

IMPORTANT

Please read the following health and safety induction document with Adobe Acrobat or PDF reader before completing the health + safety induction form which can be accessed [here](#) or with the QR code provided below.



For assistance, please contact the
Palmy Conference + Function Centre:

0800 383 688 (option 2)

healthandsafety@venuespn.co.nz

Te Hauora me te Haumaru - Ngā Whakamārama

Health + Safety Induction



PALMY[™]
CONFERENCE +
FUNCTION CENTRE

EMERGENCY SERVICES

FOR ALL EMERGENCIES, DIAL 111 IMMEDIATELY

Palmerston North Police Station (06) 351 3600

Palmerston North Hospital (06) 356 9169

Palmerston North Fire Station (06) 353 2500

VENUE LOCATION

354 Main Street West, Palmerston North

Lat Long: -40.357128, 175.6093074

Ngā Ture Whai Pānga Legislation

New Zealand is covered by three main pieces of legislation:

- Health + Safety at Work Act 2015
- HSW (General Risk and Workplace Regulations 2016)
- HSW (Worker Engagement, Participation and Representative Regulations 2016)



Te Whakahaere Tūraru - kei a wai te haepapa?

Managing risk – who is responsible?



Who is responsible for managing risk?

When an event is conducted by any person conducting a business or undertaking (PCBU), HSWA laws apply and the PCBU must ensure (so far as is reasonably practicable) that work carried out as part of the event does not put the health and safety of participants or spectators at risk.

Who are the PCBU's?

- The hirer's organisation or association
- The venue
- Contractors who are employed to supply goods or services for the event
- Exhibitors at events and their organisation or association

What is a PCBU?

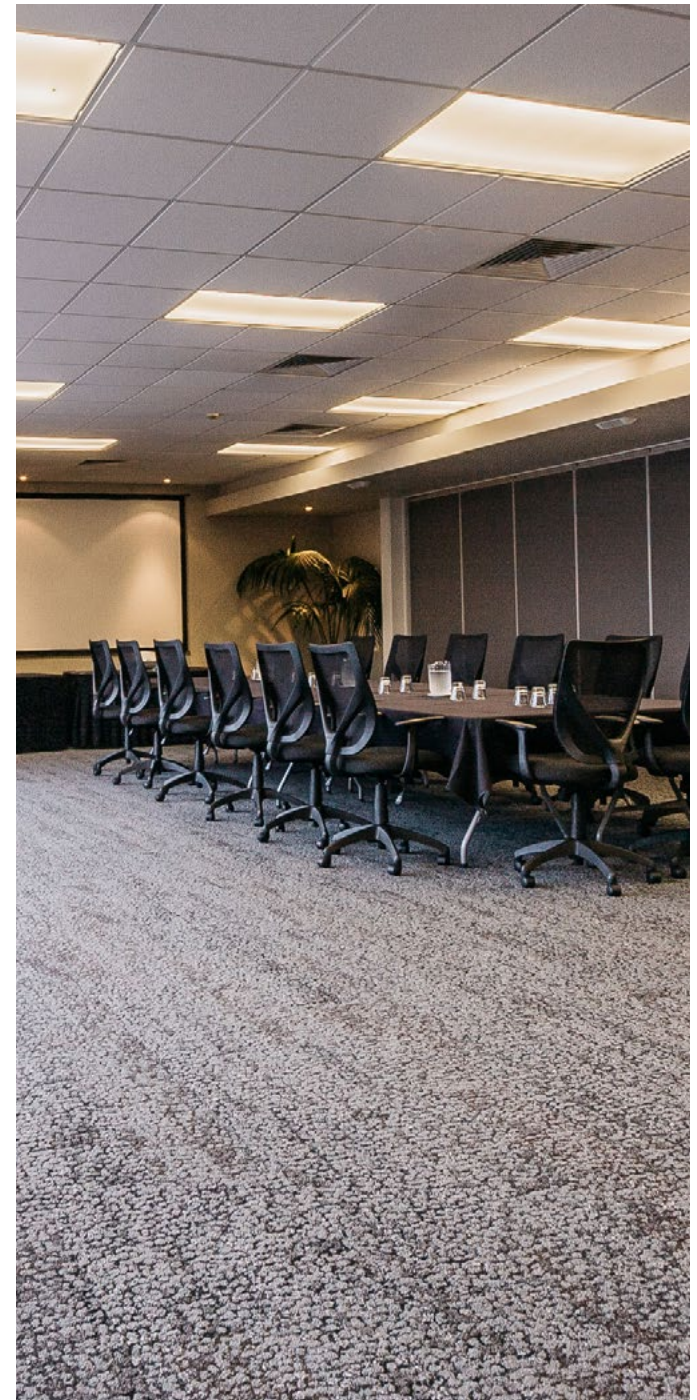
- A PCBU is a 'Person Conducting a Business or Undertaking'
- A PCBU may be a person if a sole-trader or self-employed, however it usually refers to a business entity such as a company, or an undertaking such as a not-for-profit organisation
- The difference between a business and an undertaking is:
 - A business is an enterprise usually conducted with a view to making a profit
 - An undertaking is usually not profit-making or commercial in nature

Working together

When two or more businesses operate together, for example at the same location or in a contracting arrangement, they must work together to fulfil their primary duties of care.

What is the primary duty of care?

The primary duty of care is a broad, overarching duty.

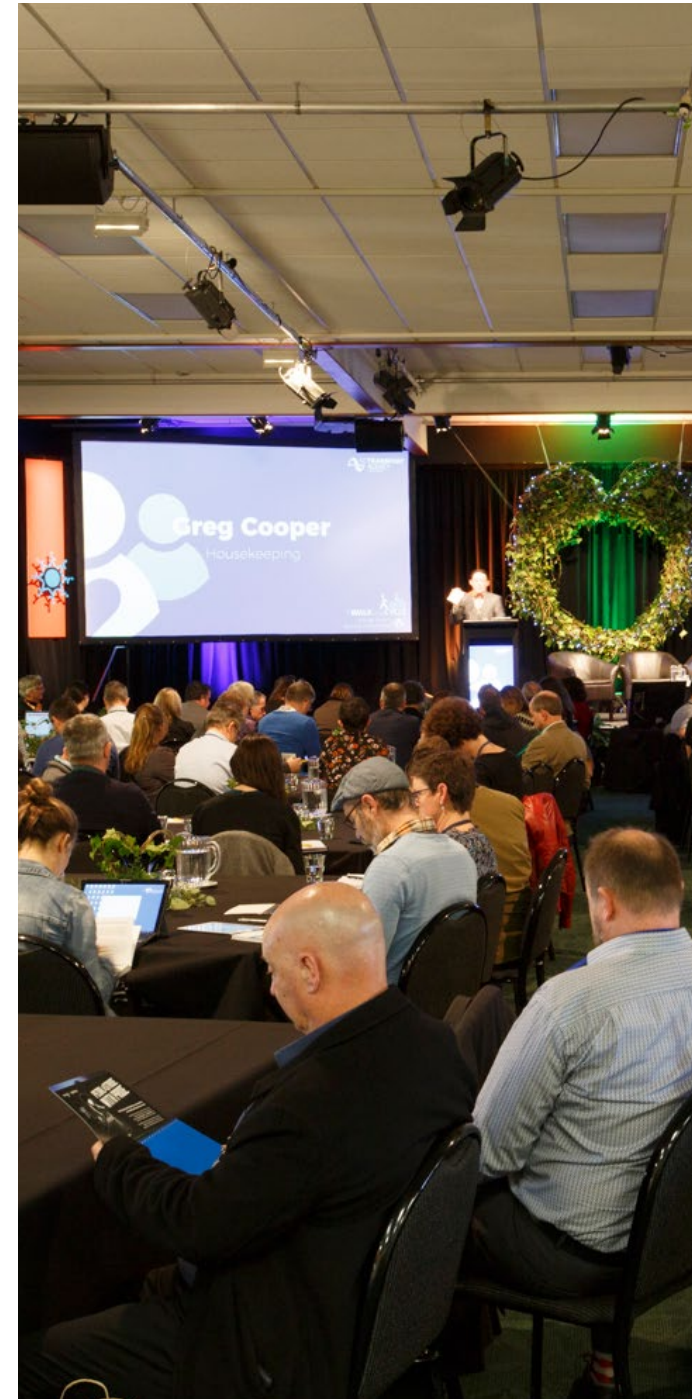


Ngā Haepapa o te Kaikawe

PCBU Responsibilities

All PCBU's must take responsibility for their own health and safety and the safety of others by following the steps below

- Ensure that all incidents or near misses are reported to the venue immediately or as soon as possible.
- Notify the venue of any visible hazards or safety concerns.
- Comply with the Health and Safety at Work Act 2015 at all times.
- Follow the instructions of venue staff at all times.
- Use any protective clothing or equipment as and when required.
- Ensure all staff, attendees and/ or contractors are aware of the venue safety procedures and evacuation processes.
- Provide their health and safety policy and/ or risk management plan upon request.



Ngā Tikanga o te Taiwhanga

Venue Housekeeping



Please familiarise yourself with the venue housekeeping and safety procedures below

- The Palmy Conference + Function Centre is a non-smoking/ vaping facility. Smokers/ vapers are encouraged to use the exit doors at the rear of the foyer and to smoke at least 5 metres away from these doors.
- Toilets are located on both the ground floor and the first floor of the venue. There are independent accessible toilets on each floor as well as accessible stalls in all the main toilets.
- A first aid kit is available from reception, located on the ground floor. Please notify venue staff if you require access to first aid supplies.
- A defibrillator is available on the ground floor foyer, next to the accessible toilet. This must only be removed in the event of an emergency..
- Please make yourself aware of the positions of all emergency exits and evacuation procedures, which are displayed at all exit points.
- In the event of an emergency, please vacate the venue through your nearest marked exit door.

ASSEMBLY POINTS









If exiting from the **front** of the building, your **assembly point** is the lawn area located at the front of the building closest to the street or footpath.

If exiting from the **back** of the building, your **assembly point** is the car park at the rear of the building.

Ngā Pūmate o te Taiwhanga

Venue Hazards

Please review the below site hazards that you may be exposed to and the control measures in place to protect yourself and others.

 <p>Fire (internal) Venue is actively alarmed to warn of fire. However, if you come across a fire, activate alarm immediately at the nearest call point and vacate the venue through your nearest marked exit and make your way to the nearest assembly location. Dial 111.</p>	 <p>Earthquake If an earthquake occurs, drop, cover and hold immediately. Exit the venue once safe to do so.</p>	 <p>Power failure (loss of lighting) All venues are equipped with emergency lighting. If a power failure occurs, wait where you are until emergency lighting activates.</p>	 <p>Stairs (trips, slips and falls) All stairways are appropriately lit and have handrails and non-slip treads attached. Take care on all stairways and use the handrails provided. If it is identified that stairs are missing handrails or non-slip treads or lighting is not adequate, please advise venue staff immediately.</p>
 <p>Staging Take care when accessing any venue staging and use the stage access stairs provided. Stage edges are marked with caution tape (or similar) and safety rails provided where required.</p>	 <p>Rigging and other over-head equipment All hanging equipment is installed correctly using correct rigging and securing procedures including safety chains. If you believe any hanging equipment may not be installed correctly, please notify venue staff immediately.</p>	 <p>Wet floors Caution signs will be in position where floors may be slippery. If you come across an area where the floor is slippery and not sign-posted, please notify venue staff immediately.</p>	 <p>Traffic movement Be aware of moving vehicles, including forklifts and other machinery, in all areas. A speed limit of 15kmph is enforced for all vehicle movement.</p>

Whakatahi Ohotata

Emergency Evacuation

Initiation of evacuation

An evacuation will be signalled by the sound of a continuous alarm. The following people are authorised to initiate an evacuation:

- NZ Fire Service
- NZ Police
- Civil Defence
- Venue Staff

Areas of responsibility

VENUE

In the event of an evacuation, fire wardens, venue staff and security personnel will evacuate all patrons in attendance.

HIRER

Must ensure their contractors, attendees and staff are informed of the details of the evacuation procedures (provided by the venue) and locations of emergency exits at the beginning of the event.

CONTRACTORS, EXHIBITORS + OTHER PATRONS

Must listen to the housekeeping and safety procedures messaging at the beginning of the event and must follow instructions given by venue staff, security staff or NZ Fire Service and must act in a safe and appropriate manner during an evacuation.



Whakatahi Ohotata

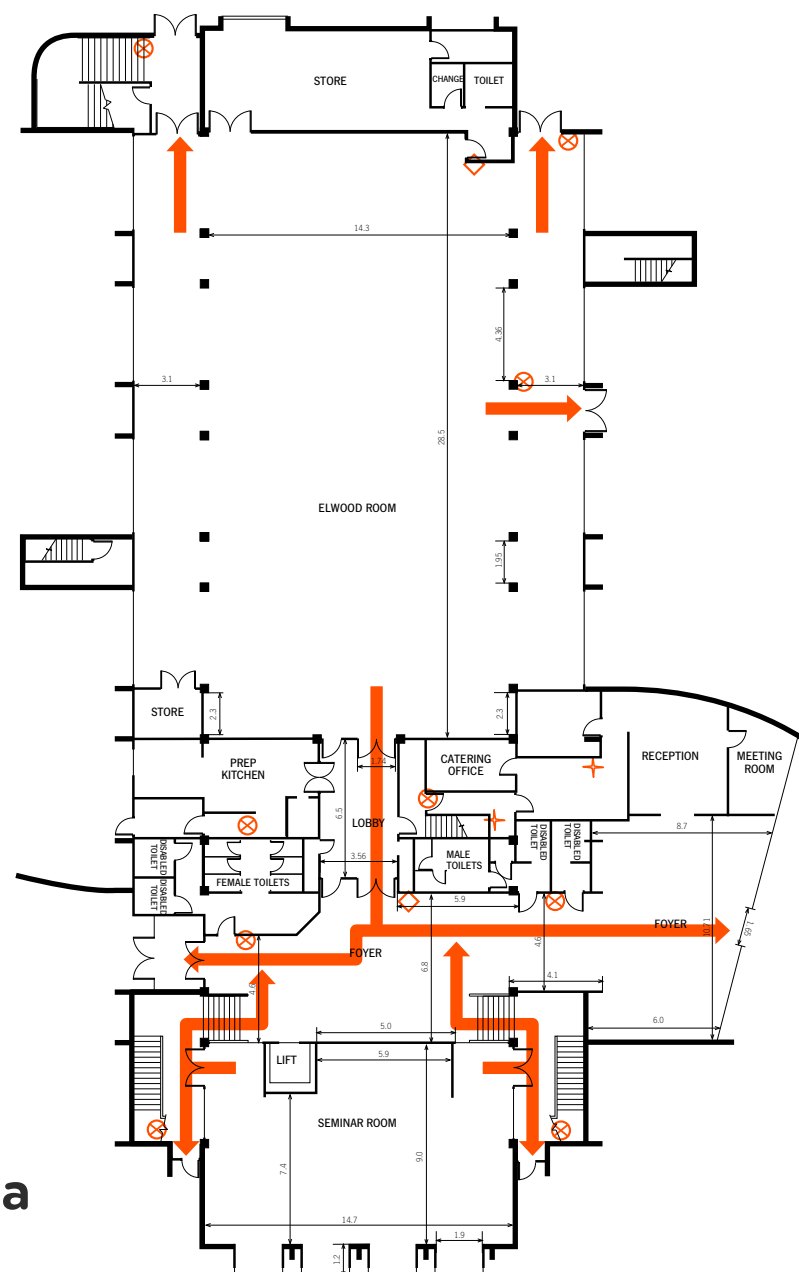
Emergency Evacuation

Exits + Evacuation Routes

All evacuation procedures and evacuation routes for each individual venue are on display at all entry and exit points.

Please familiarise yourself with all exit points and evacuation routes in each venue.

If a continuous alarm sounds, please leave through the nearest exit and wait in the assembly area closest to your exit.



Papa whenua
Ground floor

Ngā Kaikirimana

Contractors

All contractors onsite at Palmy Conference + Function Centre must adhere to the following safety procedures

- Report to the reception office, located on the ground floor upon arrival. You will be required to sign in and complete a venue safety induction refresher.
- Be familiar with the venue's evacuation and emergency procedures.
- Notify venue staff of the work being conducted.
- Ensure required PPE appropriate to the work being undertaken is worn correctly at all times.
- Be aware of bookings and activities taking place at the venue to ensure no disturbance or hazards are created for venue users or visitors.
- Provide a work permit, if requested by the venue. Specific types of work, including critical risk activity are subject to a work permit being produced.
- Isolate the area of work, depending on the nature of the activity.
- Ensure walkways and emergency exits are not impeded.
- Ensure any electrical equipment and/ or leads have a current electrical test tag displayed. Electrical items without a current tag are not permitted to be in use.
- Report any hazards, near-misses or incidents to the venue immediately, or as soon as possible.



Ngā Kaiwhakaatu

Exhibitors

All exhibitors involved in events at the venue must adhere to the following safety procedures

- Follow the instructions you are provided regarding arrival to the venue and the process for signing in. These instructions may be issued by the venue or the event organiser.
- Follow the instructions of venue staff and the event organiser at all times.
- Be familiar with the venue's evacuation and emergency procedures.
- Ensure a high-vis vest and covered shoes are worn at all times during event set-up and dismantle.
- Ensure any items that may be deemed dangerous goods or an objectional item are declared to the event organiser prior to your arrival to the venue.
- Ensure that walkways and emergency exits are not impeded by your area of set up.
- Exhibition sites must be free of hazards such as falling equipment or trip hazards.
- Report any hazards, near-misses or incidents to the venue or event organiser immediately, or as soon as possible.
- Ensure any electrical equipment and/ or leads have a current electrical test tag displayed. Electrical items without a current tag are not permitted to be in use.

[Click here to read the exhibitor information guide](#)



Thank you for reading through the
Conference + Function Centre Health and Safety Induction.

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Health and Safety Induction Form

or access using the QR Code.



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