



Managing your event – WHS checklist

Have you read these sections of the guide and managed the health and safety factors relevant to your event?

Responsibilities	
Primary duty of care	<input type="checkbox"/> Notes
Planning	<input type="checkbox"/> Notes
Risk management	<input type="checkbox"/> Notes
Emergency and incident planning	<input type="checkbox"/> Notes
Notes	Notes

People	
Working safely	<input type="checkbox"/> Notes
Shared responsibilities – engaging contractors	<input type="checkbox"/> Notes
Consultation, cooperation and coordination	<input type="checkbox"/> Notes
Communication	<input type="checkbox"/> Notes
Managing crowd safely	<input type="checkbox"/> Notes
Safely managing drug and alcohol related harm at music festivals	<input type="checkbox"/> Notes
Notes	Notes

Please see next page

Equipment	
Providing workplace facilities	<input type="checkbox"/> Notes
Temporary accommodation	<input type="checkbox"/> Notes
Bump in and bump out (set-up and pack-down)	<input type="checkbox"/> Notes
Food catering sites	<input type="checkbox"/> Notes
Electrical safety	<input type="checkbox"/> Notes
Generators and inverters	<input type="checkbox"/> Notes
Liquified petroleum gas (LPG)	<input type="checkbox"/> Notes
Fire prevention	<input type="checkbox"/> Notes
First aid	<input type="checkbox"/> Notes
Fireworks displays	<input type="checkbox"/> Notes
Managing hazardous manual tasks	<input type="checkbox"/> Notes
Equipment safety	<input type="checkbox"/> Notes
Marquees	<input type="checkbox"/> Notes
Structures (including stages)	<input type="checkbox"/> Notes
Amusement devices	<input type="checkbox"/> Notes
Transport	<input type="checkbox"/> Notes
Preventing falls from heights	<input type="checkbox"/> Notes
Load shifting plant	<input type="checkbox"/> Notes
Waste management	<input type="checkbox"/> Notes
Notes	Notes

Other	
Inclement weather	<input type="checkbox"/> Notes
High risk work	<input type="checkbox"/> Notes
Other Authorised work	<input type="checkbox"/> Notes
Notifications / permits	<input type="checkbox"/> Notes
Products	<input type="checkbox"/> Notes
Notes	Notes