### EVENTS ROLES UPDATE – NOVEMBER 2021 – updated 23/11/21

<table>
<thead>
<tr>
<th>Role</th>
<th>Duties Include</th>
<th>Training Requirements</th>
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</table>
| **Event Manager**¹            | • Overall event coordination & management  
• Ensure an Event Risk Management Plan has been entered in to SARAH and approved prior to the event commencing  
• Ensure there are sufficient persons present to complete the roles of Event Safety Marshal and Monash COVID Check-in Marshal, with their name recorded in the Event Risk Management Plan  
• Monitor compliance with COVID safety requirements  
• Ensure the layout of the venue is such that all persons are checked-in  
• *Ensure there is a written list of attendees kept (could be the invitation list) that we can access in the event of needing to complete contact tracing. This list needs to be kept for 28 days after the event. If attendees are not Monash staff or students, we also need a contact phone number.* | Running Events Safely:  
• [Running Events Safely - virtual workshop](#)  
Event Risk Management:  
• [Event Risk Management - virtual workshop](#)  
Risk Assessment Training, one of the following:  
• [OHS Risk Assessment Training - virtual workshop](#)  
• [OHS Risk Assessment for Student Projects - virtual workshop](#)  
• [OHS for Managers and Supervisors - virtual workshop](#)  
Monash COVID Safe Practices:  
• [Monash COVID safe practices](#)  |
| **Event Safety Marshal**¹      | • Identify hazards and take immediate action to address the risk and/or escalate to the Event Manager  
• Conduct site safety inspections in accordance with the OHS Monitoring Procedure  
• Monitor compliance with COVID safety requirements  
• Assist with incident and emergency response, including incident reporting | Running Events Safely:  
• [Running Events Safely - virtual workshop](#)  
Monash COVID Safe Practices:  
• [Monash COVID safe practices](#)  |
| **Monash COVID Check-in Marshal**² | Ensure persons involved with the event (including attendees and workers) have:  
• Checked-in at the venue (QR code or alternative)  
• Shown evidence that they comply with the current vaccination requirements (double COVID vaccination) | Monash COVID Safe Practices:  
• [Monash COVID safe practices](#)  
COVID Check-in Marshal Information Sheet: *(https://www.monash.edu/ohs/info-docs/safety-topics/events-and-people)* |

¹Roles as described in the ‘OHS Roles, Responsibilities, and Committees Procedure’.
²For a smaller event, the Event Safety Marshal or Event Manager could complete the duties of Monash COVID Check-in Marshal.
*Responsibility of the Event Manager to ensure that the Monash COVID Check-in Marshal/s have been taken through this Information Sheet and they are recorded in the Event Risk Management Plan.