

ONSITE COMMUNICATION CHECKLIST

Complete this form for briefings before pack in / pack out / major work shifts, and return it to the Ops Manager.

Location: Event / job:

Date: Time:

ONSITE CONSULTATION

Contractor / company	Person spoken to	Information shared regarding hazards and work

TOOLBOX BRIEFING

Briefing given by: Signed:

In attendance (list names):

1. Introductions / reminders

- Introductions of AV Events worker's names and roles / venue crew and contractors' names and roles.
- Every worker is responsible for ensuring their own safety, & the safety of those around them.
- Every worker is responsible for reporting all accidents, incidents and observed hazards to the TD.

2. Venue / site information

- Location of toilets, clean water, rest areas
 - Location of first aid / emergency equipment.
 - Venue rules around security, access, restricted areas.
 - Venue rules regarding the use of equipment.
 - Venue rules regarding high-risk work activities.
 - Any additional venue information relevant to the job (list):
- Alarms and communication in an emergency.
 - Emergency procedures during pack in/pack out.
 - Emergency procedures during the event.
 - Worker roles in an emergency.
 - Location of exits and assembly area.

3. Job specific information

Notes from job's risk assessment / discussions

<input type="checkbox"/> Plan for pack-in / pack out, including <ul style="list-style-type: none"> <input type="radio"/> Rough timings. <input type="radio"/> Order of tasks. <input type="radio"/> Allocation of work tasks. <input type="radio"/> Who will be responsible for what? <input type="radio"/> Who is in charge of which areas 	Notes of what was covered:
<input type="checkbox"/> Job-specific risks and the controls to manage them, including <ul style="list-style-type: none"> <input type="radio"/> Manual handling / heavy lifting. <input type="radio"/> Specific tools / equipment. <input type="radio"/> Working at height. <input type="radio"/> Specific work tasks. <input type="radio"/> Work environment. <input type="radio"/> Hazardous materials /chemicals. <input type="radio"/> Weather. <input type="radio"/> Any exclusion / isolation zones 	List risks and controls covered:
<input type="checkbox"/> Specific work details for risky work, including <ul style="list-style-type: none"> <input type="radio"/> How things will happen <input type="radio"/> Safe operating practices <input type="radio"/> Rescue plans. 	List works and controls covered:
<input type="checkbox"/> Safety equipment and PPE requirements / location List:	
<input type="checkbox"/> Licenses /certification for specific tasks or equipment (sighted by TD and photo sent to the Ops Manager) List workers & licenses:	
<input type="checkbox"/> Hazards and risks from other contractors / people on site (see above). List:	
<input type="checkbox"/> Feedback / suggestions from workers on any health and safety matters. List:	