**CONTRACTOR/EXHIBITOR DECLARATION**

Contractor/Exhibitor Declaration Code: CETANZ 2021

An officer from each contracting organisation should sign this declaration to provide some certainty to the principle that the contractor/exhibitor takes their health and safety obligations seriously.

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| **Contracting Organisation:** |  |

**My organisation will:**

1. Have a compliant Health and Safety Policy signed by a senior manager
2. Manage the H&S of our workers in line with that Policy – e.g., our people will be appropriately trained and will have appropriate and safe equipment
3. **Provide a copy of our Health and Safety Policy with this signed declaration**
4. Ensure we have public liability & professional indemnity insurance. This insurance should cover the total duration of the conference, including setup and breakdown periods.

**For any works carried out at the conference venue, my employees/contractors will:**

* Provide a Job Safety Analysis (JSA) or similar for the works being undertaken prior to work commencing
* Follow the appropriate signing in process on the site: all contractors/exhibitors to sign in at the registration desk in the exhibition area upon arrival
* Be site inducted by the conference venue or Harding Consultants
* Adhere to all health and safety legislation as per the HSWA 2015
* Have all staff sign in and out of the venues (Access to be restricted to one point of entry/exit)
* Agree access hours and the area you will operate within
* Seek to understand the hazards on your site and will adhere to your H&S rules.
* Complete documented Risk / Hazard management processes prior to commencement of work where appropriate.
* Will not use any of your equipment without your permission and only if they are trained
* Will discuss with your organisation any risks / hazards that they are bringing on to your site prior to doing so
* Report all near misses and/or incidents that occur onsite
* Update the hazard board, identify to your organisation and/or notify a venue staff member of any risks.
* Wear and/or use appropriated protective clothing and equipment as per your Health & Safety Policy, JSA and/or directed by the venue or Harding Consultants. High risk works will require you to wear steel caps a high visibility shirt, harness and hard hat.
* Carry out the agreed works only
* Keep up good housekeeping standards whilst on site. All areas to be always kept clean and to dispose of your rubbish.
* Persons intoxicated or suspected to be under the influence of drugs will be removed from the site
* Exit the venue upon any emergency evacuation incident
* Will only smoke on your site in designated areas

We appreciate that as your organisation has authority over your site, you have the right to stop unsafe work at any time if it is ever appropriate.

**Sub-Contractors**

Please state any organisation you have sub-contracted e.g., AV provider.

If you are engaging a sub-contractor, the venue contact for this event will provide you with further information and documentation that the contractor is required to complete. Please be aware it is your responsibility as the hirer of the sub-contractor to ensure they are abiding to venue rules and regulations.

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| **Name of Organisation:** |  |
| **Contact Name:** |  |
| **Contact Number/s:** |  |
| **Description of works:** |  |

**Event Materials**

As an exhibitor, are you bringing any materials or equipment into the venue? E.g., Pop-up banners, hand-outs, AV equipment, laptops, flyers.

Please provide a description:

**Equipment/Operations**

• **All** electrical equipment must have a current test tag

• Do **not** carry out any works above 1.5 metres in height unless agreed

• Do **not** use any flammable equipment

• Do **not** rig or attach any equipment to a structure that has people below it

• Do **not** use any hazardous substances

• Do **not** erect any temporary structures unless agreed

If you are in breach of any of the above rules, you will be required to stop work immediately as

directed by the conference venue or Harding Consultants, and the event will be suspended until such time as you, or your staff comply.

The following checklist is used to undertake an initial assessment of health and safety issues for **CETANZ 2021 Conference**. We may request further information based on your answers.

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| --- | --- | --- | --- | --- | --- |
| **Hazards/controls checklist** | **Y** | **N** | **N/A** | **Remarks** | |
| Safety plan/task analysis provided |  |  |  |  | |
| Workers induction scheduled |  |  |  |  | |
| Hours of access agreed |  |  |  |  | |
| **Work being undertaken:** | | | | | |
| Using electrical equipment |  |  |  |  | |
| Working from ladders |  |  |  |  | |
| Working from MEWP  *(mobile elevating work platform)* |  |  |  |  | |
| Height permit will be needed |  |  |  |  | |
| Hot work |  |  |  |  | |
| Using LPG |  |  |  |  | |
| Using smoke machines |  |  |  |  | |
| Hanging items from a structure |  |  |  |  | |
| Using lifting appliances |  |  |  |  | |
| Provided (if applicable): | | | | | |
| Evidence of safe ladders |  |  |  |  | |
| Evidence of MEWP safety  *(mobile elevating work platform)* |  |  |  |  | |
| Height plan |  |  |  |  | |
| Evidence of height training |  |  |  |  | |
| Evidence about height equipment |  |  |  |  | |
| LPG |  |  |  |  | |
| Smoke machines |  |  |  |  | |
| Rigging plan |  |  |  |  | |
| Lift plan |  |  |  |  | |
| Necessary: | Y | N | N/A | Remarks | |
| All electrical equipment has a current safety tag |  |  |  |  | |
| All staff are either fully trained to undertake work; or under direct supervision |  |  |  |  | |
| All safety requirements I am aware of are being met |  |  |  |  | |
| We hold public liability & professional indemnity insurance |  |  |  |  | |
| The person signing this form does so on the understanding that they have completed this form  providing accurate and honest answers to all items. They are to be held accountable for any material  breach of this form which may result in the works being delayed or not completed. The conference venue and Harding Consultants has sole rights to act upon any information provided or not provided and notify any affiliated party. | | | | | |
|  | |  | | |  |
| **Name of officer for the contractor/exhibitor** | | **Signature of officer** | | | **Date** |