

## CONTRACTOR/EXHIBITOR DECLARATION

### Contractor/Exhibitor Declaration Code:

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. This is a fully editable pdf: should you require a word version please get in touch with your contact @hardingconferences.co.nz

<b>Contracting Organisation:</b>	
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### 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

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				
<b>Work being undertaken:</b>				
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				
<b>Provided:</b>				
Evidence of safe ladders				
Evidence of MEWP safety (mobile elevating work platform)				
Height plan				
Evidence of height training				
Evidence about height equipment				
LPG				

Hazards/controls checklist	Y	N	N/A	Remarks
Smoke machines				
Rigging plan				
Lift plan				
<b>Provided:</b>				
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				
	<b>I declare that all information provided is accurate</b>			
<b>Name of representative for the contractor or exhibitor:</b>	<b>Signature of officer</b>			<b>Date</b>