

water

NEW ZEALAND

CONFERENCE & EXPO

25-27 SEPTEMBER 2024

Claudlands, Kirikiriroa Hamilton

water

NEW ZEALAND



Safety Induction

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Safety Induction

General Requirements

- Smoking is prohibited at the venue.
- The First Aid Kit is located at the information desk.
- Toilets are located on the ground floor in the foyer by the café and at the top of both staircases on Level 1.
- In an emergency anyone can shout out “Stop Work”.
- Report any damage to venue or equipment to the Event Manager or Event Staff.



Electrical Equipment

- All electrical equipment must show a current Electrical Compliance Tag.
- Must be the correct rating for the task.
- Must not overload the supply.
- Check your equipment before use.
- All electrical equipment shall be well maintained.
- Cable covers shall be used where appropriate or cables taped across walkways.
- All electrical equipment must be tagged and tested before it comes onsite. Personal equipment such as laptops, mobile phones etc. are not required to be tagged and tested but is recommended. There will be an electrical company onsite during the pack in checking for tags. If equipment is not tagged the venue will require the item to be tagged before it is plugged into their power and there will be a charge for this service.

Fire Extinguishers

- Fire extinguishers are in designated areas of the venue.
- Ensure you know the correct extinguisher to use (don't use water on an electrical fire!)
- If in doubt, raise the alarm and get out!

Safety Induction

Accident/Incident Reporting

- All incidents / accidents / near hits must be reported immediately to the Event Staff.
- Forms are available from the Registration Desk.
- Serious harm incidents must be reported to the Department of Labour immediately and a hard copy must be sent within 7 days.

Manual Handling

- Don't lift anything too heavy on your own.
- When team lifting, ensure everyone lifts together.
- Do stretching exercises before you lift.
- Adopt the correct lifting techniques.
- If you get injured, report it to the Event Manager immediately.

Working at Height

- Access to high spaces must be approved by the Event Manager or Venue Manager.
- You must wear a fall arrest system and device where specified.
- All persons working at height must be trained.
- A rescue plan must be put in place where people can fall from height.
- Safe access must be provided for all work platforms more than 1.8m high.

Working at Height – Ladders

- Extension ladders should extend at least 1 metre past the step-off point.
- Check you're using the ladder at a safe angle, use the rule "4 up, 1 out".
- Should be secured against movement at top and bottom.
- Should be set up on a firm even surface.

Working at Height – Elevated Work Platforms

- Operators must be trained and competent.
- The SWL must not be exceeded.
- Permission must be obtained from the Event Manager onsite before using a machine.
- Be aware of "No Go" areas within specific area.

Never

Use a ladder horizontally.

As a work platform.

Carry a load that will prevent both hands from being able to hold or grab the rungs.

Overreach on a ladder.

Safety Induction

Personal Protective Equipment

- Hard Hats
- Gloves
- Hi vis vest
- Visors
- Ear protection
- Respirators
- Footwear
- Eye protection
- Harnesses

Chemical use and storage

Are you using any...?

Haze or Smoke Juice Paint

Isopropyl e.g. propellants Oil or Hydraulic fluid

Cleaning products

Diesel or Petrol

- Ensure Material Safety Data Sheets are supplied for all hazardous chemicals.
- Ensure products are applied as per the manufacturer's instructions.
- Ensure the correct PPE is worn as supplied.
- Ensure people know what to do in an emergency.
- Ensure waste products and containers are disposed of correctly.
- Approval must be obtained from the Event Manager prior to use

Portable Power Tools

- Safety glasses, ear plugs, fully enclosed shoes, and other applicable portable power equipment must be worn when using power tools.
- Operators must be trained and competent.
- Equipment must be adequately guarded and maintained.
- Equipment should be only used in workshop areas, check with the Event Managers.
- Lifeguards or RCD's must be used where stipulated by each venue.

Health and Wellness

- Report any injury you're carrying prior to starting work.
- Ensure you drink plenty of water, particularly in hot conditions.
- If at any time you feel fatigued report it to your supervisor.

