



EXTERNAL CONTRACTORS

If you have any contractors who are providing styling, theming or furniture or have hired Photographers, Photobooths, Videographers, MC, DJ, Musicians or Entertainers they will need to complete the following process:

1. You provide your Contractor with the link below, so they can complete their Contractor Registration;
2. Contractor fills in their details and uploads documents (Public Liability Insurance etc);
3. BRC Safety team verifies documents and approves their registration;
4. Contractor logs in to issue induction keys to any workers coming on site, who complete the online induction, prior to coming on site;
5. Registration and induction valid for 12 months.

LINK: <https://my.rapidglobal.com/Web/Account/ContractorRegistration/1915>

*Please note this must be completed and approved by our Work Place Health and Safety Team **a minimum of 2 weeks prior to the Event.**

**Please note external contractors will not be able to come on site until they have completed the online induction process.

*****Please note all Balloons are strictly prohibited on course *****

All personnel agree to follow all COVID-19 requirements as set by Queensland Health, Racing Queensland, the Brisbane Racing Club and any applicable COVID-19 Industry Plans. All personnel agree to not enter BRC if they are experiencing COVID-19 symptoms and/or have visited a listed hotspot in the last 14 days

Please also supply the following information to the Sales Team to note in your Event Order:

Contractor Company Name:

Client Name:

Contractor Contact Number:

Contractor Email:

Bump In Time:

Bump Out Time:

Setup/AV Requirements:

**Please contact our Events Team at events@brc.com.au for assistance with bump in and out times. This will need to be coordinated with our Operations Department.*

Acceptance

I (Contractor Name) _____ accept the above Contractor Terms and Conditions

Signature: _____

Date: _____



MANDATORY COVID-19 INFECTION CONTROL TRAINING

Please note training to be completed by contractors

STEP ONE: Open the page

Go to the COVID-19 Safe training page via QLD TAFE - (it is best to use Google Chrome to complete this and then email through your certificate).

<https://tafeqld.edu.au/campaign-pages/Covid-19-Response.html?#safe>

STEP TWO: Registration

1. Find the heading "COVID Safe for Dining In (micro-credential)"
2. Click on the big Blue button that reads "REGISTER NOW "
3. Enter all information as requested. Please write down your USERNAME AND PASSWORD as you'll need this for later on.

STEP THREE: Create Your Account

1. Enter your information again.
2. TIP – Password needs to be 8 letters long and contain at least 1 Capital letter, 1 symbol and 1 number
3. Click the orange Button "Submit"
4. Wait for your verification email in YOUR INBOX
5. VIA the email - Click Validate email (PLEASE MAKE SURE IT OPENS IN GOOGLE CHROME – If it doesn't, highlight and copy the link and paste in chrome search bar)
6. On the Registration Confirmation page click "LOG IN"
7. Log in

STEP FOUR: Open & Complete your Course

1. Under table of contents there is two parts, You need to go through all sections of both parts.
2. When each section is completed, you will receive a TICK for that section.
3. You must complete the multiple choice assessments at the end of each.
4. At the end you will see get a Congratulations screen.
5. COVID-19: How everyone can help
6. CONDI-19: Dining In

STEP FIVE: Print and Email your Certificate

1. Wait for the confirmation email to hit your inbox (or spam)
2. Click on "(Click here)" at the bottom of the email
3. Log in (PLEASE MAKE SURE IT OPENS IN GOOGLE CHROME – If it doesn't, highlight and copy the link and paste in chrome search bar)
4. GO TO "MY ACHIEVEMENTS – Located under the Red TAFEqld Logo at the
5. Click on the certificate and at the bottom of the pop up, click on GENERATE CERTIFICATE
6. Open and Save the certificate to your computer
7. Email a copy of the certificate to safety@brc.com.au



IMPORTANT INFORMATION

Activations requiring BRC permits include:

- Amusement devices
- Animal exhibits
- Pyrotechnics
- Vehicle displays
- Food License

Contractor Safety Requirements

- All contractors must register through the BRC Rapid Contractor Portal
- All contractor employees are to be inducted prior to entering BRC properties

The following is required from ALL contractors

- Wear Appropriate PPE
- All contractors must wear high visibility vests and enclosed shoes onsite during bump in
- Steel capped boots are required for any heavy, manual handling and/or construction
- All electrical equipment used must have been tested and tagged and date compliant.
- Any electrical work/tasks can only be carried out by an authorised licensed electrician
- No contractors or contractor equipment/plant are allowed in any horse area (i.e. mounting yard, track, tie-up stalls)
- All marquees, decorations and loose items must be pegged down and secured appropriately
 - All vehicles are to abide by the 10km/hr speed limit unless specified otherwise
- Activations requiring BRC permits include Amusement devices, animal exhibits, pyrotechnics and vehicle displays.

Prohibited items

- Balloons
- Confetti/Shredded paper
- Megaphones
- Loud Hailers
- Musical Instruments
- Unapproved Flags/Banners/Signage
- Unapproved animals (excluding assistance dogs)
- Any objects that make sudden loud noise

BRC has the right to instruct clients to remove any equipment/decorations that are deemed as unsafe for event operation.

BRC has the right to cease work if any of the above rule or requirements have not been met or if any work is deemed as unsafe or non-compliant



THEMING PARTNERS



VALIANT

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(07) 3859 8500
help@valiant.com.au



innovative hiring
PREMIUM EVENT HIRE

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EVENT HIRE

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BOUQUET
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