

Event Venue Visitor Safety Induction Checklist

Please review and complete this safety induction checklist prior to entering the event venue. Print this completed document for venue records and compliance verification.

1. Visitor & Host Information

Visitor Full Name:

Company / Organization:

Venue Host Name:

Date of Induction (DD/MM/YYYY):

2. Safety Induction Checklist Items

The host must brief the visitor on each of the following points. The visitor must type "YES" in the box to confirm they have been briefed and understand each item.

- **Emergency Exits & Evacuation Routes:** Visitor has been shown the nearest emergency exits and the evacuation path from their current location.

Confirm (Type YES):

- **Assembly Point Location:** Visitor knows the designated outdoor assembly area in the event of an emergency evacuation.

Confirm (Type YES):

- **First Aid & Medical Emergencies:** Visitor knows the location of the nearest first aid kit and how to contact the venue first aid officer.

Confirm (Type YES):

- **Hazard & Incident Reporting:** Visitor agrees to immediately report any identified hazards, near-misses, or injuries to their host or venue staff.

Confirm (Type YES):

- **Restricted Areas:** Visitor understands they must not enter restricted venue areas (e.g., loading docks, electrical rooms, rigging areas) unless accompanied by an authorized host.

Confirm (Type YES):

- **Personal Protective Equipment (PPE):** Visitor has been informed of any PPE requirements (e.g., high-visibility vests or steel-toed boots during event setup periods) and agrees to wear them.

Confirm (Type YES):

3. Sign-off & Declaration

By typing your name below, you acknowledge that you have received the safety induction for this event venue and agree to adhere to all safety policies and instructions.

Visitor Signature (Type Name):

Inductor / Host Signature (Type Name):