

Public events - Assessment checklist

SafeWork SA does not approve public events, we identify ways in which we can assist event organisers.

We'd like to receive the public events assessment checklist (preferably 4 weeks before an event) for events that have any of the following:

- registered amusement devices
- dangerous goods over the licensable quantities, i.e. 250kg or more of LPG, 120L or more of class 3 (e.g. petrol)
- fireworks
- large marquees, i.e. over 6m in length
- stages or grandstands that require scaffolding.

Event details			
Event name		Expected numbers to attend	
Event location			
Event organiser			
Contact person		Phone no.	
Email			
Date/s of event		Numbers of employees (inc. contractors)	
Bump-in date		Bump-out date	
Amusement devices (if applicable)			
Amusement devices must have a current annual engineer inspection by a competent person and public liability insurance Non-registrable amusement devices (such as inflatable devices no greater than 3 metres)			
Amusement device name			Registration No.



1300 365 255



help.safework@sa.gov.au



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Dangerous Substances/Fireworks/Explosives to be located/used on site (if applicable)

e.g. LPG cylinders, flammable liquids, fireworks, explosives

Over 250kg LPG, or 120L of flammable liquids on the site, require a DS Storage Licence No.

IF YOU EXCEED THE DS LIMITS FOR THE ENTIRE SITE, A LICENCE IS REQUIRED

(Please telephone the SafeWork SA Help Centre on 1300 365 255 for further assistance)

Dangerous Substances / Fireworks / Explosives	Licence No. (if applicable)

Vendors on site, i.e. catering vans (if applicable)

Name	Business Type

Will the event have any of the following hazards? (tick relevant boxes)

Temporary structures (marques/staging)	<input type="checkbox"/>	Moving vehicles in event space	<input type="checkbox"/>	Persons working at heights	<input type="checkbox"/>
Persons operating plant such as forklifts	<input type="checkbox"/>	Temporary electrical boards	<input type="checkbox"/>	Inflatable devices (not requiring registration)	<input type="checkbox"/>
Road closures	<input type="checkbox"/>	Crowd control required	<input type="checkbox"/>	Public moving from car parking to event space	<input type="checkbox"/>
Excessive noise (from rides or entertainment)	<input type="checkbox"/>	Overhead lighting/ electrical cords	<input type="checkbox"/>	Animals on site	<input type="checkbox"/>

The following assessments have been (or will be) completed

Health and safety risk assessment	<input type="checkbox"/>	Health and safety management plan	<input type="checkbox"/>	Emergency plan	<input type="checkbox"/>
Contractor Induction	<input type="checkbox"/>	Traffic management plan	<input type="checkbox"/>	Crowd control assessment	<input type="checkbox"/>

Email to: communityevents.safework@sa.gov.au
Fax to: 8204 9200
Mail to: Community, Retail & Business Services Team
 SafeWork SA
 GPO Box 465
 Adelaide SA 5000

If you have any questions about your public event, please email Madolyn Coppinger-Arnold, Public Events Officer, Community, Retail & Business Services Team madolyn.coppinger@sa.gov.au

OFFICE USE ONLY (ACTIONS TAKEN)	ASSESSMENT OFFICER:	DATE:
PHONE CALL	EMAIL WITH INFORMATION	ATTENDENCE REQUIRED
COMMENTS		



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