



# EVENT SAFETY ADMINISTRATION

(SMALL TO MEDIUM SIZED COMMUNITY EVENTS)

## EVENT SAFETY MANAGEMENT INFORMATION SHEET

September 2010

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### THE MOST EXCITING EVENT – THE PAPER TRAIL

The Event Safety Management Information series explores the importance of event safety organisation before, during and after the event. Another important component is maintaining the paper trail that documents the activities undertaken. The types of paperwork and records that should be kept include:

- event planning documents
- event risk register or risk control plan
- event site and utility maps
- emergency control procedures
- staff applications and training records
- copies of permits, licenses, and certifications
- contractor agreement forms/safe work procedures
- certificates of currency for insurances
- maintenance or repair records.

### EVENT EVALUATION – THE FINALE

Every event requires evaluation at the end. Often called a 'debrief', post-event evaluation provides the opportunity to discuss what went well, what didn't, what could be improved, and issues that should be noted for the next event. As with all areas of event safety, all parties involved should be represented in this consultative process.

Keep notes so you are able to update your Risk Control Plan or Risk Register, implement changes for your next event, and have your document system set up, ready to go!

### RESOURCES



- *Guidelines for the Management of Public Health and Safety at Public Events* produced by the Department of Health [www.dh.sa.gov.au/pehs/publications-index.htm](http://www.dh.sa.gov.au/pehs/publications-index.htm)
- *Safe and Healthy Mass Gatherings* produced by Emergency Management Australia [www.ema.gov.au](http://www.ema.gov.au)
- *AS/NZS 4360:2004 Risk Management* – Standards Australia [www.standards.org.au](http://www.standards.org.au)
- General OHS information, Safeguards, Hazard Alerts and industry information is available at [www.safework.sa.gov.au](http://www.safework.sa.gov.au)

### DISCLAIMER

This publication contains information regarding occupational health and safety.

It includes some of your obligations under the Occupational Health and Safety legislation that SafeWork SA administers. To ensure you comply with your legal obligations you must refer to the appropriate Acts and Regulations.

This publication may refer to legislation that has been amended or repealed. When reading this publication you should always refer to the latest laws.

# SAFEWORK SA

[www.safework.sa.gov.au](http://www.safework.sa.gov.au)

## HELP CENTRE 1300 365 255

Email: [help@safework.sa.gov.au](mailto:help@safework.sa.gov.au)

(the Help Centre closes at 4.15pm on Wednesdays)

To report all serious workplace accidents and incidents telephone **1800 777 209** (24-hour service).

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## LIBRARY AND BOOKSHOP

Ground floor, 100 Waymouth Street, Adelaide

### LIBRARY

Telephone: **(08) 8204 8877**

Facsimile: (08) 8204 8883

Email: [library@safework.sa.gov.au](mailto:library@safework.sa.gov.au)

### BOOKSHOP

Telephone: **(08) 8204 8881** or **(08) 8204 8882**

Facsimile: (08) 8204 8883

Email: [bookshop@safework.sa.gov.au](mailto:bookshop@safework.sa.gov.au)

Opening hours: 8.30am – 5.30pm, Monday to Friday

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## OFFICES

### HEAD OFFICE

Level 3, 1 Richmond Road, Keswick

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### BERRI

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### MOUNT GAMBIER

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Telephone: **(08) 8735 1199**

### PORT LINCOLN

Civic Centre, Suite 10, 60 Tasman Terrace

PO Box 2862, Port Lincoln SA 5606

Telephone: **(08) 8688 3057**

### PORT PIRIE

Level 1, 104 Florence Street

PO Box 462, Port Pirie SA 5540

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### WHYALLA

15-17 Horwood Street

PO Box 696, Whyalla SA 5600

Telephone: **(08) 8648 8733**

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## FREE INTERPRETING SERVICE

Telephone the Interpreting and Translating Centre on **(08) 8226 1990** and ask them to contact SafeWork SA.

## HEARING AND SPEECH ASSISTANCE

Contact us through the National Relay Service and ask for SafeWork SA 1300 365 255.

- for TTY/Voice: **133 677**
- Speak and Listen: **1300 555 727**

[www.relayservice.com.au](http://www.relayservice.com.au)