

CS209F4 Classification for Proposed Services – Events & Conferences (CP)

Event Name:		Event Date:	
Event Room:		Completed by:	
Company completing work:		Position Title:	
Scope of Work: Please provide a description of work being conducted			

IS THE SERVICE LIKELY TO INVOLVE ANY OF THE FOLLOWING ACTIVITIES?

• Rigging, including the use of any lifting equipment or using floor mounted truss	YES	NO
• Elevated work platform operation, scissor lift, vertical lift, boom lift	YES	NO
• Working or performing at heights including the use of ladders (>2.0 meters) (PTW required)	YES	NO
• Working or performing near an exposed edge (>30 cm width gap)	YES	NO
• High Risk electrical installation or services (all equipment must be tag and tested incl. extension cords). E.g., Installing or modifying wiring inside walls, ceilings, or switchboards.	YES	NO
• Engaging and using subcontractors	YES	NO
• Naked flames, sparklers, fire displays, fire performance, indoor fireworks (excluding candles)	YES	NO
• Confetti cannon, radiation machine, pressurised equipment or vessel	YES	NO
• Dangerous goods, such as but not limited to pyrotechnics, fireworks, crackers, explosives, dry ice for smoke effects	YES	NO
• Will you be using a sparkular machine, smoke machine, hazer, fog machine or similar?	YES	NO
• Cooking demonstrations, food handling, food preparation or cooking appliances (food waiver required)	YES	NO
• Hazardous chemicals/substances/gas canisters (Australian SDS submission required prior)	YES	NO
• Extreme sports, stunts, aerials, acrobatics, stilt walkers or similar	YES	NO
• Amusement rides, simulators or arcade equipment	YES	NO
• Bump-in (incl. the installation and/or construction) and bump-out of sets, scenery, lighting rigs, PA systems, draping	YES	NO
• Bump-in (incl. the installation and/or construction) and bump-out of exhibition booths or registration desks	YES	NO
• Installation of carpets, stage wraps, floor coverings, or similar.	YES	NO
• Excessive or prolonged manual handling, awkward postures	YES	NO
• Erection of staging and/or ramp, or installation of riser (dimensions required)	YES	NO
• Vehicle displays	YES	NO
• Exposure to biological hazards or the use of sharps	YES	NO
• Exposure to excessive noise including setup, sound check and post event (> 85dB)	YES	NO
• Forklift or pallet jack operation	YES	NO
• Use of hand-held power tools (incl. cordless drills)	YES	NO
• Working or performing with lasers that are class 1 or class 2	YES	NO
• Working or performing with live animals (prohibited within Food or Beverage services areas)	YES	NO
• Working, performing with or displaying weapons, firearms, ammunition or associated items	YES	NO
• Engaging or hiring personnel who do not understand English	YES	NO
• Work involving minor (under 18 years of age)	YES	NO
• Work involving other significant hazards to the public/staff/contractors	YES	NO

Note: If 'YES' was ticked in any of the above, then the service shall be classified as a HIGH-RISK service. All HIGH-RISK services require a Safe Work Method Statement to be submitted to the relevant Event Manager two (2) weeks prior to the proposed service date. All Safe Work Method Statements are reviewed to ensure the risk control measures meet Crown's minimum safety requirements. Otherwise, the service shall be classified as a LOW-RISK service. Contract Controllers can choose to contact the HSW Department to assist with classifying any proposed services.

Signature of Contractor	
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