Working Safely Manual
Venues Ōtautahi

Safe People | Safe Equipment | Safe Work Systems | Safe Environment

V6 | 22 September 2025

VENUES
ŌTAUTAHI

Contents

1. Introduction

This document is intended to be a single source of information about how Venues Ōtautahi (VO) operates Health & Safety (H&S). The content has been kept to a minimum to highlight the "must haves" or fundamentals of how to operate safely according to regulatory, best practice and Venues Ōtautahi standards. Useful links are provided that provide the comprehensive requirements for individual risk areas within this standard.

Where a Person Conducting a Business or Undertaking (**PCBU**) is unable to meet these standards, please advise Venues Ōtautahi and we will work with the affected PCBU to achieve compliance.
Venues Ōtautahi welcomes any suggestions / recommendations to help simplify or improve this document.

Thanks, for taking the time to review this document and we hope you find this helpful.

Access to Industry Codes of Practice and H&S resources are available at WorkSafe New Zealand https://worksafe.govt.nz/ and helpful links are included throughout the relevant sections.

Responsibility & Governance

The Venues Ōtautahi Health & Safety Policy is the building block of the companys Health and Safety Mangement System (HSMS). The policy is applicable to all Venues Ōtautahi employees, contractors, suppliers, clients, exhibitors and other associated stakeholders.

Applicability

This H&S Critical Risk Standard (Working Safely Manual) applies to the following:

- All Venues Ōtautahi "operational" activities. This primarily includes the office, venue, contractor & supplier provided services and any other workplace under Venues Ōtautahi control.
- All PCBUs and workers that enter and perform work related duties on Venues Ōtautahi shared or common user work areas including clients and exhibitors.
- Any PCBU working in any Venues Ōtautahi controlled, owned, leased, or contracted area where Venues Ōtautahi is the lead PCBU. Refer section 2 for full contractor requirements.

Venues Ōtautahi expects all workers, clients, contractors, suppliers, exhibitors, and others (PCBUs) with whom it has a substantial involvement to conform to this Working Safely Manual. All areas in this manual are to be considered policies and contravention of them may invoke the Venues Ōtautahi revocation process.
Any violations of these policies should be reported to the applicable Venues Ōtautahi team leader or manager as soon as reasonably possible. A coaching and learning approach is preferred by Venues Ōtautahi, but where a serious violation occurs a more serious outcome may be appropriate.

Use of this Manual for Event Planning, Contractor & Supplier Prequalification.

This manual shall be available to clients, exhibitors & contractors through your Venues Otautahi contact or our website page. This is in addition to other Venue guides / manuals which summarise our safety requirements. The Operations team should review the event for critical risks contained in this manual in conjunction with the H&S team. Relevant sections should be highlighted for ease of client and exhibitor understanding (refer Section 2 Critical Risks).

As per the risk management process, relevant forms as requested by your appointed Event Manager or Contract Manager such as Safe Work Method Statements (SWMS), Site Specific Safety Plans (SSSP) or any other risk assessments required as part of the scope of work should be sent through your appointed Event Manager or Contract Manager (refer Section 2 Specific VO Task Analysis Requirements.).

The **Health & Safety Team** or **Contract Manager** are responsible for ensuring contractors are provided this manual as part of the prequalification process so there is a clear understanding of Venues Ōtautahi H&S standards as outlined in this manual.
All Venues Ōtautahi departments are responsible for quality controlling the compliance of this manual throughout all contractors, clients and exhibiters they are responsible for.

Policy

Venues Ōtautahi will maintain a Health & Safety Policy which states the responsibilities of the PCBU and its employees and contractors and this should be signed by the Chief Executive.

The policy should be displayed in prominent areas so that it can be viewed by all workers.

Key Beliefs

Overall, our key pillars of health and safety are rooted in the beliefs outlined below:

Kotahitanga – we will unify to reach our health & safety goals

Whanaungatanga – we shall come together as a work family to achieve our goals so we may go home to our families unharmed

Kaitiakitanga – we shall protect our environment by protecting tomorrow today

Health & Safety

- We will maintain a “Zero Harm” workplace at all times and continuously improve our Health & Safety systems.
- We believe safety and productivity go hand in hand, not in competition.
- We believe all injuries are preventable, none are acceptable.
- We believe unsafe acts and conditions are never acceptable.
- We will empower our people to prevent and correct unsafe acts and conditions.
- We will not direct anyone to do anything that they genuinely believe is unsafe.

- We believe contractors and joint or wholly owned enterprises are part of our business and their Health & Safety is our concern.
- We believe everyone is responsible for ensuring no other person or the environment comes to harm.
- We will all ensure workers are fit for work and unaffected by drugs or alcohol.

Environment

- We will protect tomorrow today.
- We will identify and protect areas of significant ecological and scientific value.
- We will maintain healthy ecological systems while avoiding, remedying, or mitigating adverse effects on the environment (air, land, rivers, ocean)
- We will identify and protect sites of traditional, historical, and archaeological value.
- We will recognise and manage the potential adverse effects of operations on visual amenity values.
- We will reduce, reuse, and recycle at every opportunity.
- We are aware of climate change and human impacts on the environment and seek to reduce our footprint.

Just Culture

Just culture is the way we operate and communicate and support each other in the workplace. This is characterised by engaging, motivating, assisting, reinforcing and sustaining safe behaviours, including learning from incidents and near misses and the things we do well.

Just culture - Wikipedia

We are all on the safety and sustainability journey together.

Legal Framework

There are four primary legal frameworks that Venues Ōtautahi Health & Safety systems must comply with, these are:

- The Resource Management Act (1991)

- Resource Management Act 1991 No 69 (as at 21 August 2025), Public Act Contents – New Zealand Legislation
- The Health & Safety at Work Act (2015)
- https://worksafe.govt.nz/laws-and-regulations/acts/hswa/
- The Hazardous Substances and New Organisms Act
- https://worksafe.govt.nz/topic-and-industry/hazardous-substances/
- Health and Safety at Work (Hazardous Substances) Regulations 2017 (LI 2017/131) (as at 05 April 2025) – New Zealand Legislation

Outside of these regulations there are additional Regulations and Acts that must be adhered to and each PCBU is responsible for identifying these and maintaining a register and updating this as required.

2.Planning

Risk Management

Risk management is the fundamental building block of Health & Safety within Venues Ōtautahi. PCBUs will ensure workplace risks are formerly assessed to understand the harm they could present and then develop controls to mitigate the threat **as low as reasonably practicable (ALARP).** If risks remain high after controls are implemented, the activity should not proceed until additional controls are implemented.

There are three differing levels of risk assessment, which one is used will depend on the type of risk being assessed as shown in the table below.

Types of Risk Assessment		
RA Level	RA Scenario	Remarks
Level 3	**Work Site** (Low risk)	**Step Back 5 x 5/Take 5,** assess, mitigate, and continue if safe
Level 2	**Work Site** (Low to high risk)	**JSA /JHA,** full analysis of risks and controls – continue when all controls in place
Level 1	**Work Site** (High risk)	**Formal Risk Assessment** using team and risk assessment matrix to quantify risk. Team works though safe work method /controls. **Critical Risk Framework** details critical risks & controls specific to VO.

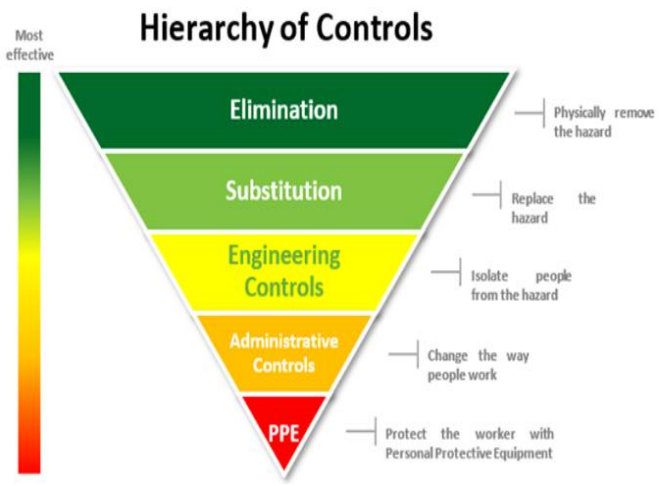
https://worksafe.govt.nz/managing-health-and-safety/businesses/general-requirements-for-workplaces/general-risk-and-workplace-management-part-1/

Control of risk will follow the hierarchy of controls as shown on the diagram below. The most effective and preferable are those controls that start at the top from Elimination working down to PPE at the bottom of the hierarchy. It is always preferable to eliminate the risk where possible.

Warning! Assessing and controlling risks is a fundamental requirement of the HSWA 2015. Serious injury, illness or fatalities can result without proper risk assessment and control

Critical Risks

Certain work activities within this document are considered critical risks and assume priority for safety controls and are a specific focus for Venues Ōtautahi controls, monitoring and auditing. They are activities that either have a high likelihood and severity of occurrence when risk assessed, are industry critical risks or are areas where Venues Ōtautahi has experienced near misses or incidents. Whilst all sections in this standard are important, critical risk areas assume priority for risk treatment / safety controls.



Venues Ōtautahi New Zealand Critical Risk Areas are:

Section	Risk Type	Working Safety Manual Area	Critical Risk
2	Contractor & Client Management	Planning	Managing Contractors and Clients
3	Electrical Energy	Operational Control	Electricity
3	Manual Handling	People	Manual Handling
5	Shared Workplace & Public Safety	Operational Control	Shared Workplace & Public Safety.
5	Traffic Management	Operational Control	Traffic Management
5	Equipment	Operational Control	Equipment Safety
6	Working at Height	Operational Control	Working at height
7	Food	Food Safety	Food Safety
8	Emergency	Emergency Response	Fire, Earthquake, Active Shooter

Specific Venues Ōtautahi Task Analysis and / or JSA Requirements

There are certain requirements for Tasks Analysis (TA) and JSA required within Venues Ōtautahi, these are:

Name	Activity	Type
Crane Lifting > including container unloading	Pack in Pack Out Maintenance Construction	Lift Plan & JSA / TA
Hot Work		JSA
Work At Height (WAH)		JSA & TA
Confined Space		JSA & TA
Pack in Pack Out	All Tasks	Tasks Analysis
High risk tasks as determined by the applicable Venues Ōtautahi Manager	All High-Risk Tasks	Tasks Analysis

Note: Additional TAs and JSA's may be required dependent on the activity and should be risk assessed for applicability based on risk.

Critical Risk Framework controls must be in place where applicable.

The Venues Ōtautahi critical risk poster (Critical Risk Commitment) will be displayed on notice boards & the H&S intranet page to help awareness and focus effort on H&S.

[Understanding critical risks at the heart of SafePlus | WorkSafe]

Hazard Identification

Identifying hazards in the workplace is the foundation of a safe workplace as this is Venues Ōtautahi immediate identification and preventative action to unsafe acts and conditions. There should also be a formal system to supplement this reporting and tracking of statistics.

A simple way to do this is to provide a form for reporting and recording hazards and also safe observations for a balanced view reflecting the state of the Health & Safety system. Our reporting and recording system is ecoPortal.

Work Planning

All work activities should be planned, and risk assessed. The level of planning will be dependent on the severity of the risk, however all risks should still be assessed and controlled.

New Projects/Operations Health & Safety Risks in Design, Fabrication, Installation and Commissioning

For new project designs that will impact on operational functions, appropriate teams comprising of persons from a cross section of the workplace, project functional areas or disciplines with appropriate skills and knowledge will be assembled to identify and assess the risks. The team/s must develop a clear and accurate picture of the business objectives, activity, or the physical area on site to facilitate the identification of Health & Safety hazards and risk.

A risk profile for the project or operation should be determined at this stage. This is particularly important if contractors are to be engaged in the project/operation.

Design Cycle Risk Management

Health & Safety should be considered at the initial planning and design phase to build in the control of hazards and risks at this point. The intended use, as well as maintenance and disposal or end use of facilities, equipment, workplaces, and systems, should be considered. This should include consultation with end users where practicable.

Design Cycle Hazard Identification

Hazard identification will be undertaken for the whole design cycle of new projects or equipment.

NOTE: There are several potential sources of information that can provide valuable input to the site or project wide hazard identification and risk assessment process.

Sources of information include:

- Hazards identified / referenced in legislation
- Industry hazard databases
- Industry and local area incident history / experience
- Company incident history / experience
- Industry and local area information from industry and environmental authorities.

Recording Design Cycle Hazards

Design cycle hazards must be identified, recorded, and appropriately defined with each process and sub process for design project or activity, and the type of loss that could occur if the hazard was realised.

Design Cycle Hazard Control

Hazards that cannot be eliminated during the design cycle must be controlled using the hierarchy of controls (which may end up requiring development of plans, procedures, engineering, PPE etc) and ensuring the nature of hazards are passed onto the end user.

Incident Notification & Investigation

All notifiable incidents should be notified verbally to the applicable Venues Ōtautahi Manager as soon after the incident as is practically possible. Investigations will be required when incidents involve notifiable events or as requested by Venues Ōtautahi.

Contractors, Suppliers, Clients & Exhibitors Pre-Qual & General Reporting Requirements

CRITICAL RISK: Contractor Management	**Contractors, Clients or Exhibitors causing an incident due to unsafe work practices**
CRITICAL CONTROLS Refer to VO Critical Risk Framework for more detail.	• Pre-Qualification completed • Equipment inspections completed • Inductions completed • Site inspections completed

Contractor management and detailed job planning | WorkSafe

Major contractors, suppliers and clients (that are considered higher risk) will be H&S pre-qualified before being accepted for contracts.

Clients will be made aware of the working safely manual and its availability from our website and their Event Manager and also that they will be assessed for safe working system compliance.

Venues Ōtautahi high risk Contractors will be provided a pre-qualification questionnaire on ecoPortal H&S software and will provide the following information, which may include but not be limited to:

- Proof of public liability insurance
- Previous pre-qual earned (Site Wise, IMPAC Pre-qual etc) - if this is in place a reduced requirement for prequal will exist to be confirmed with the Venues Ōtautahi Manager. Normally but not always, provision of liability insurance and task analysis for the task/s to be completed
- H&S Policy & Plan/Manual
- Risk Register
- Standard operating procedures (SOPs)
- Safe / hazard observation reports
- Safety meeting / tailgate talk minutes
- Safety statistics
- Health monitoring
- Others as displayed on ecoPortal

Prior to working, the contractor will be inducted into Venues Ōtautahi and routine meetings will occur to track contract deliverables, including H&S key performance indicators mentioned below.

General requirements will include but not be limited to:

- Ensure that all applicable areas within this manual are applied, with particular focus on Section 5 Operational Control and Section 6 Work at Heights
- All hazards, near misses, injuries and incidents will be recorded and reported to the applicable Venues Ōtautahi Manager. There is no threshold for this reporting
- All high-risk work undertaken by contractors on site shall be risk assessed and the risk managed to ensure jobs are completed safely
- All notifiable works and incidents will be notified to Worksafe and Venues Ōtautahi
- Workers will not be under the influence of alcohol and drugs and may be subject to Venues Ōtautahi alcohol and drugs testing
- All personnel must be trained and competent to complete their tasks
- All tooling and equipment must be safe to operate and maintained according to manufacturers' recommendations
- Ensure that all workers where applicable are health monitored (hearing, spirometry etc.) where indicated by worksite risks
- All contractors must induct workers and visitors onto site

H&S KPIs will be reported to Venues Ōtautahi by contractors and suppliers (exclusive of client and exhibitors) when requested.

H&S Leading Indicators		
KPI	MTD	YTD
Man hours worked		
Workplace Inspections		
Management Safety Inspections		
Toolbox /tailgate talks		
RA/JSA/JHA/JSAs		
Hazard Observations (Positive & Negative)		
Resource Consents		
Fatality		
Lost Time Incident (days off work		
Medical Treatment		
Incidents		
Near Misses		

Contractor, Client & Exhibiter Self-Assessment Checklist

This following checklist is provided to Venues Ōtautahi contractors and clients to be ready to mobilise to a venue, having completed all the necessary steps.

Actions	Yes	No
All equipment meets Venues Ōtautahi standards and is approved for use		
H&S software logon received, and App tested and working (if applicable)		
Site-Specific Safety Plan (**SSSP**) reviewed and signed off by Venues Ōtautahi manager		
All workers inducted to the venue		
All risk assessments and JSAs understood and ready to use		
All sub-contractors have been vetted and approved		

Injury & Incident Reporting & Definitions

Incident notifications should be made as soon as practically possible to the responsible Venues Ōtautahi Contract Manager, as applicable.

Below are the key definitions for H&S incident and injury / illness reporting:

Category	Definition
Fatality	Death related to work activity, illness, or disease
Lost Time Incident (LTI)	Results in time off for one day, one shift (or more) lost from work due to a work-related injury, illness or disease. It does not include the shift or day on which the LTI occurs or arises
Medical Treatment Incident (MTI)	When a worker receives any medical treatment from a Registered Medical Professional due to a work-related injury, illness or disease that is beyond the scope of first aid. Any medical assessment without treatment will not constitute an MTI
First Aid	Any work-related injury that requires / is managed by first aid treatment only. First aid treatment is defined as treatment that falls within the scope of recognised or standard first aid protocols, regardless of whom administers the treatment
Near Miss	An event where property damage, system failures, injury or illness could have occurred but did not, i.e., an object fell from height and nearly hit a person (but did not) – this would be regarded as a **high severity** near miss as the potential harm could have been a fatality and should receive a higher level of scrutiny / investigation
Serious Incident / Accident	Serious harm injury or illness, or lost time event
Environmental Incident	Spill over 20L, spill which causes significant damage to environment (any quantity) or non-compliance with local council consent/JSA conditions

Training & Assessment

All personnel must be trained and competent to complete their task no matter what it is. The higher the degree of risk the higher the level of training and experience is required to be assessed. PCBUs should ensure that they are aware of the certification and training requirements for activities they are required to conduct. Ongoing assessment of training and competency should occur to ensure all certification & training standards continue to be met.

Worker Engagement & Participation

A key feature of the HWSA 2015 is the engagement and participation of the workforce.

Engagement & participation include:

- Participation in risk assessments – the best people to do so as workers live the risks
- Toolbox talks which cover H&S components
- Inclusion in workplace H&S committees
- Completing hazards and incident reports

- Involvement is drafting safe work procedures
- Site pre-starts and toolbox talks

PCBUs are expected to ensure workforce engagement is maintained at high levels of participation.

Monitoring

Ongoing monitoring and supervision should occur for all activities on worksites and venues. The higher degree of risk, the greater level of monitoring and supervision that is required.

Managing Change

Managing change is a key risk factor and has led to significant incidents. Change should be managed deliberately but will differ in its approach dependent on the magnitude, type, and timing of the change.

The management of change is directly linked to the three levels of risk assessment already highlighted in the risk assessment section above. The key is to ensure the correct level of assessment is completed relative to the risks of change involved.

Change Trigger Action Response Plan (TARP):

	Low Risk	Medium	High
Type	Normal low risk work **Little safety impact**	Design change Upset conditions **Could impact safety**	Strategic **Major safety impact**
Trigger	Low Risk Work	Workplace Change Medium Risk Work	Significant Change High Risk Work
Condition	Take 5	Level 2 – JSA Site Management Approved	Level 2-JSA/JSA or 3 RA Management Approved
Controls	Proceed	Proceed – Review Plan/Monitor	Proceed with caution – Review & Monitor

Review

Review of the overall HSMS effectiveness is important to ensure systems comply with relevant legislation, Venues Ōtautahi standards and industry best practice. Reviews need to be formalised to ensure a record of review is available.

Documentation

There should be a systemised approach to documentation and a document control system so that documentation is easy to file and find. Software solutions can provide a good way of simplifying the paper trail and support the mobility and usability of a HSMS. Whichever path you take, writing simple, clear, and easy to use documentation is key, especially when in a diverse workplace where English may not be the first language.

Simple and clear procedures for key work risks / activities should be drafted to ensure key risk mitigation / safe work methods.

https://worksafe.govt.nz/the-toolshed/tools/writing-health-and-safety-documents-for-your-workplace/

Notifiable Work

Particular Hazardous Work (Notifiable Work)

Under the NZ Health and Safety in Employment Regulations 1995, the company (or its contractors conducting the work when this responsibility is delegated) will notify Worksafe if any of the following types of work were being undertaken, Particular hazardous work (Notifiable works) | WorkSafe

If a contractor is performing notifiable work, the relevant management / contract manager must be notified prior to commencement of the activity.

The Health and Safety in Employment Regulations 1995 require an employer, which includes (a) a person who controls a place of work, and (b) a principal who controls the place of work at which a contractor or sub-contractor works, to notify WorkSafe NZ of certain work that is more than usually dangerous at least 24 hours before it is started.

Notifiable Events (serious harm)

It is important to understand the threshold and type of incidents that trigger a Notifiable Event to Worksafe. These fall into three basic categories:

- A death
- Notifiable injuries or illness, such as:
  - Serious head or eye injuries
  - Amputations
  - Serious burns
  - Injuries requiring immediate hospitalisation

- A notifiable incident.

https://worksafe.govt.nz/notifications/notifiable-event/what-is-a-notifiable-event/

As part of good practice to reduce risks, all notifiable events should be investigated to prevent a reoccurrence and learn from incident.

Notification for injury, illness and incidents can be made online to

https://worksafe.govt.nz/notify-worksafe/

For deaths, Worksafe should be notified immediately on 0800 030 040 (24/7)

Investigations

Failure to investigate serious workplace near misses, accidents, ill health, or disease risks further and more serious incidents. Investigating incidents is a key risk control.

https://worksafe.govt.nz/search/SearchForm/?Search=investigation&action_results=Go.

The below table explains the level of investigation required tiered to the severity of the incident.

Investigation Level and Timeframe		Analysis Requirement	Analysis Level & Participants	Investigation Timeframe & Analysis Guideline
Incident Classification & Risk Level	Class 1 Very Low - Low	Incident Report Only	Manager leads • Involved Person • Relevant Workers • Other as required	30 days
	Class 2 Moderate	Detailed ICAM with major or catastrophic consequence rating	Manager leads investigation team • As above • HSE team support	10 days
	Class 3 High – Very High	Detailed ICAM mandatory	Manager Leads team • As above • Skilled analyst preferred • Legal • Other as required	7 days – Prelim report in 3 days

3. People

People are the most important asset that an organisation has, and therefore the following areas are of primary importance when keeping our people safe. Contractors, suppliers and clients are encouraged to adopt similar measures

English Language Proficiency

Contractors must be able to display that foreign workers can meet a minimum standard of English speaking, writing and comprehension. In some cases, for non-native English speakers, formal proof will be required. The contractor may choose any formal testing system as long as it is comparable to the International English Language Testing System (IELTS).

WorkSafe accepts enforceable undertaking from Woods Glass | WorkSafe

Employee Assistance Program

An employee assistance program (EAP) is available to workers to assist with workplace welfare issues and people should be made aware of the program when inducted.

Workplace Violence

Violence in the workplace can lead to significant injury and will not be tolerated. Definitions of workplace violence include but are not limited to verbal abuse, physical assault, and abuse over the phone.

https://worksafe.govt.nz/topic-and-industry/work-related-health/violence-at-work/

Key requirements include:

- Key personnel are trained in workplace violence identification and mitigation measures, importantly de-escalation strategies
- Ensure that all incidents of threating behaviour are reported – important for future reference and risk assessment
- A risk screening process for known offenders and a tiered escalation system for mitigation when approaching them, i.e., at the lower end preparedness and at the higher end escort of a security guard or alternate
- Always carry a phone with emergency numbers programmed

Violence at work | WorkSafe

Violence at work: customer service areas | WorkSafe

Warning: Do not enter a location or conduct an activity if you feel unsafe, report your concerns to your manager.

Smoking or Vaping

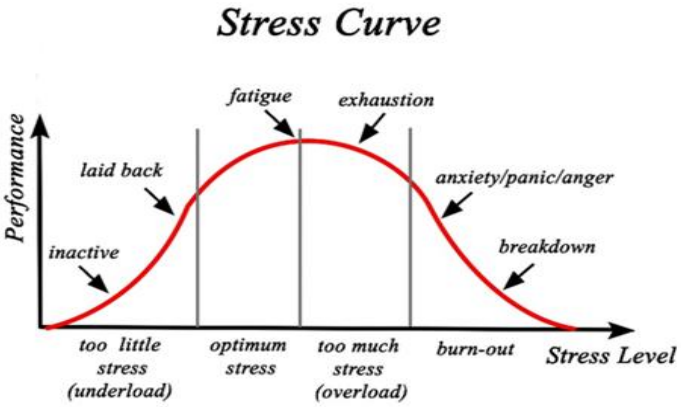
Venues Ōtautahi workplaces are smoke free workplaces as smoking and vaping can cause significant health impacts and fire potential.

https://www.smokefree.org.nz/

Key controls include:

- Smoking and vaping should only take place in designated areas.
- Smoke free information including quitting can be provided on notice boards.

Mental Health & Stress



Stress has a significant impact on workers and their production. The key risk factors may come from long working hours, low pay and/or poor work conditions, transient working conditions, masculine culture (for males in certain industries including forestry), social isolation, mental health issues, substance abuse and relationship issues.
https://worksafe.govt.nz/topic-and-industry/work-related-health/work-related-health-updates/health-isnt-just-physical/

Key controls include:

- Be aware of the risk factors, monitor for signs in the workplace
- Provide or offer support as required to the individual via an Employee Assistance Program (EAP) or other agencies as required. Venues Ōtautahi maintain an external provider for EAP services.

Bullying

There will be zero tolerance for bullying in the workplace.

Signs of bullying or harassment may consist of but not be limited to belittling, embarrassing, manipulation, lying or sabotage, unreasonable behaviour, and unnecessary competition.

https://worksafe.govt.nz/topic-and-industry/bullying/

Examples of bullying behaviour | WorkSafe

Key controls include:

- Ensure there are processes in place to ensure confidential reporting of such incidents are available and that such reports are investigated fully and immediately to prevent further occurrences
- Immediate management engagement and remedial action
- Assistance provided via the Employee Assistance Program

Warning! If bullying is left unchecked it can lead to a poor workplace culture and operational inefficiencies, which can significantly impact the mental health of workers. Bullying is not acceptable in Venues Ōtautahi

Discrimination & Harassment

CRITICAL RISK Workplace Violence	**Worker harassed while serving drinks at a function**
CRITICAL CONTROLS Refer to VO Critical Risk Framework for more detail.	• Report all incidents • Risk assesses at risk events • De-escalate and exit • Managers engage and resolve

There will be zero tolerance for discrimination and harassment or sexual harassment in the workplace. Harassment is most likely when events include the serving and consumption of alcohol.

Key controls include:

- Providing education on both behaviours including what may indicate discrimination and harassment
- Signage is displayed at events highlighting unacceptable behaviour expectations
- Ensuring a reporting system is in place
- Ensuring a positive workplace environment for all workers
- Selecting appropriate workers to serve alcohol and events
- Providing experienced managers & team leaders who can deal with harassment at functions effectively
- Providing EAP assistance as required
- Executive management providing appropriate prohibitions / sanctions on individuals who harass in the workplace and at functions

Sexual harassment - Advice for workers | WorkSafe

Harassment at work | Employment New Zealand

Discrimination | Employment New Zealand

Warning! The appropriate type of workers should be used when serving drinks and supervision of the task must occur.

Manual Handling

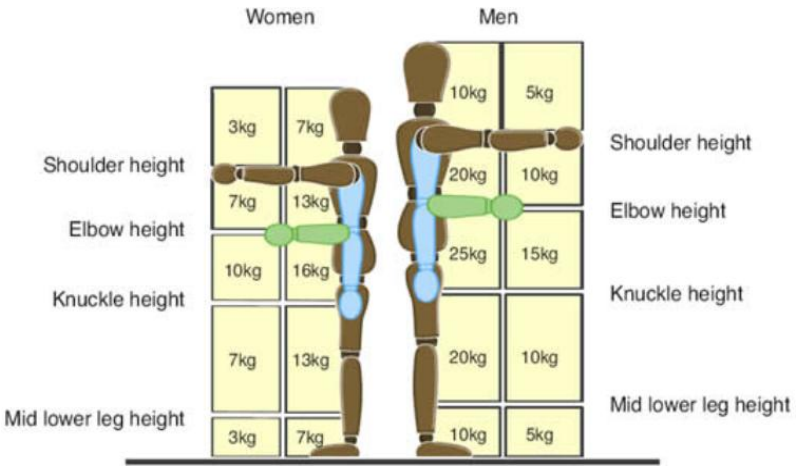
CRITICAL RISK: Manual Handling	**Injury to the back when lifting**
CRITICAL CONTROLS Refer to VO Critical Risk Framework for more detail.	• Heavy lifts – use mechanical handling devices or use team lift • Stretch before heavy lifts • Wear gloves • Good housekeeping

Significant manual handling risks exist in Venues Ōtautahi activities, especially when packing in and packing out. The main risk factors associated with manual handling are back injuries due to lifting incorrectly or loads that are too big / heavy for safe unassisted handling, and hand crush injuries when lowering heavy loads.

Key controls include:

- Use of mechanical lifting aids or equipment to eliminate the risk
- Equipment provided with wheels / castors for ease of movement
- Designing an efficient and comfortable work environment including surfaces and access identified that prevent slips trips & falls
- Ensure surfaces are designed for ease of manual handling, for temporary activities placing mats or equivalent to assist manual handling where ground surfaces are rough
- Ensure all workers stretch before the task, heavy lifts only
- Workers being medically fit in high demand jobs confirmed by medical testing and limitations for manual handling if required
- Ramps or lifts used for loading and unloading vehicles
- Good communication when conducting team lifts
- Managing the load size/weight, maximum single lift is 20kg
- Labelling load weights on heavy loads
- Taking regular rest breaks
- Assign sufficient people to the task – use 2 people
- Using the correct handling techniques and job rotation are used
- Ensuring fatigue and slips, trips and falls risks are managed

https://worksafe.govt.nz/topic-and-industry/manual-handling/



Warning! Do not lift heavy objects by yourself. Use a lifting device or get help.

Ergonomics

Ergonomics is a significant risk in an office and workplace environment. Key office risks include workstations and workplace risks can revolve around seated and unseated machinery operators.

Key Ergonomic Risks to consider include:

- Force: exerting force on an object as part of a task
- Repetition: doing a task that uses the same muscles over and over with little chance for rest or recovery
- Work posture: the position of different parts of the body when taken outside of the comfortable range of motion (awkward posture); usually combined with static posture (i.e., holding a posture for a long time)
- Local contact stress: a hard or sharp object coming in contact with the skin

https://worksafe.govt.nz/topic-and-industry/work-related-health/ergonomics/

Warning! Take routine breaks when working on a computer workstation and ensure you complete an ergonomic workstation assessment, report pain early.

Injury & Return to Work Management

It is important to ensure that injured workers are back at work in the workplace as soon as is safely possible. The key risk centres on workers retuning to work before they are fit to do so.

https://www.acc.co.nz/im-injured/what-to-do/

Key controls include:

- Ensuring workers receive good initial first aid/medical treatment at the worksite
- Developing, implementing, and maintaining a procedure for the management of workplace injuries
- Workers being aware of the injury, rehabilitation and return to work policies
- Workers being tracked through their recovery until a full return to work is achieved
- A doctor's certificate being issued prior to a return to work
- Workers being offered alternate lighter duties to allow them to ease back to full duties or offered reduced hours to support their recovery

Fatigue

Fatigue is a significant workplace risk in Venues Ōtautahi and can be associated with stress and can dovetail into lone work and driving / transportation risks. The key risk becomes workers being injured due to an act or omission from tiredness due to the physical and or mental demands of the job.

https://worksafe.govt.nz/topic-and-industry/work-related-health/fatigue/fatigue-whats-the-problem/

Key controls include:

- Regular rest breaks, hydration, and food
- Ensure that seasonal changes such as daylight savings and summer & winter conditions are considered
- Ensure that increased awareness is provided in the lead up to and after major holiday periods
- Any activity that requires more than two hours of travel to and from work will be reviewed and a fatigue driving/work plan put in place
- Workers working multiple weekends in a row will require approval and sign off from the required Venues Ōtautahi manager
- All workers are encouraged to take a minimum of two breaks a day.

Warning! Fatigue is a significant workplace risk, continuous monitoring and supervision is required, especially for pack in and pack out activities

Welfare Facilities

Providing welfare facilities is a legal requirement and must be appropriate to the size and nature of the workplace, including worker numbers and nature of the workplace risks.

Workplace and facilities requirements | WorkSafe

Key requirements include:

- Toilets
- Drinking water
- Hand-washing facilities
- Eating and break facilities
- If a worker becomes unwell, they will be given transport to a medical centre or home as requested
- Any person feeling or looking unwell before transport to work will be assessed to determine if they should go to work

Skin Cancer

Over-exposure to UV radiation is a serious health risk for NZ workers, particularly those who regularly work outdoors. Key risk factors to manage may include working outside and on exposed slopes, working during summer when sun is at its brightest and longest exposure time, working during fine weather, use of some drugs that make the eyes photosensitive, working around reflective surfaces, people who are already identified as being at risk (fair skinned etc).

https://worksafe.govt.nz/topic-and-industry/work-related-health/protecting-workers-from-solar-uv-radiation/

Key requirements include:

- Where possible, moving out of the sun, working under cover, or reducing work outside
- Provide shade/hats, neck flaps, sunscreen, sunglasses (safety) and long sleeve apparel if requested
- Workers given sunscreen during breaks. Where temperatures reach above 35 degrees extra controls must be put in place for breaks, hydration and consider stopping work

Spray Painting & Silica Dust

Workers spraying equipment causing respirable vapour or using or cutting cement causing silica dust can cause lung disease, which can cause irreversible chronic lung disease. Symptoms typically develop progressively over 3–10 years and can be fatal.

Exposure monitoring and health monitoring – guidance for businesses | WorkSafe

Controlling dust with on-tool extraction | WorkSafe

Silica dust in the workplace | WorkSafe

Key Controls include:

- The correct PPE must be worn when spraying or when using high risk hazardous substances
- Respirators (not dust masks) must be used, and these must be mask fit checked to the individual
- Respirator canisters must be changed at the required frequency and be recorded
- Growing facial hair can limit mask effectiveness and full-face models must be worn
- Forced and natural evolution should be used for spray painting
- Dust extraction systems including vacuum and water will be used to eliminate silica and wood dust

Workers exposed to spray painting and other high risk hazardous substances will be medically assessed annually (lung function test & X-Ray where indicated)

Warning: Respirators with the correct filters will be used for all spray painting, concrete cutting and high-risk hazardous substances

Infection Control

Infection poses a significant risk within Venues Ōtautahi operations, especially during pandemics. Managing though these will be covered by a separate policy, however there are basic rules that should be complied with as part of an effective infection control program.

Poor hygiene, germs, and infections | WorkSafe

Key requirements include:

- Stay at home when sick – ensure all workers are aware of the leave and sick leave pay policy and stay home when sick
- Engineering - office ventilation (general areas including offices and venues including all AC has HEPA filtering) and workspace shielding (hard barrier between workstations)
- Vaccination – as required by the Public Health Authority and Venues Otautahi recommends all workers and contractors take these when offered
- Use of PPE - facemasks (to be worn into all high-risk locations or people regardless of alert level, i.e., rest homes, older people etc.), disposable gloves (for all cleaning and handling of facilities and equipment) – when directed.
- Cleaning – all facility, touch points and equipment when directed. For normal cleaning cycles for all touch points on doors and common areas
- Hygiene - cough protocol [using arm and not hand], hand washing/sanitising often and after touching common touch points
- Social distancing (min 2 meters at higher alert levels) - office, vehicles, clients' residences
- Testing - requirements for testing (daily for high-risk work groups at increased alert levels or when feeling unwell at work at any time)
- Coordination with clients prior on the requirements for infection controls prior to events

- Other controls put in place for staff, including contractors, as mandated by the government health agency at increased alert levels

4. Equipment & Plant

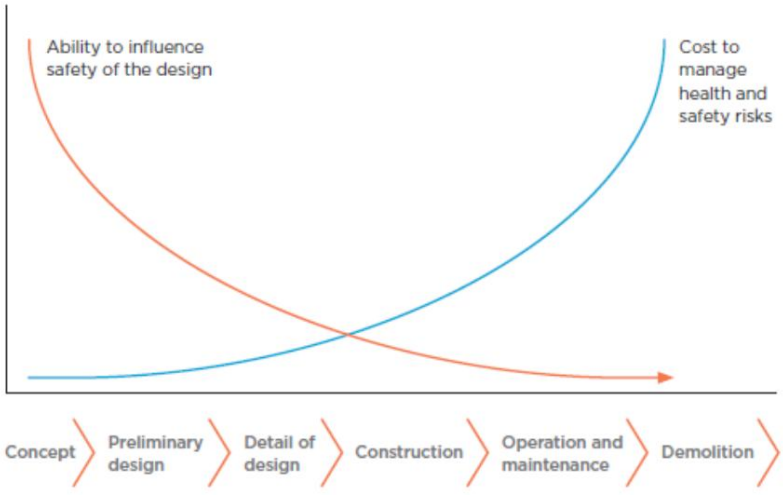
Safety in Design

The safety of workers often starts with the safe design of equipment and facilities. Without this, Health & Safety risk is introduced at the outset before the human risk element is introduced. Studies show that a large proportion of workplace accidents result from poor design and that good design cannot only reduce incidents but also save money.

https://worksafe.govt.nz/topic-and-industry/health-and-safety-by-design/

Key requirements include:

- Designers and manufactures producing safe equipment to a recognised standard and providing certification and documentation
- Completing a risk assessment to ensure all factors are considered for the safe design of the equipment/facility/substances. This should include input from workers who will utilise the end product. This process may include failure mode assessments such as Hazard and Operability Studies (HAZOPS) etc
- When planning to purchase and when using heavy mobile plant, risk factors should be considered which will impact safe use, these will include but not be limited to:
- Terrain: steep or uneven terrain increases risk of rollover sliding or losing control
- Ground Conditions: slippery of other conditions may increase loss of control
- Erosion: if on site may increase rollover or engulfment risks
- Exclusion Zones: are these marked/known if they exist
- Debris on the Ground: may increase requirement for guarding and protective structures
- Use life cycle approach for design including planning, assembly, installation, construction, manufacture, commissioning, use, handling, cleaning, maintenance, inspection, repair, transport, storage, dismantling and demolition
- Ensure that information and training is provided for all equipment/facilities/ substances



Equipment Safety & Plant Standards

CRITICAL RISK:	Dangerous equipment causes an accident in a venue

Equipment Safety	
CRITICAL CONTROLS Refer to VO Critical Risk Framework for more detail.	• Equipment Safety in Design • Equipment maintenance and inspections • Equipment safe use

Equipment safety is a key risk control area. These standards highlight the minimum requirements for equipment and plant operating in Venues Ōtautahi.

All equipment must be maintained in accordance with the manufacturer's recommendations and records held.

https://worksafe.govt.nz/topic-and-industry/plant-and-equipment/protective-structures-on-self-propelled-mobile-mechanical-plant/

Warning! All plant and equipment will be deenergised with Zero Energy prior to maintenance being completed

Mobile Equipment Standards

Other Equipment Requirements:

- Slings and all lifting equipment - certified annually and after shock loading event, Stored off the ground.
- Gas welding bottles - flashback arrestors & regulator protection fitted
- Electrical safety - all portable & fixed tooling tested & tagged
- PTO shaft guarding - mobile plant
- Air compressors - fitted with securing straps or double-eye, stocking-style, whip-socks to prevent the hose / pipe from flailing if it de-couples. Only required if the compressor is not enclosed.
- Gas Bottles – in date for inspection and testing annually

PPE Standards

PCBUs must provide workers with the correct type of PPE and ensure it is maintained and replaced as recommended.

PPE	AS.NZ Standard
Helmet	AS/NZS 1801:1997 Occupational protective helmets ATV – NZS 8600:2

Safety Glasses	AS/NZS 1337:1992 Eye protectors for industrial applications, Amendment 1 Sept 1994: Amendment 2 Oct 1997
Safety Boots	AS/NZS 2210.1:2009 Safety, protective and occupational footwear Part 1
High Vis Clothing	AS/NZS 4602, Class D,D/N,N or 1906, Class 1,2,3
Chaps	AS/NZS 4453.3: 1997 Protective clothing for users of hand-held chainsaws, Part 3, Protective Legwear
Hearing Protectors	AS/NZS 1270:1999 Hearing protectors
Gloves	NZS 5812:1982 Industrial protective glove
Respirators	AS/NZS 1715:1994 Selection, use and maintenance of protective respiratory devices and 1716:1994 Respiratory protective devices, Note, all personnel must be mask fit checked and the canisters must be replaced at least 6 monthly.
Fall Arrest Devices	AS/NZS 1891.1:2020 Industrial fall-arrest systems and devices, Part 1 Harness and ancillary equipment and Part 3 Fall-arrest device

Guarding

All equipment must be guarded in accordance with AS/NZ 4024 Machine Guarding Standard. Older equipment not conforming to this standard must be retrofitted by a competent person.

Guards should not be removed or altered and should be maintained according to the manufacturer's recommendations. Emergency shut down devices should be routinely tested and these tests recorded.

https://worksafe.govt.nz/about-us/news-and-media/machine-guarding-no-new-phenomenon/

Warning! **Significant entrapment risks exist with unguarded equipment.**

Slips, Trips & Falls

Slips, Trips & Falls are a significant cause of workplace injuries in New Zealand with a significant number of these occurring on machinery, offices and warehouses.

Key controls include:

- Ensure mobile plant ladders / access points are designed for slip prevention and are maintained
- Ensuring three points of contact are used when climbing into mobile plant (including forklifts and MEWPs)
- Ensuring good footwear is worn
- Be mindful of weather conditions that can affect safe access including building stairways and steps
- Take time to get in and out of vehicles, rushing can increase the risk
- Manage fatigue
- Practice good housekeeping and clean up all spills

Figure 1: Getting on or off with three points

Operations and Maintenance of Mobile Plant

The operations and maintenance of mobile plant and fixed plant is a critical component for workplace safety. The key risks associated with the operation and maintenance of mobile plant and machinery include but are not limited to:

- Man vs machine interface – people getting run over or hit!
- Maintenance – unexpected operation of equipment being worked on (isolation and lock out tag out)
- Operations – equipment instability due to operational or environmental conditions
- Noise – hearing damage due to excessive noise exposure
- If the equipment is not in service an "out of service" tag should be affixed until it is disposed of or tested and placed back into service

All these risks and the required controls are highlighted under Section 5: Operational Control and should be followed to ensure safe maintenance and operations of heavy mobile plant

Warning! All equipment must be isolated and locked out before being worked on.

5. Operational Control

Operational controls deal with how Health & Safety risks are controlled so that work can be completed safely. Venues Ōtautahi derives its operational control measures from risk assessment, legal requirements, industry codes of practice and workplace experience.

Pack in Pack Out

CRITICAL RISK Shared Workplace	**A PCBU worker being involved in a workplace accident on Venues Ōtautahi venue**
CRITICAL CONTROLS Refer to VO Critical Risk Framework for more detail.	• Contractors, Clients and Exhibitors are aware of safety requirements prior to events • All workers are inducted • Sites are segregated from the public

Pack in and pack out activities pose one of the highest risk periods within VO operations. These risks include but are not limited to, working at height, traffic management, manual handling and emergencies.

Responsibilities

- The client is responsible for the safe pack in & pack out of their event. A detailed plan is to be communicated from the client to the VO event co-ordinator at least **1 month** prior to the event.
- The client is responsible for providing the appropriate safety documentation for their contractors, exhibitors and guests. These should be available to view by VO on request.
- At the commencement of pack-in, VO staff are required to place hazard board signage at the entry points to the event: Clients or their Contractors who bring hazard boards onto the site must ensure the hazard board is updated to reflect hazards that they bring into the venue or advise VO staff of the need to update
- All visitors (clients, contractors, exhibitors and exhibition staff) are required to undertake a health & safety induction prior to being allowed access to the venue.
- The specific visitor type induction will include a review of the venue emergency evacuation procedures, a review of all hazards on site.
- A VO staff member will be responsible for undertaking the health and safety induction. Once completed an accreditation wristband will be issued to each person who has received the induction which will allow them to proceed inside the venue for pack in.
- This wristband must be worn at all times during the pack-in. Any persons without a wristband will be prevented from entering the venue until they have completed the induction and all parties entering the venue pack-in area, are required to supply & wear a high-visibility vest (orange or yellow).
- Once the pack-in has concluded high visibility vests can be removed.

- When pack out commences the Venue Manager will decide which high risk exhibits will not be allowed to pack out until the low risk exhibitors have gone. High visibility vests will not be required for this low risk phase of pack out.
- Once high risk pack out commences high vis vest requirement will be announced and they must be worn by all exhibitors, clients, contractors & staff
- The Venue Manager in conjunction with the exhibition organiser will officially declare when pack out begins.

Warning! All PCBUs working on the Pack in and Pack should be familiar with and comply with the working safely manual.

Visitors

Visitors must be signed in and inducted prior to entry to any workplace. Visitors must be escorted while they visit the site unless approval is gained from the Venues Otautahi manager or they have been inducted fully to a venue.

Shared Workplace

Multiple PCBUs working in a shared workplace have responsibilities to ensure work is completed safely in that shared workplace. Key risks involve workers of other PCBUs moving onto a shared worksite and causing an incident due to poor coordination and understanding.

https://worksafe.govt.nz/managing-health-and-safety/getting-started/understanding-the-law/overlapping-duties/pcbus-working-together-advice-when-contracting/

Key controls include:

- Establishing who the primary PCBU is for primacy of site control and safety standards
- All new workers & PCBUs receiving an induction, including, primary point of contact, site hazards, key safety measures, emergency procedures, event / incident reporting.
- Maintaining a sign in register for routine and emergency response
- Ongoing joint meetings and engagement to ensure alignment

Warning! All PCBUs, clients and exhibiters must be inducted prior to events

Driving / Transport

Driving / Transport risks are one of the more serious risks within Venues Ōtautahi due to the frequency of short duration travel that is undertaken. This risk dovetails directly into lone work and fatigue management risks.

Key controls include:

- No learner drivers are allowed to drive company vehicles
- A driving safety award system may be used - rewarding safe driving behaviours/performance
- Seatbelts are to be worn at all times, including for forklifts
- Not driving under the influence of alcohol or drugs

- Fatigue and distractions will be managed to ensure drivers do not fall asleep or become distracted at the wheel – hands free mobile phone use only
- Ensuing that if drivers do become tired, they pull over and rest) for no more than 30 minutes to relieve fatigue (micro-nap)
- Regular rest breaks are taken for long journeys, minimum 10-minute break for every 2hrs of travel
- Speed should be adjusted to the driving conditions and comply with road sign speed limits. You must be able to stop in half the visible distance, i.e., apply the 3-second rule
- Ensure that all lone work protocols are followed, i.e., someone knows where you are and what your plan is

Vehicle Specifications

- All vehicles will be ENCAP 5-star crash rated
- Lease agreements will include requirement to maintain vehicles to Venues Ōtautahi standards
- Pre-trip vehicle inspections will be completed, or a monthly inspection implemented for low use vehicles
- Maintain all vehicles according to the manufacturer's recommendations
- For identified high risk vehicles - vehicle tracking systems (with duress system), i.e., E-Roads will be fitted
- Use of cargo nets for cargo control (Ute decks & trailers) and internal cargo barriers (for delivery vans)

Warning! Fatigue is a key cause of motor vehicle accidents, fatigue management must be implemented effectively, particularly on long journeys

Traffic Management

CRITICAL RISK **Traffic Management**	**Pedestrians being hit by moving equipment**
CRITICAL CONTROLS Refer to VO Critical Risk Framework for more detail.	• Exclusion zones around mobile equipment • Remain outside exclusion zones unless eye contact maintained, and equipment is at zero energy (not moving)

Movement of pedestrians around working equipment is a key risk in pack in pack out and storage & warehouse location operations but can occur anywhere vehicles operate, and pedestrians move.

https://worksafe.govt.nz/topic-and-industry/vehicle-movements/

Key controls include:

- All new workers, drivers and visitors must be briefed on the traffic management requirements/restrictions for the site
- No workers or visitors will enter a machine operational zone of 3 meters until the machine is stopped and at zero energy
- Car parks should be located away from high traffic working areas – design should include provision of all vehicles facing outwards (where risk dictates), physical barriers and designated walkways for pedestrians to reach their destination without interacting with vehicles or forklifts.
- Working heavy vehicles including forklifts should be painted in bright colours to enhance detection (yellow/orange etc.).
- All vehicle keys shall be controlled for security and safety, none left in when not in use
- For unloading areas, safe driver standby positions should be established, or driver asked to stand at the front of the truck away from forklift operating areas
- When observation is obscured by a load when using a forklift, the forklift must be backed into position or a spotter used

Equipment

- All equipment will be maintained in accordance with manufacturer's recommendations.
- Prestart checks will be completed including for forklifts and these shall be recorded

Signage

- Speed limit and forklift operating signage (5kph) will be displayed at permanent facilities and pack in pack out activities
- For pack in and pack out vehicles will be escorted into pedestrian areas by a spotter.

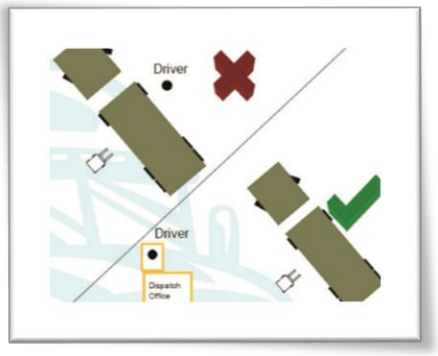
- In warehouses / stores, where possible pedestrian walkways and danger areas should be marked
- All pedestrians will wear high visibility clothing conforming to AS/NZS standards including forklift and truck drivers

Barriers

- All warehouse and venue roller doors / entrances will maintain a retractable barrier to prevent unauthorised entry when doors are open when pack in and pack out is not being conducted
- Where practical protective hard barriers may be placed on all structural contact points and between at-risk pedestrian and traffic collision areas

Forklift

All forklifts will maintain top mounted flashing lights, horn, spotlights (for night and low light use), backing alarms, backing mirrors and seatbelts. For high-risk forklift operations, proximity sensors may be used.



- No workers or visitors will enter a machine operational zone until the machine is stopped and at zero energy or they are invited into the area by the operator.
- Electric forklifts will be used where possible and certified chargers will be used. If using diesel or LPG forklifts, the area will be ventilated to allow fume to escape
- All pedestrians must give way to Forklifts. Forklifts have the right of way.
- A 3m exclusion zone exists around all mobile plant including forklifts and trucks. Eye contact must be made with the driver if moving inside the 3m exclusion zone and forklifts will be at zero energy when approached.
- Forklifts will sound the horn when moving through openings or confined areas and will reduce speed
- When observation is obscured by loads, the forklift must be backed unless a spotter is used
- For operation in dark hours adequate lighting will be provided on equipment and plant and in operating areas for safe operations
- For work in external areas ensure the tyres on the forklift are appropriate for the conditions, i.e., flat tyres for internal warehouse use may not be appropriate when working outside depending on ground conditions
- LPG gas bottles will be turned off when forklifts are not in use

Warning! All personnel must establish eye contact with the operator before entering the exclusion zone and the forklift must be at zero energy

Changing LPG gas bottles

- Park in an outside area away from traffic movement areas and outside
- Ensure mobile phones are not in proximity
- Place PPE on, heavy duty leather gloves and face shield, ensure long sleeve top worn and sleeves down
- Turn forklift off
- Turn LPG gas bottle valve off and run forklift until it stops
- Check LPG bottle valve is off before removing it
- Check rubber O rings are in place on hose valve and the new LPG bottle valve
- Replace the new gas bottle and secure it to the forklift and be careful when screwing the hose valve in so it is not threaded

- Be aware some gas may escape when the valve nears the end of its travel, this is normal. If you do suffer cold burns, run water over the affected part for 10 minutes and seek medical assistance.
- Only people deemed competent to undertake LPG bottle changes can carryout a bottle swap.

Warning! If a mass of gas or liquid of gas escapes while changing LPG bottles, let it escape - do not attempt to tighten the valve

Lone Work

Working alone is a significant risk in remote areas where emergency assistance may be difficult to access. This risk is often associated with driving and fatigue management risks, particularly when working remotely. In the context of Venues Ōtautahi operations, lone work could be a worker staying longer to complete pack in pack out by themselves.

https://worksafe.govt.nz/topic-and-industry/work-related-health/violence-at-work/lone-working/

Key controls include:

- Ensuring that all personnel involved in lone work are first aid trained, and maintain first aid kits
- A central focal point (normally the manager or designated person or entity) is designated that will be responsible for tracking the lone worker and who the lone workers will report to
- Checking in and out of the workplace with the manager or designated focal point– a failure to do so will initiate a response (check phone call to workers phone, check call to workers destination point of contact, check of vehicle tracking if fitted, check of phone tracking [find my phone if activated if agreed by employee] and emergency services as a last resort.
- Whenever possible a 2 way radio should be deployed to a lone worked and regular check-ins should be performed dependent on the risk involved.
- NOTE: One of the common problems with call-ins is after hour responses. The effectiveness of this call-in system relies wholly on the central focal point. Some organisations outsource this function so it can be maintained 24/7 for this reason

Warning! An emergency means of communication is critical, particularly when outside mobile networks.

Hot Work Including Use of Pyrotechniques

CRITICAL RISK Hot Work	**Hot work causes a fire which leads to major facility damage**
CRITICAL CONTROLS	• Complete a hot work JSA • Wet down high risk areas • Maintain a fire extinguisher in close proximity • Maintain a fire watch

Hot works (welding, cutting, grinding, heat guns, use of pyro techniques, smoke/fog generation etc.) can cause significant fires or explosions in hazardous atmospheres. Careful job planning should occur prior to any hot work occurring on a Venues Ōtautahi venue or work site.

Hot Work on Tanks and Drums (worksafe.govt.nz)

Outdoor pyrotechnics display compliance certificates | WorkSafe

Explosives (including pyrotechnics) | WorkSafe

Key controls include:

- All hot works being completed in accordance with NZS 4781
- A fire extinguisher is present where the work is being completed
- A Venues Ōtautahi (client or contractor hot work JSA is available) & completed
- Clearing of flammable material from around the immediate work area
- Wetting of the area where fire risks are present, but work can proceed safely
- Atmospheric testing where explosive atmospheres may be present
- Fire plans are in place
- A fire watch is completed after the task/s to ensure there is no residual fire risk (for one hour after the activity). For pyro this watch may be outside the facility factoring windage etc.
- Ensuring where heat guns are used, these are mounted in such a way as to dissipate heat after use (not rested against surfaces, i.e., standing upright and not against surfaces.

Key controls include:

- All pyro must be secured under lock and key and moved to site immediately before use where possible, where this is not it must be under observation by security
- The firing mechanism must be locked or removed so that unauthorised firing cannot occur
- Only the minimum amount required for the event can be stored
- An authorised hazardous substance handler shall supervise all setup, firing and packup

Warning! At all times a fire watch must be in place and fire extinguishers must be immediately available to extinguish fires.

Shelving and Racking

Shelving and racking are considered low risk unless storage occurs at height in industrial warehouse settings however risks of structural collapse and falling objects exist for all shelving and racking.

Working safely with pallet racking systems | WorkSafe

Key controls include:

- Racking designed to AS/NZ standards
- Engaging engineers to ensure racking is compliant with AS/NZ standards for heavy duty racking warehouse racking
- All damage is reported
- Racking leg protectors fitted to all forklift operating areas (all legs)

- Racking safe workloads are displayed prominently
- Maximum racking storage height indicators in place (top of racks)
- Pellet stacking evenly distributed to distribute the load
- Racking legs bolted to the floor for seismic stability (ensure minimum bolt pattern)
- Racking lanes closed when pallets loaded (where pedestrians use)
- Routine inspection of racking (importantly lower legs for damage, bent shelving, missing bolts etc)
- Non-routine and unstable items secured to pallet (cable ties etc) and stored low where possible
- Where pedestrians work and racking is immediately adjacent, racking shielding is provided to prevent items falling on people working areas (note: attempt to eliminate by placing working areas away from racking)
- Broken pallets removed
- Post-earthquake checks completed

Confined/Restricted Space Entry

Entry into confined spaces including restricted spaces should be carefully planned due to the risks of hazardous atmospheres. Examples include: storage tanks, tank cars, process vessels, boilers, silos, pits, pipes, sewers, shafts, ducts and shipboard spaces.

https://worksafe.govt.nz/topic-and-industry/planning-entry-and-working-safely-in-a-confined-space/

Key controls include:

- Completing a Venues Ōtautahi confined space JSA
- Ensuring that Worksafe is notified for applicable confined space/excavation entry
- Eliminate the risk by finding another way to do the work other than entering or using a less hazardous substance
- Ventilating the area
- Providing local area extraction equipment to remove hazardous gases at the source
- Ensuring atmospheric testing is completed for oxygen content (minimum 21% concentration) and hazardous concentrations and that this is repeated throughout the work, i.e., welding, gas cutting, concrete cutting, spray on adhesive etc
- Ensure respirators are used, workers have been mask fit checked and that respirators remain on until out of the hazardous zone
- Ensuing that an emergency plan is in place including recovery, fire, injured worker and notification of emergency services

Warning! No worker will enter a confined or restricted space unless a JSA has been completed and it is safe to enter

Tooling

A significant amount of tooling is used by Venues Ōtautahi and its contractors, with many used in outdoor environments which increases risk.

Electrical tools | WorkSafe

Key controls include:

- All electrical appliances must be tested and tagged on a annual basis, this includes battery chargers
- All appliance designed guarding must be in place and must not be removed.
- The correct PPE must be worn when using appliances
- All electrical appliances must be fitted with an RCD device
- All extension cords must be kept out of highly trafficked areas unless anti-trip conduits are used
- All appliances producing silica dust must have dust extraction systems fitted

Warning! Do not use appliances producing silica dust without dust extraction/suppression systems fitted.

Electricity

The use of electricity and tooling involves risks such as electric shock, burns and fire.

https://worksafe.govt.nz/topic-and-industry/electricity/

Key controls include:

- Ensuring all fuse boxes are locked and keys controlled
- Any electrical work must be carried out by competent and qualified person
- All major electrical isolation switches must be locked out and tagged out (LOTO) prior to work commencing
- Electrical safety regulations and standards must always be adhered to
- Approved fire extinguishers (dry powder or CO2) must be provided near electrical breaker panels and distribution panels in offices and temporary panels at events

- Electrical cords may not be run through doorways, across walkways etc where they become a tripping or crush hazard
- Charging of electric vehicles shall only be completed with manufacturer supplied cables and adaptors
- Flammable materials are strictly prohibited inside distribution rooms (boxes, rags, cleaning fluids etc) or near distribution panels
- A regular regime of test n tag will be in place to cover all electrical appliances
- All power tools should be inspected prior to use and, wherever possible, electrical equipment should not be used in or near wet areas and all guarding should be installed

Warning! All tooling must be tested and tagged to ensure it is safe to use.

LPG Gas Use

LPG in Venues Ōtautahi venue can pose a significant risk of fire if controls are not implemented to reduce the risks of LPG use.

Key controls include:

- You must inform the Hirer and VO of your intention to use LPG at any of our venues as unauthorised use of LPG inside venues is prohibited
- Only 9 Kg LPG bottles are allowed to be used, any other bottle size requires prior approval
- All LPG connections are to be tested by a competent LPG handler before being turned on. Venues Otautahi will conduct this service on the morning of the event to ensure LPG bottles are connected properly and are not leaking. Please inform Event Manager of Venue Manager on arrival that you require LPG connection testing
- All LPG bottles inside venues must be connected at all times
- There is no storage of LPG bottles allowed inside venues (either empty or full)
- Spare LPG bottles are to be securely stored in the venue compound
- Venues Otautahi will supply the use of a storage facility that can hold LPG bottles until they are required for use
- Please contact staff for access to the storage facility
- The VO approved handler is required to conduct a connection test for each new LPG bottle connected
- Each food vendor stall / booth / truck is to have a fire blanket and a 2 Kg Dry Powder fire extinguisher onsite at all times
- LPG use will not be authorised if fire fighting equipment is not provided

6. Work at Height

CRITICAL RISK Working at Height	Do not compete without a JSA
CRITICAL CONTROLS Refer to VO Critical Risk Framework for more detail.	• Wear a harness if outside railing • Maintain a rescue plan • Establish and maintain and exclusion zone • Maintain safe ladders and scaffold

Refer to the VO Critical Risk Framework – Working at Height

Working at height is a critical risk within Venues Ōtautahi. The risks of people and objects falling from height, structural collapse and equipment collapse require a rigorous approach to working at height. The below guidelines are provided to ensure this work at height is completed safely. Venues Ōtautahi derives its operational control measures for work at height from risk assessment, legal requirements, industry codes of practice and workplace experience.

Work at Height

To manage the risks associated with working at heights and the risks from objects falling on persons below the following guidance is provided.

https://worksafe.govt.nz/topic-and-industry/working-at-height/scaffolding-in-new-zealand/

Key controls include:

- Eliminating the risk by finding alternate methods to working at height
- A safe work method should be developed factoring all risks
- Personnel will be trained in work at height including fall prevention equipment and prevention systems to NZQA standards
- All equipment used for working at height is maintained and inspected according to the manufacturer's recommendations and unserviceable equipment removed from service
- When using a man cage from a forklift, controls will include provisions for risk factors including operator training, speed, ground conditions, and other risks identified
- Elevated work platforms will only be operated by personnel with a relevant NZQA certificate of competency
- All ladders and scaffold will be regularly inspected
- Prevention of equipment falling, lanyards to be used where a tolling falling from height risk is identified

Warning! At all times where work is conducted at height, a restricted no access zone should be maintained below the work activity

Fall-Arrest Systems

- Fall arrest systems with approved anchor points must be utilised if edge-protection (scaffolding and handrails) are not in place and all workers must be trained
- A rescue plan must be developed prior to the work commencing and a rescue man must be available during the activity with appropriate training and equipment for rescue.

Overhead Work

Overhead work poses significant risks to ground based workers from falling objects and structures.

Key controls include:

- All workers within the area will be advised of the risk via an internal announcement through the venue PA system and will be required to wear PPE.
- Shell Scheme builds and power drops must be booked in and scheduled before Exhibitor Pack-in.
- When the mother grid or trussing is used, ALL WORKERS on the floor MUST wear PPE (Hard Hat and High Viz clothing) until the grid, all trussing and line arrays are raised to trim height. The use of steel capped footwear is highly recommended.
- The Venue staff will place warning signage at all entry doors and a flashing light at a suitable location easily seen by all, advising that overhead work is in progress and alerting staff/contractors that PPE is compulsory.
- The responsible person will determine when the overhead work is complete. The PPE rule can then be relaxed and the warning signage and flashing light removed.
- Where practicable, uncontrolled doors and access points should be locked at the instruction of the responsible person during periods of overhead work.
- All work including additional overhead work after the initial rigging period, will be conducted under an 'Exclusion Zone' conditions, i.e., where dropping hazards exist a clearly marked and coned 5m safety radius "Exclusion Zones" will be maintained under the work at all times. If the "Exclusion Zones" cannot be practically marked then a PPE equipped crew person (spotter) will monitor and maintain an "Exclusion Zone"

- If a 5m exclusion zone cannot be marked or maintained, a PPE equipped spotter will be used to halt work above until the area exposed to falling equipment is clear of other workers.
- The Venue Manager determines high traffic times in the Loading Dock. Stanchions and signage will be placed to alert pedestrians of hazards in the area.

Mobile Scaffold

Mobile scaffold is used extensively throughout Venues Ōtautahi. The key risks using mobile scaffold are falls from height due to instability.

Mobile Scaffold Standard

- Toe boards must be fitted
- Two guard rails must be in place above the platform, one rail at the top and one in the middle
- Access must be via an internal ladder and closable hatch – not from the outside
- Scaffold must maintain lockable castor wheels
- Safe working loads must be displayed and adhered to
- A tag must be affixed showing the last inspection date (weekly required)

Key controls include:

- Castors are to be locked when not supported by people and must not exceed 600mm when extended and must maintain a minimum of 150mm in the spigot. It is however recommended that only half the distance of the extension is used, i.e., if the extension is 400mm then 200mm extension is used.

Fixed Scaffold

Fixed scaffolding might be used by Venues Ōtautahi, contractors and clients and therefore it is important to understand the basic requirements for its installation and use.

https://worksafe.govt.nz/topic-and-industry/working-at-height/scaffolding-in-new-zealand/

Scaffolding Over 5 Metres High

- Standing scaffolding over 5 metres in height must be erected under the direct supervision of a person who holds an appropriate NZQA Certificate of Competency as a scaffolder issued under the regulations. All scaffolding that is greater than 5 metres in height is classed as Notifiable Work and must be notified to Worksafe by the contractors, client or exhibitor

Scaffold Over 3 Metres High <5 Metres High

- For this type of scaffolding a competent person is required to undertake the erection of the scaffold. A person who from training and past experience can work under the supervision of a suitably qualified scaffolder

Platforms, Handrails and Toe Boards

- On all sites it is required that ALL scaffolding, including H-frame scaffolding and 2-level scaffolding, have double handrails installed (top and middle rail)

- Toe boards are to be utilised if there is a risk of materials/ equipment falling or if the area below the scaffold has NOT been cordoned off (an exclusion zone is preferred underneath)
- All scaffolding above access ways is to have a 'fantail' catchment structure installed
- An inside scaffold gantry is to be installed on the 1st level of all multi-story scaffolding

Inspections

- Before its first use, the scaffold is to be finally inspected by the installer and any defects found must be rectified before use
- Daily in the case of suspended scaffolds, or weekly in the case of all other scaffolds while the scaffolds are in use
- After each structural alteration, addition or change to the nature of the scaffold or its anchorages or ties
- Weekly as part of the weekly Site Safety Inspections
- Monthly while the scaffold is set up but not in use
- After any storm or occurrence that could adversely affect the safety of the scaffolding

Warning! Scaffold that is damaged/unserviceable will be taken out of service until repaired.

Key Controls Include:

- Inner guard rails must be installed if a platform is more than 300mm from any workface
- Barriers must be in place to prevent accidental falls through ladder access
- No personnel are to work at height on wet or slippery equipment
- All personnel working at height or below will wear hardhats
- No scaffold should be within 4m of overhead powerlines
- Mid rails should be positioned no more than 500mm and top rails, no less than 900mm, and no more than 1100mm from the platform.
- Ladders must be pitched at a slope no less than 1 in 4 and more than 1 in 6 and extend at least 1m above the landing.

Warning! Helmets must be worn when using scaffold.

Stages & Orchestra Pits

Stages are a key risk area within Venues Ōtautahi venues and when temporary stages are set up. Falls from height have occurred from stages in the past.

Key controls include:

- A 2-meter exclusion zone exists at stage edges
- Workers are not JSAted to have their back to the stage drop-off within the 2-meter zone

- When the stage is not in use, cones or an alternate method of marking must be in place to delineate the edge of the stage
- All orchestra pits when not in use shall be barriered by rails or have fall protection netting or alternate fall prevention method positioned, and this will only be removed during performances and erected as soon as practically possible after the performance

Suspended Platforms & Attachments

Suspended platforms, catwalks and attachments are a particular risk for falling if not installed or maintained correctly.

Key controls include:

- All suspended platforms, catwalks and attachments must be engineered or designed to provide safe operation
- Ensure platforms and attachments are inspected routinely for serviceability and that this is recorded
- Fittings and wire / fibre ropes and means of securing these and their attachments are routinely tested and certified for serviceability by a competent person – similar to lifting slings
- Catwalks and platforms where workers walk are subject to the applicable guidelines specified in the Working at Height section

Floor Penetrations

Significant risks arise from floor penetrations on multi-level work sites/construction sites and within other facilities where a floor opening exists.

https://worksafe.govt.nz/topic-and-industry/slips-trips-falls/

Key risks include:

- People falling (slips, trips or falls near openings)
- Objects falling to workers below (Including dust and water)
- Reinforcing steel cut through, compromising structural integrity

Key controls include:

- Minimise where possible and maintain an alternate means of access to eliminate this risk where possible
- Trapdoors and penetrations should be located away from areas where regular access or construction activities are expected
- Understand before floor cutting where reinforcing steel or other supporting structures are located

- Floor penetrations should also factor in minimising water egress and dust between floors where workers are working below
- Work should be planned to avoid workers being exposed to other workers working at a higher level with a major unprotected floor penetration that creates the potential for objects to fall below
- Barriers - floor penetration during construction must be covered or isolated by barriers which prevent pedestrian and equipment access
- Knowledge - all personnel will be briefed on the daily toolbox talk where floor penetrations exist

- Monitoring - supervisors will ensure that floor penetrations are checked at the start of the day and routinely to ensure that barriers and controls are effective
- Covers - trapdoors and penetration covers should be designed by a professional engineer. All trapdoors and penetration covers should be designed to withstand an equally distributed load equal to or greater than that of the deck on which it is located
- Trapdoors - trapdoors are to be constructed so that the trapdoor itself and its support will not fail. Trapdoors need to be able to support persons walking or standing on them. Where a trapdoor is no longer in use it should be locked or fastened so that it cannot be easily opened. Trapdoors should be marked with the words 'Danger Hole Under' or 'Danger Penetrations Below' or similar

Warning! At no time should floor penetrations be uncovered or unguarded.

Load Lifting (Cranes)

These standards apply to all crane and concrete pump operations and associated tasks and applies to the following types of cranes & pumps:

- Crawler Crane
- Carrier Mounted and All Terrain Cranes
- Truck Loader Crane
- Concrete Pump Trucks

https://worksafe.govt.nz/topic-and-industry/cranes/

Key risks include:

- Poor planning and operation of crane activities
- Cranes overturning or collapsing
- Suspended loads falling on people (public or workers)
- Uncertified or impaired workers operating cranes or associated activities
- Uncertified equipment being used, or equipment not fit for purpose being used

Key Controls Include:

- Mitigating overhead hazard risks by no work or access under a suspended load, loads not being lifted or suspended over people, keeping well clear of operating machinery, using defined exclusion zones including barricades
- High or low voltage powerlines - mobile plant (for example, elevating work platforms, cranes etc) will not approach closer than four metres minimum safe distance from any power lines unless with written consent and safety conditions from the power line owner

Warning! Overheard hazards and particularly powerlines are a significant risk factor - ensure all hazards are identified.

Lifting Equipment

- All slings, chains and hooks and winches will be stamped with the manufacturer's Safe Working Load (SWL) or identification number. Lifting equipment without this information will not be used. A competent person (Rigger or Dogger) must inspect all rigging equipment before use
- Mobile cranes used to lift suspended loads must not lift at 90% or above of the rated crane capacity
- Outriggers must be extended and supported as per manufacturer and or engineer recommendations and protected against impact from passing traffic or disturbance and ground stability failures

Warning! Cranes and pumps will only be set up on firm ground with outriggers set back from slopes and exclusion zones identified & controlled.

Crane Operator Qualifications

All crane operators must be competent. Applicable qualifications, dependent on the crane and work being done, include:

Crane

- New Zealand Certificate in Crane Operation
- Unit Standards that assess crane operation skills
- US3789: Sling regular loads and communicate during crane operations
- US3795: Configure and position a mobile crane and lift and place regular loads
- US3794: Lift and place regular loads with a tower crane
- Experience using the type/model of crane being used
- Knowledge of operating procedures, load limits and warning devices
- Site specific emergency response processes including triggers to cease operation including weather conditions, lightning events, and site wide emergency response plan requirements.

Dogman Qualifications

Unit Standards that assess slinging and communications skills

- US3789: Sling regular loads and communicate during crane operations

- US3801: Sling complex loads for crane operations

Crane Lift Plans

A lift plan is required for all crane lifts. These plans verify the lift in question has been planned and all safety requirements have been considered.

Warning! Formal lift plans must be in place for lifting tasks using cranes.

Safe Work Method (SWM) / Task Analysis

A contractor task analysis for lifting must be completed by the crane/pump operator prior to making any lifts or pumping on site. The SWM is to include controls for managing:

- Calculating load stability limits - SWL for load/crane/rigging, boom tip radius, side loading limits, wind side load factors, high duty cycle factors etc
- Varying weather conditions (including defining triggers for suspension or delaying of lift)
- Location of underground services (when placing loads)
- Ground conditions, e.g., stability, slopes, etc
- Overhead services
- Equipment inspection & serviceability
- General site conditions
- Management of other site personnel (exclusion zones)
- Pick-up and carrying the load (travelling with the load)
- Fatigue and breaks
- Effective communication
- Emergency STOP plan (In case an issue identified, breakdown etc)

The crane crew are to review and sign on to the SWMS/Task Analysis daily and to review and make changes where necessary.

Warning! *Wind* must be within safe working limits = Mobile cranes **9.8 m/s (22 mph / 35 kph** [Carne Association of NZ] = dust and loose paper raised, and small branches begin to move).

Rating and Range Charts

All cranes must be operated within their specific Rating and Range Chart, which is to be fully understood by the relevant crane operators. The Rating and Range Chart will be referred to when completing the lift plan. These charts must be kept in the crane cab at all times

Warning! Lifting loads close to safe working load limits and with fully extended boom radius increases crane collapse risks – calculating SWL and maximum boom extension angles prior to lifts is critical to safe crane operations.

Ladders

The use of ladders within Venues Ōtautahi is widespread. The key fall from height risks occur for maintenance on pack in pack out operations.

Safe working with ladders and stepladders | WorkSafe

Key controls include:

- All ladders must be checked for serviceability
- The platform ladder maintains a safety rail on the top platform
- Where possible, position ladders so that they are straight (as indicated in the picture)
- Ensure the ladder is fully extended to prevent collapse
- Use only platform ladders for pouring
- Use 3 points of contact when climbing

Warning! do not overstretch / overextend when using ladders

Mobile Elevating Work Platforms (MEWPs)

The use of MEWPs is widespread within Venues Ōtautahi. The key risks include people and objects falling from height and MEWP collapse.

Mobile elevating work platforms | WorkSafe

Key controls include:

- All MEWPs must have a current inspection warrant and have a certified anchor point for harnesses
- Ensure all overhead hazards have been assessed prior to use (powerlines, roofs etc)
- Helmets must be worn by operators and people working in proximity to MEWPs
- A physical or electronic height restriction device must be used for all MEWPs working interior to buildings whose maximum height will contact roofs.
- All MEWP must be inspected daily prior to use and serviced according to manufacturer's recommendations. Log and inspection books must be completed
- All personnel operating the MEWP must be trained to NZQA standards
- The MEWP should not be climbed on for access (i.e., should be lowered or stepped into if from height)
- If outriggers are provided, these should be used when uneven surfaces dictate to improve stability
- Keys should be removed when the MEWP is not in use

- All work from the scissor lift will be conducted under "No-Go Zone" or “One Up, One Down” conditions, i.e., where dropping hazards exist a practical clearly marked and coned safety radius “Exclusion Zone" will be maintained under the work at all times.
- If a practical exclusion zone cannot be practically marked or maintained, a PPE equipped crew person will be used to halt work above until the area exposed to falling equipment is clear of other workers


Harness Required

Warning! Harnesses are not normally required unless identified by risk assessment/task analysis or a telescopic type is used (refer to picture right of frame)

7. Food Safety

CRITICAL RISK: Food Safety	**A guest or guests develops a food borne sickness due to poor food storage, preparation and serving practices**
CRITICAL CONTROLS Refer to VO Critical Risk Framework for more detail.	• Safe food storage • Safe food preparation • Safe food serving

Food safety is subject to specific controls outlined in the VO food safety management plan. However, the basic requirements outline below must be met at all times including by VO, Clients and Exhibiters including but not limited to food vendors:

- People who are sick or display flu like symptoms should not prepare or serve food
- All food preparation surfaces should be clean
- Food must be stored at safe temperatures
- Fresh food must be stored above frozen food
- At risk foods such as seafood etc shall only be kept out of refrigeration for the minimum safe period
- There should be no cross contamination between differing food types when food is prepared, fish vs chicken vs red meat etc.
- All personnel handling food must maintain clean hands and regular hand washing shall occur
- Cough protocols should be in place, cough into arm not hands
- All water and spills shall be cleared to ensure they do not become slips, trips and falls hazards
- All left over food, where possible and safe will be donated to shelters or other at need communities in our area

Warning! Food should be stored, prepared and served with care, failure to do so can lead to serious food borne illness

8. Emergency Response

CRITICAL RISK: Emergency Response	An emergency occurring and not being able to responded effectively
CRITICAL CONTROLS Refer to VO Critical Risk Framework for more detail.	• Emergency plans in place • Emergency plans inducted, trained and tested

Being able to respond to emergencies is a critical requirement for any enterprise, especially where there is a chance of serious injury or damage. The Coordinated Incident Management System (CIMS) is the system adopted by Venues Ōtautahi for emergency management and a separate Venues Ōtautahi Business Continuity Plan outlines this approach in detail.

Workplace emergency plans | WorkSafe

Emergency planning for businesses — business.govt.nz

Site & Venue Emergency Response

Venues and related work sites are dynamic in nature and work crews must be ready to respond to any foreseeable emergency.

Key controls include:

- Each work site should have at least one first aid trained person, and preferably more in case a first aider is absent.
- A plan must be in place to evacuate people to a place of safety, regardless of the type of emergency
- The work group must be familiar with and briefed on the site emergency plan
- A means of alerting workers and public at the venues and emergency services must be available (i.e., PA, radio, mobile phone, EPIRB etc.) and numbers and channels must be communicated

Detailed Emergency Response Planning

- Emergency Response Plans (ERP) must be in place, including but not limit to Building/Workplace Evacuation Plans (BEP), fire, earthquake, active shooter and spill procedures, and these being tested routinely and maintained by each venue
- Emergency Plans in shared workplaces should be shared with each PCBU and workgroups including primacy for response command, communications and muster protocols, emergency equipment, public access, and other issues as appropriate

Emergency Event Communications, Notifications and Reporting

The process for managing emergency event communications, notification and reporting to Venues Ōtautahi must be integrated into each emergency plan developed:

- For events, the Venue Operations Centre (VOC) shall form the focal point for all emergency responses. The Venue Manager or designee will be the designated Incident Controller. A deputy will also be provided from the Assets and Facilities team.
- Incident control may be handed to FENZ or Police dependent on the emergency.
- Identify who is responsible for incident communication, notification, and reporting
- Ensure Venues Ōtautahi is verbally notified of all incidents and near misses immediately, there is no threshold for severity
- Define how communication protocols are to be conducted with internal and external stakeholders it may impact upon, particularly regulatory agencies
- Ensure venue or event security are fully briefed and exercised on likely emergency responses

Warning! The area must be routinely observed after the hot-works to ensure a fire does not develop from residual heat (fire-watch)

Test of Emergency Preparedness

Each PCBU will ensure all emergency preparedness processes for their area of responsibility are tested and validated by maintaining an activity schedule with:

- An annual desktop exercise as a minimum for a potentially major emergency type of event that could occur for the business unit (e.g., fall from height recovery, electrocuted worker, lone worker contact)
- At least six-monthly building evacuation exercises for each company operated venue & workplace where workers are permanently located.

The plans must be updated to reflect the lessons learned from the exercises and actual events.

Any identified hazards and risks must be entered into the appropriate risk register.

Earthquake

New Zealand sits on active fault zones and has experienced significant earthquake events in recent history causing significant damage and loss of life. It is important to plan and be ready for these events.

Dealing with earthquake-related health and safety risks: information for PCBUs and building owners | WorkSafe

https://www.eqc.govt.nz/

Key controls include:

- Using Safety in Design for new structures or equipment to ensure that these meet seismic standards
- Annual and as required building and warrant of fitness checks proving building integrity
- Earthquake drills to ensure everyone understand
- s what to do
- Ensuring a full building inspection is completed after an earthquake is 5 on the Richter scale or damage is detected regardless of scale

Fire

Fire is a significant hazard in Venues Ōtautahi venues and facilities as it has the potential to cause multiple fatalities if not mitigated and responded to effectively. Many industries are at higher risk due to operational and environmental factors; these include forestry and warehousing/factory operations and the storage and use of hazardous substances including those that use pyro techniques.

Flammable liquids and fire risk | WorkSafe

Key controls include:

- Ensuring buildings, equipment and plant are designed for fire prevention and mitigation as required by relevant codes and standards
- Ensuring inductions cover fire emergency plans
- Ensuing high risk activities such as hot works (grinding, cutting, welding etc) have controls in place to reduce the likelihood of fire and that a hot work JSA is completed
- Ensuing the correct number and type of fire extinguishers and extinguishment systems are available and workers are trained in their use, and that these are checked by a competent person at least annually and that this is recorded
- Ensuring where pyro techniques are used, all pyro is secured when stored and guarded when loaded, that all firing points are guarded and firing triggers are connected immediately prior to firing, or that these can be locked and unlocked immediately prior to firing
- No smoking is allowed near flammable liquids
- Ensuring a hot work JSA is completed for all hot works

Warning! The area must be routinely observed after the hot-works to ensure a fire does not develop from residual heat (fire-watch)

Active Shooter

Active shooter is a significant hazard in Venues Ōtautahi venues and facilities as it has the potential to cause multiple fatalities. The immediate responses will determine the outcome of such an event.

Know what to do | New Zealand Police

Key controls include:

- Completing a risk assessment of the event to ascertain if the audience or VIPs may be a target, this should be completed in conjunction with Police and Security Services
- Reporting any suspect surveillance of higher risks events to Police for follow up. Note: there is always a period of surveillance before these types of events, report all suspicious acts.
- Ensuring fire drills are known by security and supporting staff as this forms the basis of an active shooter response, i,e, evacuate to a safe place = Escape, Hide, Tell as mentioned below
- Identifying safe areas that are lockable for VIPs and code words for entry
- Ensuring emergency services at the event are notified immediately of any suspect activity in the build-up before the activity or when it occurs
- Close and lock all doors, close blinds and remain quiet & turn phones to silent

Warning! Report all suspicious activity no matter how insignificant you might think it might be, you could save many lives

Bomb Threat

Bomb threats pose a significant hazard in Venues Ōtautahi venues and facilities as it has the potential to cause multiple fatalities.

Suspicious mail and bomb threats | New Zealand Police

Key controls include:

- Workers understanding the signs of a suspect package and what to do when a telephone bomb threat is received (mentioned below)
- Evacuating immediately if a suspect package or bomb threat is suspected or received and notifying the Police on 111 immediately
- Opening all doors and windows prior to an evacuation if time JSAs
- A muster point is selected out of the blast radius
- Looking out for secondary devices by muster points and ICPS (incident control point)
- Ensuring a-bomb threat checklist is available to office staff for telephone bomb threats Pol940/SusLetterFront (police.govt.nz)

Signs of a suspect package

Excessive postage, Incorrect titles, Title but no name, Misspelling of common words, Handwritten or poorly typed addresses, Oily stains, discolouration or odour, No return address, Excessive weight, Lopsided or uneven envelope, Protruding wires or aluminium foil, Excessive security material such as masking tape, string, etc.

Visual distractions, Ticking sound, Marked with restrictive endorsements, such as 'Personal' or 'Confidential', Shows a city, state or province in the postmark that does not match the return address.

General Requirements

Key controls include:

- All emergency exists will be signposted and kept clear internal and external and this shall be checked routinely, prior to and during events
- Fire & emergency wardens shall be trained in their responsibilities and provided equipment to enable an evacuation to be completed (high vis vest, ERP checklist.
- Airhorn for facilities (and other activities as identified) for back emergency notification
- Neighbouring properties shall be integrated into drills and plans where their activities overlap with Venues Ōtautahi

Security

Security is a key pillar of Venues Ōtautahi fire, energy and life safety prevention and response at facilities and events.

Key controls include:

- Contractors are pre-qualified and licensed to provide security / safety services
- Having sufficient supervision of security and these positions are tasked with roving quality control and not static positions when events are run
- Briefed on the event and emergency plans, evacuation, fire, active shooter, earthquake etc. Where necessary where risks dictate, drills are completed pre-event to test responses
- Being aware of the evacuation points and checking they are clear
- Being visible with high visibility clothing for ease of identification

- Being first aid trained
- Being aware of and trained in the signs of a build-up to a possible security or active shooter event
- Having clear guidelines on how to deal with violence and streakers and an escalation process for the warranted use of force
- An information operational security policy (OPSEC) which prohibits guards from discussing high risk events – i.e., where VIPs may be present etc.

9. Environmental Planning

The purpose of this section is to minimise the impacts of our activities on the environment and to deal with the impacts. Planning activities that will have an impact on the environment is a critical requirement.

Our key environmental belief is we want to protect tomorrow today.

Planning should include the following elements:

- Understanding what activities will impact the environment, known as environmental aspects
- Understanding what impacts activities will have on the environment
- Understating the controls that will be required to remediate, mitigate, or control the environmental impacts

Select activities may require the notification to local and regional councils and be considered a discretionary activity requiring a resource consent and JSAting depending on the activity. If consent is required, an Assessment of Environmental Effects (AEE) may be required to support the application

https://www.mfe.govt.nz/publications/rma/aee-guide-aug06.

Environmental Incident Reporting

Reporting of environmental incidents is important to ensure appropriate follow up and investigations can occur.

The following should be reported to Venues Ōtautahi New Zealand Manager:

- Any spill of HAZSUB or other chemicals of any quantity that enters a waterway
- Any spill over 20L
- Any non-compliance with a resource management consent or JSA

WorkSafe should be reported:

- If any spill or release endangers the health or safety of workers

Hazardous Substances (HAZSUB)

Hazardous substances can have a significant impact on the environment and human health if not managed correctly.

https://worksafe.govt.nz/topic-and-industry/hazardous-substances/

The key risks involved with hazardous substances include but are not limited to:

- Inhalation of toxic chemicals/substances causing unconsciousness and death
- Storing incompatible substances causing a chemical chain reaction and fire/explosion
- Spillage of chemicals into waterways causing damage/death to aquatic species and flora and fauna

All controls should be put be put in place to control these risks as low as reasonably possible.

Key controls include:

- Training in the use of HAZSUB, approved handlers where regulations indicate (refer hazardous substances link below)
- Identification and segregation of incompatible hazardous substances
- Tracking all hazardous substances stored. The below link provides a simple system of recording and tracking HAZSUB in the workplace and provides all H&S information required for each substance
  https://hazardoussubstances.govt.nz/calculator
- Understanding storage of HAZSUB over certain quantities requires specific handling and storage requirements/certifications
- Signage displaying the presence of HAZSUB and emergency response information on this signage
- Retention of safety data sheets where HAZSUB are stored or being used. Hard copies must be available for emergency services
- Correct use of PPE and safe work procedures
- Spill procedures and equipment to reduce and clean up HAZSUB to ground and waterways
- Understanding that the storage of specific HAZSUB can require notifications to authorities including FENZ
- Safe clean-up and disposal of HAZSUB and containers

Spill Prevention & Response

The ability to quickly contain and clean-up hazardous substances to prevent HAZSUB to ground and water is a critical requirement.

Key controls include:

- Spill response plans and testing these plans
- Spill response equipment including buckets/absorbent and tarpaulins sufficient to contain and clean up any spill
- Use of tarpaulins / drip trays on ground where temporary works are completed to prevent HAZSUB to ground (ie, equipment oil change, work on hydraulics, scraping off hazardous paint etc)
- Understand that notification to authorities may be required dependent on the type and quantity of HAZSUB spill or release

Reduce, Reuse, Recycle

Significant advantages arise from being able to reduce, reuse and recycle waste and therefore this should be foremost in organisation's sustainability planning. Measuring the waste generated can provide a helpful benchmark for tracking waste reduction.

Climate Change

Climate change is a significant issue and will change how we live and interact with the environment in the future. Following a sustainable business model as outlined below will help significantly.

In New Zealand, agriculture and road transport produce 68% of all greenhouse gas emissions

Key initiatives to consider are:

- Practising good environmental sustainability as mentioned below
- Planting trees to provide carbon sequestration
- Choosing low/zero emission transportation options
- Using less resources and being more efficient with the ones already being used
- Travel and commute by public transport, cycling, walking, or electric vehicle and fly less

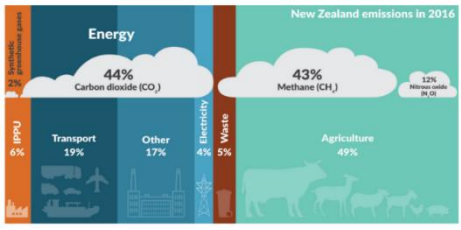
Sustainability

Looking at the way an organisation interacts with the environment from the perspective of inputs and outputs can assist with identifying opportunities to reduce its environmental footprint.

Key initiatives to consider are:

- Designing products and services with a whole of life approach from the design phase, to use to end of life/disposal (raw materials, energy use, recycling ability, transportation etc)
- Reducing, reusing, and recycling at every opportunity
- Using low energy monitors and equipment to save energy
- Going paperless in the office
- Using electric vehicles (or smaller CC vehicles), especially for town running
- Use of intelligent building systems – timed/motion detection lighting, LED lighting etc
- Using alternate energy sources – solar, steam, gas etc
- Reduction of transportation of materials by streamlining and consolidating deliveries

Emissions profile of New Zealand



- Development of riparian strips to encourage biodiversity and protect waterways/wetlands from agrichemical/HAZSUB runoff
- Reducing harmful chemicals and HAZSUB with less harmful ones or minimising the use