

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
Central Energy Trust Arena:

0800 383 688 (option 3)
healthandsafety@venuespn.co.nz

Central Energy
Trust **ARENA**



Te Hauora me te Haumaru - Ngā Whakamārama

Health + Safety Induction

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

61 Pascal Street, Palmerston North

Lat Long: 40.356054, 175.600704

GPS: 40°21'21.7944"S 175°36'2.5344"E

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.

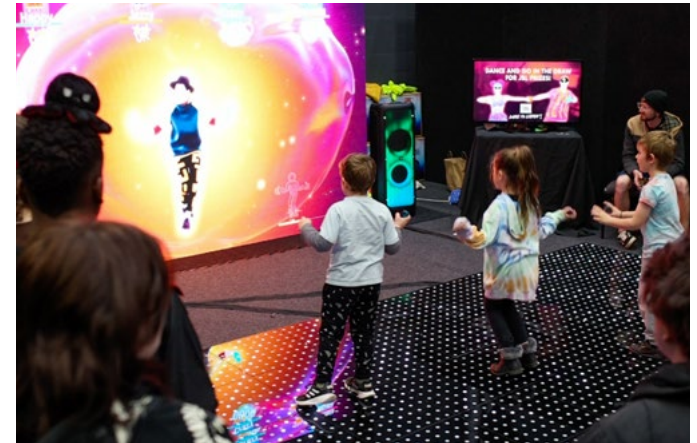


Ngā Tikanga o te Taiwhanga

Venue Housekeeping

Please familiarise yourself with the venue housekeeping and safety procedures below

- Central Energy Trust Arena is a non-smoking/ vaping facility. All buildings are totally smoke/ vape free – this includes any external stairwells of any buildings. Smokers and vapers must only smoke in the designated smoking areas (if made available) and must be at least 5 metres away from the building.
- Toilet facilities are located in all venues, including accessible stalls.
- A first aid kit is available from the Central Energy Trust Arena office, located on the ground floor of the Arena 1 Grandstand Building. Please notify venue staff if you require access to first aid supplies.
- Two AED defibrillators are located onsite. These locations are on the external wall of the Arena 1 Grandstand building (opposite the artificial turf) and on the external wall of Arena 4 (next to the main entrance doors). Access to one of these defibrillators can be made by phoning 111 and stating the location printed on the defibrillator lock-box to obtain the access code in the event of a medical emergency.











EVACUATION PROCEDURES

Evacuation procedures are displayed throughout all venues and appropriate exit signage on display. Please make yourself aware of the positions of all emergency exits and the evacuation procedures and assembly locations.

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, competitors 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

Evacuation Procedures

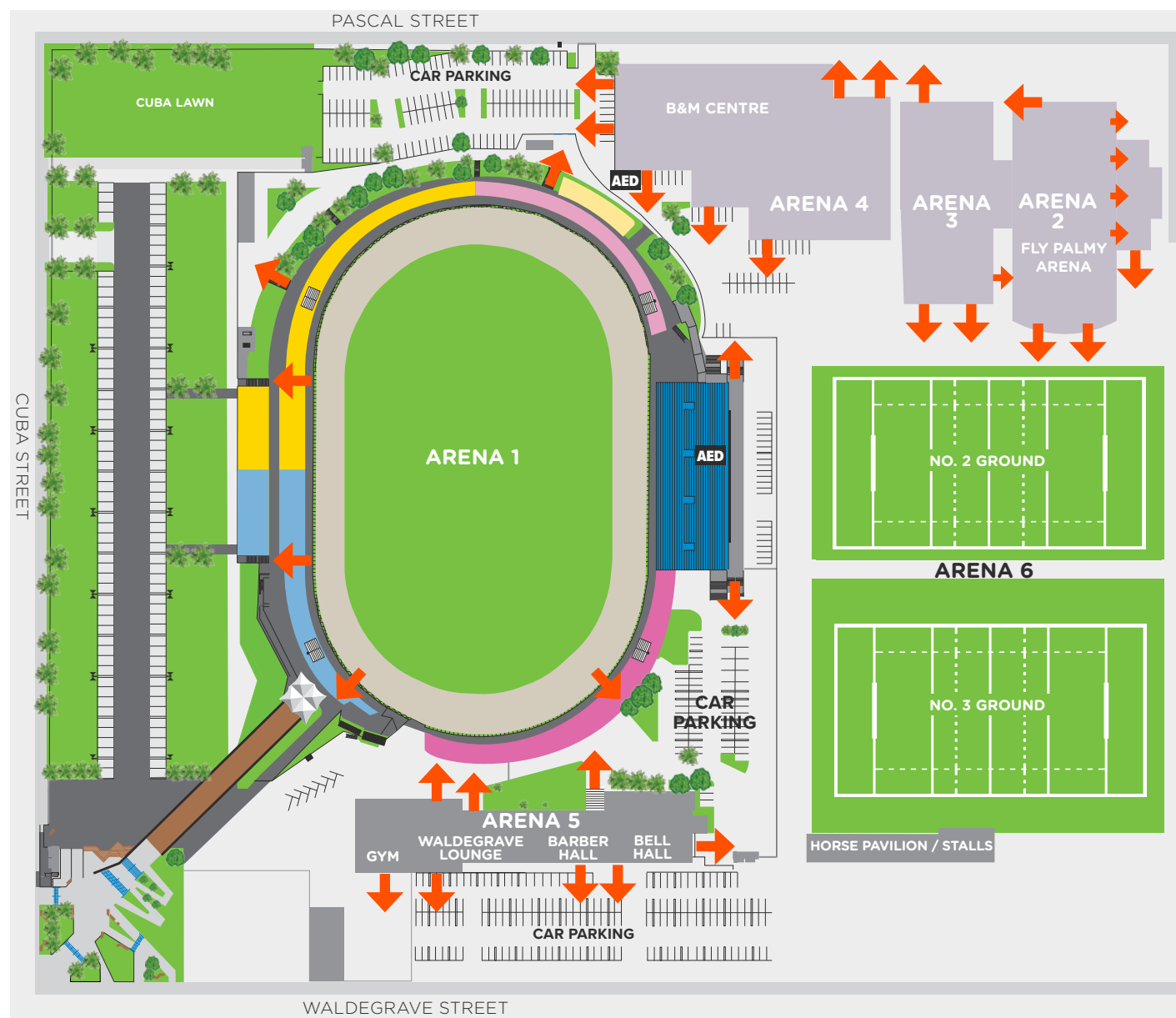
If you require assistance, cannot find, or do not understand the evacuation procedures or assembly point locations, make sure you talk to a venue staff member immediately for explanation.

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.



Whakatahi Ohotata

Emergency Evacuation

Assembly Areas

Remain in the assembly area until the ALL CLEAR signal is given and do not re-enter any venue until directed by venue staff.

Obey all instructions given by the fire department, fire wardens or venue staff. If you need any assistance, cannot find or do not understand the evacuation procedures or assembly point locations, contact a venue staff member immediately for explanation.



Ngā Kaikirimana

Contractors

All contractors onsite at Central Energy Trust Arena must adhere to the following safety procedures

- Report to the Central Energy Trust Arena reception office, located on the ground floor of the Arena 1 Grandstand building upon arrival. You will be required to sign in and complete a venue safety induction refresher.
- Be familiar with the venues evacuation and emergency procedures.
- Notify the Venues Facilities Manager 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 complex to ensure no disturbance or hazards created for venue users or visitors.
- Provide a work permit, if requested by the venue. Specific types of work, including critical risk activity is 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.
- Report any hazards, near-misses or incidents to the venue immediately, or as soon as possible



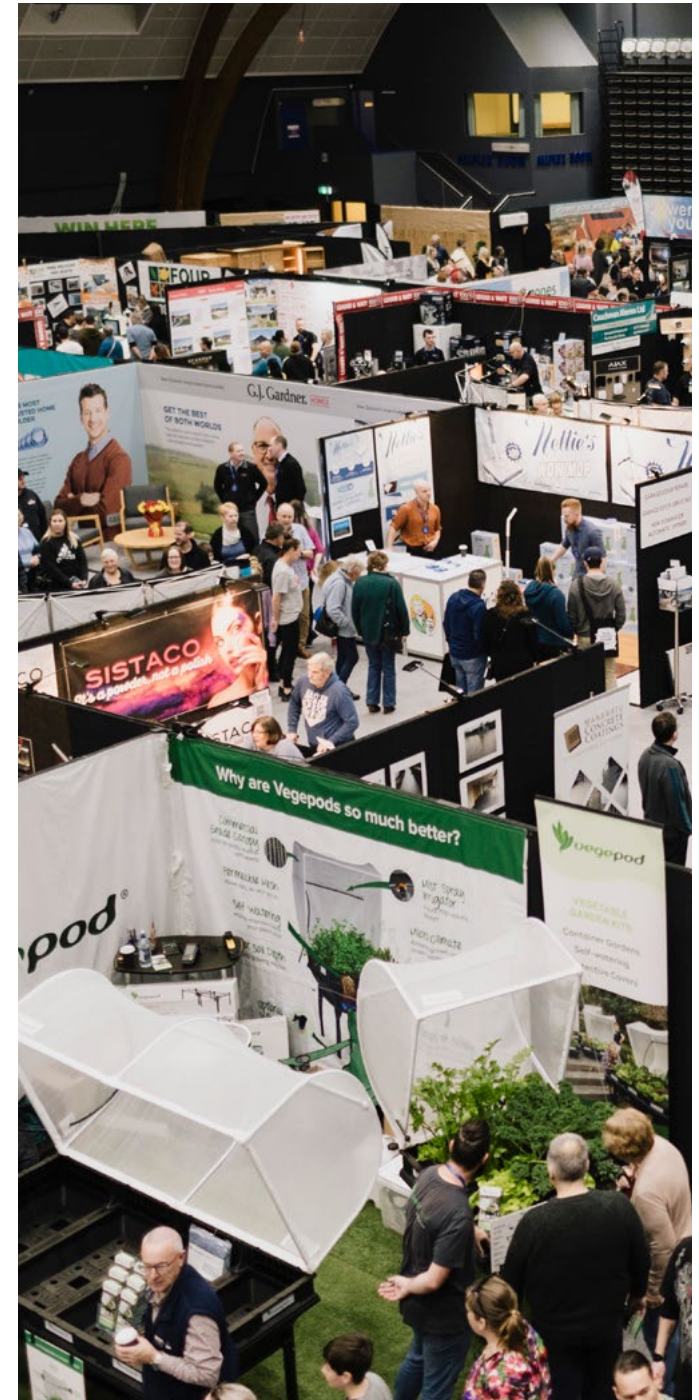
Ngā Kaiwhakaatu

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](#)



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or access using the QR Code.



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