

Venues
Wellington



SAFETY AS A SERVICE

Health & Safety In Our Venues

A guide for hirers, suppliers and venue users

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Safety as a service

It's no secret that we're passionate about what goes on in our venues.

We are also passionate about the safety and wellbeing of our community and those we work with. We are committed to ensuring our assets are operated in a safe manner, and that we are doing everything we reasonably can to prevent injuries and ill health to ensure everyone returns home safely at the end of each day.

We provide our community with the training, knowledge and tools to work safely and prevent accidents. We are focused on ensuring health and safety is taken into account with everything we design, operate and maintain. We believe that safety is everyone's responsibility, and our workplace culture reflects this.

New Zealand's Health and Safety at Work Act 2015 expects all Persons Conducting a Business or Undertaking (PCBUs) to proactively manage workplace health and safety. This legislation is backed by a robust set of penalties and enforcement tools for non-compliance.

As the venue operator and a PCBU, Venues Wellington's duty of care to our workers, clients, service delivery partners, suppliers and general public includes pursuit of best practice to achieve a healthy and safe environment for all within our venues footprint.

It is essential to consult, cooperate and coordinate with other PCBUs whose workers are affected by our activities. This includes you, our hirers and suppliers, and that is why we have compiled this handbook for your reference.

Our success in health and safety depends on everybody being accountable for the wellbeing of others while they are in our venues. We all have a right to a healthy and safe work environment, and the only way we can achieve this is by working together.

Stay safe

Adam Lynch
Head of Operations
Venues Wellington

1 Venues Wellington Background

1.1 Changes to New Zealand's health and safety legislation

In April 2016, New Zealand's *Health and Safety at Work Act 2015* came into effect. This piece of legislation replaces the *Health and Safety in Employment Act 1992* and imposes greater duties on businesses and individuals to ensure the safety of others.

A key facet of the Act is the creation of a new duty holder, known as a Person Conducting a Business or Undertaking (PCBU).

All PCBUs have a primary duty of care to ensure the health and safety of workers and others affected by the work carried out by the PCBU.

For the most part, individuals working with or alongside any PCBU will be classed as a worker. A worker is a person who carries out work in any capacity for a PCBU, and a workplace includes any place a worker goes or is likely to be while at work.

Workers are expected to:

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as reasonably able, with any reasonable instruction that is given to the worker by the PCBU to allow the PCBU to comply with the law
- cooperate with any reasonable policy or procedure of the PCBU relating to the health and safety at the workplace that has been notified to workers

Additional guidance on the *Health and Safety at Work Act* can be found at WorkSafe New Zealand: www.business.govt.nz/worksafe.

1.2 How can this guide help you?

We are committed to consulting; cooperating and coordinating with all other PCBUs we have a relationship with, so that we are all working together with a common goal of a healthy and safe working environment. This guide is intended to assist you, your workers and suppliers to keep everyone healthy and safe while operating within our venues.

It will help prepare you for working in our venues however it does not replace the need for you to understand the risks and hazards associated with your business, and to manage them effectively.

1.3 Venues Wellington health & safety values

We are firmly committed to the provision of a healthy and safe environment for all workers, clients, service delivery partners, suppliers and the general public.

We recognise that this commitment will only be achieved with positive leadership, the provision of necessary resources and continued pursuit of best practice in occupational health and safety (refer clause 19.1 of Venues Wellington's *Venue Hire Agreement* (VHA)).

We expect every member of our community (including hirers and suppliers), to accept personal responsibility for promoting the safety and wellbeing of themselves and those involved in, or affected by, activities within the venues.

We are committed to ensuring best practice health and safety processes and procedures are in place in relation to our venues. However, all PCBUs (hirers and suppliers) need to be aware of their responsibilities both in terms of

these processes and procedures, and their own duties under the legislation. Every PCBU must take all reasonable and practicable steps to ensure the safety of all workers (refer clause 19.2 of Venue Wellingtons VHA), and other people who may be affected by their work.

1.4 DoneSafe – Our Health and Safety Management System

Venues Wellington uses a web-based health and safety management system called DoneSafe to provide all those who utilise our venues with the information they require in relation to compliance and reporting. On providing your email, you will be sent an email containing and link providing you access to DoneSafe. See appendix 3 on how to navigate DoneSafe Please contact your Event Manager if you have any questions.

2 Duty of care – who is responsible?

Under the new law, Venues Wellington (as a PCBU), must, among other things:

- take all practicable steps to ensure the provision and maintenance of a work environment without risks to health and safety
- ensure safe plant structures
- maintain health and safety information and documentation
- consult workers
- record and investigate workplace risks, hazards and incidents
- take all practicable steps to eliminate or isolate and monitor hazards or risks in the workplace

As a hirer or supplier (and PCBU), you have the same duties and must, among other things:

- take all reasonably practicable steps to care for your own health and safety, the health and safety of your workers, and the health and safety of others
- take no action or inaction that may cause harm to any worker or any other person
- report all hazards immediately to our Venue Managers
- comply with any reasonable instruction that is given by us
- cooperate with any reasonable policy or procedure relating to health or safety at the workplace that has been notified to you
- understand the need to collaborate, coordinate and cooperate with the health and safety plans of all other PCBUs operating within the venues

3 Compliance in Venues Wellington venues

3.1 Inductions

Clients and Supplier representatives will be inducted in the venue by our Venue Technicians and /or Venue Managers, and you will be provided with the tools to induct your workers

Additional support will be provided by the Venues Wellington team as required

3.2 Risk and hazard management

The nature and frequency of risks and hazards you may be exposed to will depend on your job or event type. A hazard is anything that has the potential to harm. A risk is the chance that a particular hazard could cause harm.

We identify risks and hazards in several ways:

- property compliance inspection, building warrant of fitness (BWOFF)
- regular internal and external health and safety management system audits
- Safe Work Method Statements (SWMS)
- risk and hazard boards
- signage
- shift operational compliance checks
- risk and hazard/incident reporting

3.3 Reporting a risk or hazard

If you identify a risk or hazard:

- eliminate the risk/hazard or, if not possible, isolate the risk/hazard in a safe manner
- report the risk/hazard immediately to a Venue Manager or Venue Technician
- log a hazard into DoneSafe (appendix 3)
- where applicable, notify relevant parties (Venues Wellington and WorkSafe New Zealand) of a notifiable incident or notifiable event. Worksafe are to be contacted via 0800 030 040

3.4 Access

We may supply you with access cards and keys where appropriate. Controls are applied based on risk in various locations within our venues to ensure access is available only to approved workers.

3.5 Personal protective equipment (PPE)

Depending on the risk of a particular task or hazard, PPE may be required. Please review Venues Wellington procedures located www.pwv.donesafe.com to ensure you have the necessary PPE with you.

When working within our venues please provide your own PPE.

You will be required to wear high visibility vest / clothing, and enclosed footwear during pack in / out. This includes enclosed shoes, or steel cap shoes when your team is working with machinery or working in the following areas:

- elevated work platform (EWP)
- forklift
- pallet jack

Note: There are no exemptions or exceptions to this, regardless of how simple the task appears. For example: using a pallet jack to move stock to a stand. If you do not have the appropriate PPE, please locate a Venues Wellington worker who will assist you.

3.6 Notification of particular hazardous work

At least 24 hours' notice must be provided to WorkSafe New Zealand of certain works, and building compliance for some temporary structures (Section 26 of the Health and Safety in Employment Regulations 1995).

This includes, but is not limited to:

- scaffolding (all kinds) from which any person may fall five metres or more
- other work in which a risk arises that any person may fall five metres or more

- use of a lifting appliance where the appliance has to lift a mass of 500 kilograms or more a vertical distance of five metres or more (excluding an excavator, forklift and self-propelled mobile crane)

Once WorkSafe has been notified the reply confirmation should be sent to our Event Manager for our records.

3.7 Risk assessments

3.7.1 Risk rating

We have developed an event risk assessment and risk matrix, which our Event Managers will use as a checklist to explore potential risks for your event. This tool will be utilised to ascertain any potential risks which can be identified, and we will work with you to provide the appropriate paperwork for that risk.

This is not intended to replace any risk assessment tools you may already use, but to ensure that we are working with you at every step to provide the level of detail to reassure all workers and users of the venue that the event will run safely.

When a hazard for the event is identified, the Event Manager will advise you of the most appropriate tool to control that hazard. This may be a Safe Work Method Statement, a sign off document (e.g. if pyrotechnics are involved, fire service sign off is required), or reading an existing Standard Operating Procedure and acknowledging that you agree to abide by the steps contained within. If you are required to produce a full risk assessment, we are happy for you to use our template and can also provide assistance to complete this.

3.7.2 Risk assessment timeline

Risk assessment timeline for clients

Action	Responsibility
Risk to be ascertained by Venues Wellington, and request documentation	<p>Client to supply Venues Wellington with requested documentation</p> <p>If you are rigging in any of our venues, a Rigging Plot with weights (and a Lineset Schedule if in a theatre) must be provided.</p>
On the day, before pack in starts	<p>Client representative and supplier representative complete venue induction with Venue Managers (VM) and / or Venue Technician (VT).</p> <p>Client and Hirer's Reps shall ensure all other workers are inducted on site. VM / VT able to assist where required with further briefing.</p>
At the start of each shift	<p>On a daily basis, all hirers and suppliers are expected to attend a briefing and discuss the risks/hazards associated with work.</p> <p>Attendance is to be recorded by the Venue Manager and client representative and/or supplier representative.</p>

3.7.3 Risk assessment timeline for suppliers

Action	Responsibility
Supplier to correspond with event manager to request access	Supplier
H&S paperwork may be requested depending on activity	Supplier to submit relevant H&S paperwork. Requirements will be made clear by Event Manager
Once on-site - Supplier to sign in with Venue Manager or Venue Technician	Suppliers and their workers

3.8 SOPs and SWMs

We have developed *Standard Operating Procedures (SOPs)* and *Safe Work Method Statements (SWMS)* as a guide to the safe steps PCBUs and their workers must take when operating in our venues.

All operational SOPs and SWMS (including templates) are available on www.pwv.donesafe.com. See appendix 3 how to access and download

3.9 Property damage

Any property or equipment damage that is caused during pack in or out, or during an event should be reported immediately to a venue worker. Refer to Venues Wellington's VHA.

We expect all PCBUs and workers coming into any venue to use appropriate equipment and appropriate manual handling devices when transporting equipment around.

3.10 Drones

Presently we do not permit the use of drones without a formal risk assessment being provided by the operator that takes into account equipment failure and pilot error.

Most of the Wellington City urban area is within the controlled airspace of Wellington airport or within 4km of an aerodrome. This includes 4km from the helicopter landing sites at Wellington Hospital and Queens Wharf (next to the TSB). Civil Aviation Authority (CAA) rules state you must obtain air traffic control clearance to fly in these areas. For more information refer, <http://wellington.govt.nz/recreation/enjoy-the-outdoors/parks-and-reserves/management/flying-drones>

Note: drones shall not be permitted to fly above any persons or be operated within an enclosed environment at any of our venues.

Please contact your Event Manager for more information if needed.

3.11 Manual handling

Please practice good lifting techniques and use lifting aids when needed, i.e. mechanical; enlisting the help of another worker, etc. If you are to be lifting heavy equipment you are expected to bring suitable equipment and labour force to undertake the lift safely.

3.12 Noise

In accordance with AS/NZS 1269.4:2014, *Occupational Noise Management*, all workers, performers and crew must be protected from hearing damage when exposed for long periods of time.

Steps you can implement to minimise noise exposure include:

- address noise in your risk assessment
- reduce levels and time of exposure
- reduce stage noise
- carefully position equipment and workers to reduce exposure
- use hearing protection
- plan noise related activities to minimise exposure

You must comply with Regulation 11 of the *Health and Safety in Employment Regulations 1995* (or any equivalent Regulation under the *Health and Safety at Work Act 2015*), which requires employers to take all practicable steps to ensure that no worker is exposed to noise above the following levels:

- 8 hour equivalent continuous A-weighted sound pressure 85db
- peak sound pressure of 140 db, whether or not the worker is wearing a personal hearing protector

3.13 Fatigue

Your schedule must allow for all workers to take their legal and contractually agreed breaks, and such breaks must be sufficient for workers to rest and recover so they are safe to work. The guidelines we work to are:

- a worker may not exceed 5.5 hours of continuous work without taking a rest break

- a worker must not exceed 13 hours of work time in any cumulative work day
- a worker must have at least 10 hours continuous rest in any cumulative work day
- a worker should not exceed 70 hours work time in any cumulative week

Full Venues Wellington guidelines can be found on www.pwv.donesafe.com.

3.14 Electrical safety

All electrical equipment must be inspected, tested and tagged before coming on site, including laptops used for production. This must be in alignment with *AS/NZS 3760:2010* or an international equivalent. Electrical items may be checked on site. Phones, chargers and personal laptops are exempt.

Electrical equipment brought onto any Venues Wellington site that is not suitably tested and tagged will be removed or tested and tagged by a venue electrician at your expense.

Venues Wellington do however allow personal electrical devices, such as phone chargers, laptops into the venue untested. However, these electrical items must be tested and tagged if being used as part of or for a show / performance.

3.15 Substance abuse

It is an offence under Section 2 of the *Misuse of Drugs Act 1975* for any person to knowingly permit the product, supply or use of controlled substances on premises except in specified circumstances (e.g. when it has been prescribed by a doctor).

If a worker is taking a medication that has been supplied by a doctor, proof may be required to ensure health and safety standards can be maintained while at work.

Use of drugs (unless prescribed) and consuming alcohol, or being under the influence of drugs or alcohol while working, is not acceptable within any Venues Wellington venue footprint.

Consumption of alcohol (in moderation) after the completion of a work shift is permitted if expressly approved by Venues Wellington.

3.16 High risk work

We class the following tasks as examples of high risk work, as per the Venues Wellington *Health and Safety Risk Matrix*:

- scaffolding
- rigging
- forklift operation
- elevated work platform
- working at any height where a fall is possible

Before work commences, workers are expected to show relevant licences and proof of competency to carry out all the above high risk work, and additional risk assessments when requested; particularly for working at heights). More information can be found at www.pwv.donesafe.com.

3.17 Working at height

As defined in the *Best Practice Guidelines for Working at Height in New Zealand 2012*; working at height means working in a place where a worker could be injured if they fall from one level to another. No matter the

height, if there is potential for a worker to fall, all reasonable and practicable steps must be taken to prevent harm.

Do not undertake work at height unless you are appropriately trained and inducted and have provided a relevant risk assessment in the form of a SWMS or Risk Register. Please comply with the Venues Wellington *Working at Heights* SOP at all times. A copy can be found on www.pwv.donesafe.com.

Where the potential of a fall exists, the following simple hierarchy of controls must be considered by all PCBUs and workers:

- can the job be done without exposing the worker to the hazards? (eliminate)
- if elimination is not practicable, steps should be taken to isolate workers from the hazard. This may be achieved using safe working platforms, guardrail systems, edge protection, scaffolding, elevated work platforms, mobile scaffolds and barriers to restrict access
- if neither elimination nor isolation are practicable then steps should be taken to minimise the likelihood of any harm resulting. This means, for example, the use of work positioning systems or travel restraint systems, safety harnesses, industrial rope access systems and soft landing systems

3.18 Fall arrest, emergency and rescue procedures

It may be that there is no other option but to use a fall arrest system as a control measure. Emergency procedures, including rescue procedures, must be planned in relation to the use of the fall arrest system.

We have a rescue plan that may be used which is located in the *Working at Heights* SOP, otherwise a rescue plan will need to be submitted with your risk assessment.

All workers using the fall arrest system must be trained and experienced to do so. Relevant proof of training must be supplied to us before such procedures may take place.

3.19 Theatrical elements and special effects

You must notify your Event Manager if any of the following are involved in your production:

- dangerous goods/hazardous chemicals
- explosives
- pyrotechnics
- significant amounts of electrical equipment: anything that requires more than the use of a standard plug
- temporary structures
- working at height
- dry ice, haze and smoke effects
- open flames
- strobe lighting

3.20 Hazardous chemicals and dangerous goods

Hazardous chemicals include flammable liquids, gasses, gels and solvents.

Your risk assessment should include:

- each substance (along with Material Safety Data Sheets) that you are going to use
- hazards posed, amount of hazardous substance
- detailed information about how this will be controlled
- relevant signage – for example dangerous goods or ‘No Smoking’

You must arrange for appropriate storage for all hazardous chemicals. You must supply all appropriate PPE for handling of chemicals and dangerous goods.

Venues Wellington reserves the right to refuse the use of any hazardous chemical in its venues at any time. Refer to Venues Wellington’s VHA.

3.21 Lasers

Lasers must be used in accordance with AS/NZS 2211, *Safety of Laser Products*. Please include as much information as possible in your risk assessment when planning to use lasers.

3.22 Open flames

All open flames are to be included within your risk assessment, including candles, LPG etc.

All open flames are to be in accordance with the *Hazardous Substances and New Organisms (HSNO) Act 1996* and have the required test certificates.

3.23 Pyrotechnics

Under the *HSNO Act*, all pyrotechnics displays/effects are required to be under the control and execution of an approved handler. The approved handler will be required to plan, obtain all necessary approvals, purchase, store and fire all pyrotechnics.

Before pyrotechnics can be brought on site the following will be required:

- venue permission four weeks prior to the event, which will only be granted following receipt of a risk assessment and risk management proposal
- property/building owner sign off
- New Zealand Fire Service (NZFS) sign off
- WorkSafe New Zealand to be notified at least three days before the display
- establishment of containment system for pyrotechnics

3.24 Fire retardants

The following applies to items used as a theatrical element **on stage** (when pyrotechnics in use)

- all materials to be made fire retardant as per AS 1530, Fire Test to Building Material, part 2 and 3
- all sets must be made fire retardant prior to an event starting
- proof of materials subjected to fire retardation may be required. This may be a certificate, labelling or other documentation
- combustible materials that cannot be made properly fire retardant, such as foam, rubber, polystyrene, etc. are not permitted on stage unless a fire plan has been put together in collaboration with NZFS

3.25 Dry ice and smoke effects

You must provide the following:

- a material safety data sheet (MSDS) for all fluids used in these devices
- adequate storage and handling solutions for dry ice and all fluids
- a full breakdown of all hazards and controls must be in the risk assessment
- all appropriate handling PPE including spill and clean up kits to manage all fluids

All hazardous chemicals brought onto any Venues Wellington venue should be treated as outlined in *Hazardous Substances (Classes 1 to 5 Controls) Regulations 2001*.

3.26 Young persons

When working with young persons, either, because they are workers or they are involved in a production, you must comply with the provisions of the Health and Safety at Work (General Risk and Workplace Management) Regulations 2016, as they relate to young persons at a workplace.

You must also be familiar with and comply with the relevant provisions of the Education Act 1989, relating to young actors of compulsory school age.

3.27 Appendix 1: Definitions

Active site: An area where potentially hazardous work is about to be undertaken.

Duty of care: A PCBU must ensure, so far as reasonably practicable, the health and safety of:

- a) workers who work for the PCBU while the workers are at work in the business or undertaking
- b) workers whose activities in carrying out work are influenced or directed by the PCBU, while the workers are carrying out the work
- c) other persons who may be at risk from work carried out as part of the business or undertaking

Fall arrest system: Assembly of interconnected components consisting of a harness which is connected to an anchorage point by means of a lanyard incorporating an energy absorber. Required to be used when up against an unprotected edge.

Hazard: Anything that has the potential to cause harm.

Lifting appliance: Any equipment that may be used for lifting and lowering loads; including any accessories used in doing so. Examples of lifting equipment include: forklifts, pallet jacks, cranes etc.

Line set schedule: Order in which scenery, people, curtains, etc. are flown during a production.

Manual handling: Manual handling is any activity requiring a worker to lift, lower, push, pull, carry, throw, move, restrain, hold or otherwise handle any animate or inanimate object.

Notifiable incident: An incident in relation to a workplace that was unplanned or uncontrolled and exposed a worker or any other person to a serious risk to that person's health or safety arising from an immediate or imminent exposure to any of the hazards listed in section 24(1) of the Health and Safety at Work Act 2015 or applicable regulations.

Notifiable Injury or illness: Any of the injuries or illnesses in section 23(1)(a) of the Health and Safety at Work Act 2015 that require a person to have immediate treatment (other than first aid), or an injury or illness that requires, or would usually require, hospitalisation, and/or an injury or illness that requires, or would usually require, medical treatment within 48 hours of exposure to a substance. This also includes any serious infection to which the carrying out of work is a significant contributing factor, or any other injury or illness declared by any regulations to be a notifiable injury or illness.

Notifiable event:

- death of a person; or
- a notifiable injury or illness of a person; or
- a notifiable incident
(as defined in section 25 of the Health and Safety at Work Act 2015)

PCBU: Under section 17 of the Health and Safety at Work Act 2015, means a person who conducts a business or undertaking,

- a) whether the person conducts a business or undertaking alone or with others; and

- b) whether or not the business or undertaking is conducted for profit or gain; but does not include
- c) a person who conducts a business or undertaking to the extent that the person is engaged solely as a worker in, or as an officer of, the business or undertaking
- d) a volunteer association
- e) an occupier of a home to the extent that the occupier engages or employs another person solely to do residential work in relation to the home
- f) a person or class of persons, who is declared not to be a person who conducts a business or undertaking for the purposes of the Act or any provision of the Act by its regulations

Pyrotechnics: Items manufactured with propellants or explosives to meet a certain purpose.

Reasonably practicable: That which is, or was, at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters. These matters include the likelihood of the hazard or risk occurring, the degree of harm that might result from the risk or hazard, and what is known or would be reasonably expected to be known about a risk or hazard, and how to eliminate or minimise the risk. See section 22 of the Health and Safety at Work Act 2015.

Rest break: An un-interrupted period of time where no work should be undertaken.

Rigging: The temporary suspension or attachment of materials and equipment to a building or structure (including temporary structures built specifically for the purpose) by means of wires, cords, slings, chains or lifting appliances and related equipment.

Worker: Means a person who carries out work in any capacity for a PCBU, including work as –

- a) an employee; or
- b) a contractor or subcontractor; or
- c) an employee of a contractor or subcontractor; or
- d) an employee of a labour hire company who has been assigned to work in the persons business or undertaking; or
- e) a homeworker; or
- f) an apprentice or trainee; or
- g) a person gaining work experience; or
- h) a volunteer; or
- i) a person of a prescribed class

(Section 19 of the Health and Safety at Work Act 2015)

3.28 Appendix 2: References

Approved Code of Practice for the Management of Noise in the Workplace, Department of Labour, 2002

Code of Practice for Manual Handling, Department of Labour, June 2001

Civil Aviation Authority, Advisory Circular, AC101, *Remotely Piloted Aircraft Systems (RPAS) under 25kgs – Operating in Compliance with Part 101 Rules*, September 2015

Hazardous Substances (Classes 1 to 5 Controls) Regulations, 2001

Health and Safety at Work Act 2015

Health and Safety in Employment Act 1992

Health and Safety in Employment Regulations 1995

Employment Relations Act 2000

Hazardous Substances and New Organisms Act 1996

Venue Hire Agreement (VHA), Positively Wellington Venues

Sale and Supply of Alcohol Act 2012

Securities Regulations 2009 – Reprint 1 December 2014

Safe Requirements of Working at Height, Department of Labour, 2010

Approved Code of Practice for Load-Lift Rigging, 2012

Best Practice Guidelines for Working at Height in NZ, 2012

Industrial Rope Access in NZ: Best Practice Guidelines, 2012

A Guide for Safe Working Practices in the New Zealand Theatre & Entertainment Industry, March 2007

AS/NZS 3760:2010 – In Service Safety Inspection and Testing of Electrical Equipment

AS/NZS 1801:1997 - Occupational Protective Helmets

AS 3745:2010 – Planning for Emergencies in Facilities

NZS 4512:2010 – Fire Detection and Alarm Systems in Buildings

AS/NZS 2211 - Safety of Laser Products

Worktime and Logbooks, A basic guide to work time and rest time requirements and log book standards for transport operators and drivers, New Zealand Transport Agency, February 2015

3.29 Appendix 3: Accessing and Navigating Donesafe

Introduction

Venues Wellington (VW) uses a web-based health and safety management system called ‘DoneSafe’.

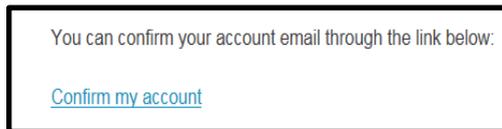
As a hirer or supplier in our venues, you may use DoneSafe to:

1. report hazards (potential to cause harm);
2. report incidents (harm has been caused);
3. view and acknowledge VW documents, guidelines, policies and procedures.

Getting set up

On providing your name and email address VW will provide you with log in details to access DoneSafe.

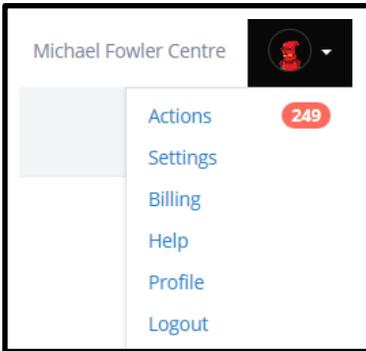
Once your profile has been created (allow 24 hours), you will receive a confirmation email from DoneSafe with instructions to confirm your account (pictured below). Note that the default password is always **wellington**.



If you have additional team members that require access to DoneSafe, please advise your primary contact at VW providing names and email addresses. The same email address cannot be used multiple times.

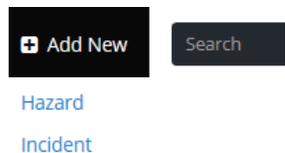
Personal settings

Personal settings and passwords can be changed using the drop down box located top right of the screen. Select Profile in the drop down menu.



Reporting a hazard or incident

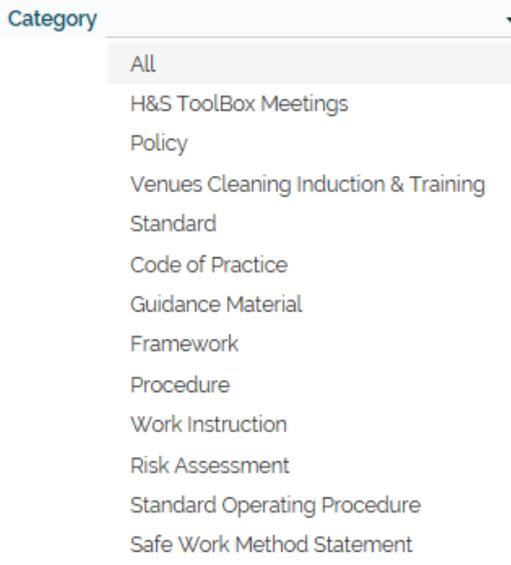
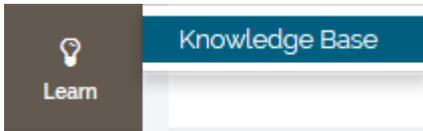
1. select **Add New**, top left hand of the page



2. Select either hazard or incident, depending on what you would like to report. Follow the on-screen prompts and save once complete. The Venues Wellington team will review and contact you if necessary.

Viewing Venues Wellington Documents

From the dashboard, select the Learn tab on the left and then Knowledge Base



Venues Wellington has a range of documents in the database that provide information for you and your event. By selecting the arrow under category you are able to filter and find documents you require easily.

Alternatively, you can search the database using key words using the ‘**search**’ tool at the top of the page,



Help

If you need assistance using DoneSafe please contact your primary contact within Venues Wellington. We will be more than happy to help.

We want you to be safe at work

See a Risk or Hazard? **REPORT IT NOW**

