if any)
<input type="checkbox"/> Adequate natural or artificial lighting provided for setting up, conducting and dismantling event <input type="checkbox"/> Portable lighting is tested and in date <input type="checkbox"/> Suitable emergency lighting is available	

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STAGING AND PLATFORMS	Comments (if any)
<input type="checkbox"/> All seating, corporate boxes, overpasses, fences and main stages are signed off by a certified rigger or scaffolder. An engineer provides assigned certificate to the event coordinator prior to any usage to ensure approved engineering and design standards are met <input type="checkbox"/> A person erecting scaffolding more than four metres in height must hold a national certificate of competency (scaffolding) in order to erect and dismantle (refer to Permits, Licensing and Registration) <input type="checkbox"/> Platforms are continuously monitored, particularly in extreme weather conditions <input type="checkbox"/> Adequate access and egress around all staging and platforms for patrons and emergency services	
LADDERS	Comments (if any)
<input type="checkbox"/> Ladders meet Australian Standards, well maintained and suitable for the type of work being undertaken <input type="checkbox"/> Assessment of whether work is suitable for a ladder (e.g. can the person maintain three points of contact?) <input type="checkbox"/> Assistance of a second person is provided where required	
WORK AT HEIGHTS	Comments (if any)
<input type="checkbox"/> University <i>Working at Heights</i> permit has been obtained <input type="checkbox"/> Right type of equipment is used for the job (e.g. ladder, cherry picker, scissor lift) <input type="checkbox"/> Only certified operators are used if cranes or elevated work platforms (EWPs) are required <input type="checkbox"/> Evidence of compliance can be provided upon request from an authorised person	
MANUAL HANDLING	Comments (if any)
<input type="checkbox"/> All staff and volunteers are trained to assess each task and use safe technique when lifting <input type="checkbox"/> Loads are delivered as close as possible to area using vehicle or mechanical aid (e.g. trolleys, sack trucks) <input type="checkbox"/> Light, small loads and physical aids (assistance from second person or team lift where needed) are used	
AMUSEMENT STRUCTURES (INCLUDING INFLATABLE STRUCTURES)	Comments (if any)
<input type="checkbox"/> Amusements structures are not used or operated unless a current certificate of registration issued by SafeWork SA can be provided. Interstate registrations are not acceptable in SA <input type="checkbox"/> All structures have current certificate of inspection issued by a professional engineer and qualified electrician <input type="checkbox"/> Appropriate space and suitable ground surface is allocated for each ride, including access and egress for patrons <input type="checkbox"/> There is appropriate fencing surrounding rides <input type="checkbox"/> There is appropriate soft-fall area for inflatable structures	

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INFLATABLE STRUCTURES (IN ADDITION TO THE ABOVE REQUIREMENTS)	Comments (if any)
<input type="checkbox"/> A thorough check of the inflatable structure and accessories is carried out prior to use (ensuring all anchor points, ropes and stakes or ballast are undamaged and fit for continual use) <input type="checkbox"/> All tie down ropes attached to the device are fastened to adequate anchorages and there is adequate soft-fall area and appropriate fencing <input type="checkbox"/> Operator monitors prevailing wind conditions	
LIQUID PETROLEUM GAS (LPG) CYLINDERS AND HEATERS, GAS BARBEQUES	Comments (if any)
<input type="checkbox"/> Small gas cylinders used wherever possible. Cylinders over nine kilograms should be hard plumbed, stored outside and fitted by a licensed gas fitter <input type="checkbox"/> LPG cylinders are secured to increase stability <input type="checkbox"/> LPG cylinders are clear of ignition sources and are in a well ventilated area in accordance with ASINZS 1596:2002 – the Storage and Handling of LP Gas <input type="checkbox"/> All LPG cylinders are checked to ensure they do not exceed 10 years of the stamped test date <input type="checkbox"/> Compliance with ASINZS 1596:2002 – the storage and Handling of LP Gas <input type="checkbox"/> A licence is held if keeping over 250 kilograms of LPG in cylinders or tanks	
FUELS, FIREWORKS OR PYROTECHNICS	Comments (if any)
<input type="checkbox"/> Refer to Permits, Licensing and Registration	
WEATHER CONDITIONS	Comments (if any)
<input type="checkbox"/> Use current Australian Bureau of Meteorology information to ascertain weather conditions www.bom.gov.au <input type="checkbox"/> Weather conditions planned for and monitored e.g. partitions, displays and signage well secured for windy conditions, non slip mats for wet conditions, and shade, sunscreen and water provisions for heat <input type="checkbox"/> Wind speeds are monitored and amusement structure operation ceased in accordance with manufacturer's specifications (inflatable structures must cease operation when wind speed reaches 40 km per hour)	
PERSONAL PROTECTIVE EQUIPMENT (PPE)	Comments (if any)
<input type="checkbox"/> All tasks undertaken by staff and volunteers are checked for the PPE required <input type="checkbox"/> PPE provided if needed (e.g. gloves, aprons, earplugs etc.) and is in good condition and working order <input type="checkbox"/> Personnel are trained in using, maintaining and storing PPE	

OTHER CONSIDERATIONS

Other general event issues to consider as part of overall event preparation include:

General security and crowd control

- University Security advised and given relevant documents about the event (minimum 2 weeks' notice)
- University Security has done a risk assessment so they are prepared for the event

Traffic control, parking and road usage considerations

Communication channels between parties

- Site maps of area, highlighting specific services and utilities

Vendor/exhibitor general information

Noise levels

Alcohol and food requirements

- Liquor licence has been obtained for the event if alcohol is to be sold
- University permit for consumption of alcohol on campus has been obtained (where alcohol provided, but not sold)
- Food providers comply with food safety requirements of the Aust&NZ Food Standards Code (see <http://www.foodstandards.gov.au/code/Pages/default.aspx>)
- Responsible service of alcohol provisions are in place

Hazardous Substances

Animal displays and requirements.

- Contingency plan in the event of an incident, ie, contact person, reporting process
- Copy of forms and paperwork for event safety management to be retained for audit process (to be kept for 8 years)

Useful Contacts

Event Contact List

These contacts must be advised				
For events involving	Organisation	Phone	Email	Service provided
All events	WHS Unit	13024	whs@flinders.edu.au	WHS requirement and event safety support
All events	Security	12880	security@flinders.edu.au	Security requirement
Alcohol, Licensing matters, catering	Property, Facilities & Development	12733	building.property@flinders.edu.au	Licencing Matters, Catering, Room Bookings
Use of outside contractors	Property, Facilities & Development	12733	building.property@flinders.edu.au	
Use of electrical systems	Property, Facilities & Development	12733	building.property@flinders.edu.au	Advice on electrical use
Use of any University room	Your College Office			Room booking system
Moving of furniture and equipment	Caretaking	12733	building.property@flinders.edu.au	https://beims.flinders.edu.au/BEIMSWeb2/
All events on campus except third party retailers	Property, Facilities & Development	12733	building.property@flinders.edu.au	https://beims.flinders.edu.au/BEIMSWeb2/
Moving people or things	Property, Facilities & Development	12733	Phone only	Hire of University cars and buses
People in buildings	Chief Warden	12880	security@flinders.edu.au	For the contacts for your Chief Warden
Access to buildings out of hours	Security Clerk	12880	security@flinders.edu.au	After-hours access
Airconditioning out of hours	Property, Facilities & Development	12733	building.property@flinders.edu.au	Air conditioning services



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Hazard Control Plan

EVENT Name: _____ **Date:** _____ **Event Coordinator:** _____

Person Conducting Risk Assessment: _____ **Position:** _____ **Date:** _____ **Signature:** _____

Task and Hazard	Persons affected & location	Risk Level	Control measures	Who, by when	Notes
Example: Task: Manual handling – lifting 4kg boxes of brochures to restock display areas (from truck to desks) Hazards: back or shoulder strain or sprain	Restock staff	low	Currently: <ul style="list-style-type: none"> ✓ Trained in good lifting technique ✓ Seek assistance if needed ✓ Delivery as close as possible to area ✓ Sack trucks to be used Next steps <ul style="list-style-type: none"> <input type="checkbox"/> Purchase one more sack truck <input type="checkbox"/> Training for new workers, refresher for existing staff 	Jane Blogg 1 April 2018	Waiting for quote



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Task and Hazard	Persons affected & location	Risk Level	Control measures	Who, by when	Notes

Approved by Supervisor/Manager: _____ **Date:** _____

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Upon completion of the “Event”, the Risk Control Plan should be reviewed against any “Unplanned Occurrences”, and suggestions documented for the planning of future events while the information is fresh.

Attachment Two

Event Review

To be completed by Event Coordinator

Unscheduled Occurrences

Description of occurrence and outcome

Future management strategy to prevent repeated occurrence

Description of occurrence and outcome

Future management strategy to prevent repeated occurrence

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