Government of South Australia
SafeWork SA

SAFEWORK SA PUBLIC EVENT ASSESSMENT CHECKLIST:

SafeWork is interested in receiving the public assessment checklist forms (preferably 4 weeks before an event) for the events that have either 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 marques (i.e. over 6m in length)
- Stages/grand stands (that requires scaffolding)

SafeWork SA does not approve public events, but simply identify ways in which SafeWork SA could assist event organisers.

Event Name		**Expected numbers to attend**	
Event Organiser:			
Contact Person:		**Phone No.:**	
Date/s of Event:		**Numbers of employees (including contractors)**	
Set up date/s:		**Dismantle date/s:**	

Amusement Devices (if applicable) **You are to ensure the amusement devices has a current annual inspection, and public liability insurance**	
Amusement Device Names	**Registration No.:**

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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 applic')**

Vendors who will be on site, i.e. catering vans (if applicable)	
Name	**Business Type:**

Will the Event have any of the following hazards (please tick relevant box/es):					
Temporary structures (marques/staging)		Moving vehicles in event space		Persons working at heights	
Persons operating plant such as forklifts		Temporary electrical boards		Inflatable devices (not requiring registration)	
Road closures		Crowd control required		Public moving from car parking to event space	
Excessive noise (from rides or entertainment)		Overhead lighting/ electrical cords		Animals onsite	
The following assessments have been (or will be) completed					
Health and safety risk assessment		Health and safety management plan		Emergency plan	
Contractor Induction		Traffic management plan		Crowd control assessment	

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 Mandy Kay, Manager, Community, Retail & Business Services Team amanda.kay@sa.gov.au