

Event Name	
Event Date	
Organizer	
Contractor	
Supervisor Name	

EVENT SAFETY AUDIT REPORT

No.	DESCRIPTION OF REQUIREMENTS	COMPLIANCE			COMMENTS
		YES	NO	N/A	
1	General Safety Documents				
1.1	Health & Safety Policy				
1.2	Health & Safety Plan				
1.3	Letter of Good Standing with the Compensation Fund or FEM				
1.4	Public Liability Insurance				
1.5	Work scope specific Method Statement				
1.6	Risk assessments & safe work procedures				
1.7	Safety talk / induction register				
1.8	Emergency procedures & contact numbers				
1.9	First aid box & trained first aider				
1.10	Fall Protection Plan (for contractors working at heights: i.e. scaffolds, cherry pickers etc)				
1.11	Medical certificates of fitness for work at heights				
1.12	Medical certificates of fitness for vehicle operators				
1.13	Operator certificates or licences for vehicles (e.g. forklifts, cherry pickers, cranes etc)				
1.14	Proof of training for hazardous work (e.g. work at heights, use of explosive power tools etc..)				
2	Appointment and proof of competency of key personnel:				
2.1	OHSAct 16.2 appointee				
2.2	CR 8.5 Health & Safety Officer				
2.3	CR 8.7 Construction Supervisor				
2.4	Risk Assessor				
2.5	Fall Protection Plan Developer / Coordinator				
2.6	Rigging Supervisor				
2.7	Scaffold Supervisor / Inspector				
2.8	Scaffold Erector				
2.9	Portable Electrical Equipment Inspector				
2.10	Ladder Inspector				
2.11	Machinery Inspector				
2.12	Machinery Operator				
2.13	28(a) Stacking & Storage Supervisor				
2.14	Firefighting equipment inspector				

3 Checklists & registers for tools, equipment and vehicles:					
3.1	Machinery Checklist (Cherry pickers, forklifts etc)				
3.2	Scaffold Checklist				
3.3	Ladder Checklist				
3.4	Portable Electrical Equipment Checklist				
3.5	Hand Tool Checklist				
3.6	Compressor & Pneumatic Equipment Checklist				
3.7	Harness & Fall Protection Equipment Checklist				
3.8	Welding Equipment Checklist				
3.9	Annual load test for lifting machines				
3.10	Quarterly visual inspection register for lifting equipment				
3.11	Material Safety Data Sheets for chemicals				
4 Completion Certificates					
4.1	Structural certificate for structures higher than 2m and/or stages higher than 500mm				
4.2	Rigging Certificate				
4.3	Electrical certificate of compliance				
4.4	Flame retardant certificate				
4.5	Pyrotechnic Permit				
<u>Additional Comments:</u>					
Signature Safety Officer:					Date: