**CONTRACTOR/EXHIBITOR DECLARATION**

Contractor/Exhibitor Declaration Code: 2W&C 2024

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.

|  |  |
| --- | --- |
| **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

**While on your site, my employees / contractors will:**

1. 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
2. Will only smoke on your site in designated areas
3. Seek to understand the hazards on your site and will adhere to your H&S rules
4. Will not use any of your equipment without your permission and only if they are trained
5. Complete documented Risk / Hazard management processes prior to commencement of work where appropriate
6. Will identify to your organisation any additional hazards that they identify on site
7. Will discuss with your organisation any risks / hazards that they are bringing on to your site prior to doing so.
8. Keep up good housekeeping standards whilst on site

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.

The following checklist is used to undertake an initial assessment of health and safety issues for **2W&C 2024**. We may request further information based on your answers.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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: | | | | | |
| 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 |  |  |  |  | |
| Provided: |  |  |  |  | |
| 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 |  |  |  |  | |
|  | **I declare that all information provided is accurate** | | | | |
| **Name of officer for the contractor/exhibitor** | | **Signature of officer** | | | **Date** |