


|   |                                       |                           |               |
|---|---------------------------------------|---------------------------|---------------|
|  <p><b>DURBAN ICC</b><br/>INTERNATIONAL CONVENTION CENTRE<br/>INKOSI ALBERT LUTHULI ICC COMPLEX<br/>SOUTH AFRICA</p> | ISO Management System                 | Approval                  |               |
|   | SHE Contractor Requirements Checklist | Operations Director       |               |
|   |                                       | Doc No: <b>SR-135</b>     | Rev: <b>2</b> |
|   |                                       | Issue Date:<br>17/01/2018 |               |

**Event / Company Name:** \_\_\_\_\_ **Date Checked:** \_\_\_\_\_

**Event Safety Officer:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

**Venue Safety Officer:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

| No | Item  | Yes | No | N/A | Comment |
|----|---|-----|----|-----|---------|
| 1  | Safety File (handed in before the build up - 1 month in advance)      |     |    |     |         |
| 2  | Safety, Health and Environmental (SHE) Policy / Plan                  |     |    |     |         |
| 3  | Public Liability Insurance  |     |    |     |         |
| 4  | Letter of Good Standing (Include COID Registration number)            |     |    |     |         |
| 5  | Fall Protection Plan (when working at heights)                        |     |    |     |         |
| 6  | First Aider (details and training records)                            |     |    |     |         |
| 7  | D.O.L. Notification (Working higher than 3m above ground)             |     |    |     |         |
| 8  | Correspondence (VOC minutes attached)                                 |     |    |     |         |
| 9  | Venue Regulations and Emergency Evacuation Plans                      |     |    |     |         |
| 10 | Copy of the Act (OHS Act 85 Of 1993)                                  |     |    |     |         |
| 11 | Risk Assessment (Event and Venue specific)                            |     |    |     |         |
| 12 | Safe Work Procedures  |     |    |     |         |
| 13 | Personal Protective Equipment (P.P.E.)                                |     |    |     |         |
| 14 | Incident Reporting Procedure  |     |    |     |         |
| 15 | 37(2) Contractor's Agreement (Signed)                                 |     |    |     |         |
| 16 | Electrical C.O.C. (Issued once build up is complete)                  |     |    |     |         |
| 17 | Structural / Mech Engineer's Certificate (Structures at 3m and above) |     |    |     |         |
| 18 | Stand Builder's Certificate (Complex Structures below 3m)             |     |    |     |         |
| 19 | Rigging Certificate   |     |    |     |         |
| 20 | Fire Retardant Certificate (handed in)                                |     |    |     |         |
| 21 | Permits required for the Event (COA's, Pyrotechnics, liquor license)  |     |    |     |         |
| 22 | Fire Equipment (Correct type and quantity available)                  |     |    |     |         |
| 23 | Vehicle Indemnity (Filled in and Complied with)                       |     |    |     |         |
| 24 | General Indemnity (Filled in and Complied with)                       |     |    |     |         |
| 25 | Floor Plans (Sent to the venue in advance for approval)               |     |    |     |         |
| 26 | Appointments (Site Manager, Supervisor, Safety Officer etc.)          |     |    |     |         |
| 27 | Training Certificates (Forklift, Cherry Picker, Trucks, Cars, etc.)   |     |    |     |         |
| 28 | Occupational Medicals   |     |    |     |         |
| 29 | Material Safety Data Sheets (MSDS's)                                  |     |    |     |         |
| 30 | Toolbox Talks   |     |    |     |         |
| 31 | Site Inspections / Checklists / Registers                             |     |    |     |         |
| 32 | All Lifting Equipment Legally Compliant                               |     |    |     |         |
| 33 | Valid ICC Induction and Accreditation                                 |     |    |     |         |
| 34 | All relevant contact details in file                                  |     |    |     |         |