

# TIER 3 LICENSEE

## OSH ASSESSMENT

### 1. Introduction

VenuesWest (VW) is committed to maintaining a safe and healthy workplace for all employees, visitors, contractors, sub-contractors and licensees. All Tier 3 licensees are required to demonstrate their ability to perform their work or provide their service in compliance with the *OSH Act 1984 WA*, the *OSH Regulations 1996 WA* and the VW Occupational Safety and Health Management System.

### 2. Licensee Performance

VenuesWest requires that Tier 3 Licensees:

- Provide Certificates of Currency for General and Public Liability insurance and Workers Compensation;
- Provide a Risk Assessment (RA) where any uncontrolled or unique operational activities may or are likely to impact on VW's normal operational activities;
- Comply with all relevant Western Australian OSH Legislation;
- Adhere to the OSH requirements of VW and
- Where required, submit a signed Contractor Safety Rules form.

### 3. Instructions for Completing the Questionnaire

- Please complete all the questions by circling 'YES', 'NO' or 'N/A' and insert written responses where required;
- Return the completed OSH Assessment along with any requested information to your VenuesWest Contact (VWC)
- Please attach any additional information on an A4 page.

Business name		Phone		
Contact Name		Fax		
Date		Duration/Frequency of Activity/Event		
Type of Activity/Event				
Number of attendees				
1.	Do you require a VW Emergency Response Plan (ERP) for the venue where the event/activity is being held? *If 'YES' you will be provided with a copy of the ERP by your VWC.	*YES	NO	
2.	Has the VWC identified any additional operational or unique risks associated with your activity/event, which may have an impact on VW's normal operations? *If 'YES' then a Risk Assessment (RA) describing how these risks will be controlled must be submitted by your business/organisation to the VWC prior to your activity/event commencing.	*YES	NO	
3.	Do you require a sample RA template to assist you with the risk management process? *If 'YES' a RA template can be found on the website or you can request one from the VWC. **If 'NO' then you will be required to develop and/or provide your own RA with this submission. *** 'N/A' can only be selected if there are no uncontrolled or unique operational risks associated with your activity/event.	*YES	**NO	***N/A
4.	The sample RA tool is provided as an example only. Your business/organisation is solely responsible for undertaking the required RA process using whichever RA tool your business/organisation deems appropriate. If you choose to use the sample template for your RA please note that VenuesWest accepts no responsibility for your decision to use this sample RA tool. VenuesWest also accepts no liability for any risks your business/organisations fails to control, treat or mitigate against whilst using any RA tool. If you have used the sample RA tool or you will be using another RA tool you must acknowledge that you accept these terms by selecting 'YES'. **N/A' can only be selected if there are no uncontrolled or unique operational risks associated with your activity/event.	*YES	**N/A	
5.	Have you submitted a RA detailing how your operational or unique risks will be controlled? *If 'NO' please state why? Please note – If a RA is required your activity/event will not be approved until the RA is received. ***N/A' can only be selected if there are no uncontrolled operational or unique risks associated with your activity/event.	YES	*NO	**N/A

6.	Are any licenses or certifications required by your employees, volunteers or contractors to undertake this event/activity safely? *If 'YES' please list the qualifications below and attach copies of all relevant documents to this assessment.			
	Certifications		*YES	N/A
	Licenses		*YES	N/A
Will be using contractors or sub-contractors for your activity/event? If 'YES' you will be required to submit a Contractor Safety Rules form.			*YES	N/A

**Please provide copies of your current insurance certificates of currency. Please note – As this OSH assessment document is valid for 12 months if an insurance policy lapses during this time you will be required to provide a new insurance certificate of currency to maintain the validity of this OSH assessment process. If you do not provide an updated insurance certificate of currency within an acceptable timeframe you will be required to complete the whole OSH assessment process again.**

Type of Cover	Insurer	Other Information		Copy Supplied
Workers Compensation		Employer Number		
Public Liability		Amount of Cover		
Professional Indemnity		Amount of Cover		
Motor Vehicle		Amount of Cover		
Volunteer		Amount of Cover		

The information provided in this questionnaire is an accurate summary of your business/organisations OSH and Risk Management practices. By signing below you agree that this information is correct and you agree to meet and maintain all the requirements of this submission process.			
Name		Signed	
Business/Organisation			
Position		Date	

#### VenuesWest sign-off

Recommended Tier 3 Licensee for VenuesWest:	Yes		No	
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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Authorised VenuesWest Delegate**

Endorsed and Approved Tier 3 Licensee for VenuesWest:	Yes		No	
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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

#### **General Manager Commercial**