



**SAFETY AS  
A SERVICE**

## **Health & Safety in our Venues**

A guide for hirers, suppliers and venue users

**Note:** *VW requires you to complete an online induction before working at their venues, and to sign in on arrival and out on departure.*

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# **SAFETY AS A SERVICE**

## **OUR COMMITMENT**

Welcome to Venues Wellington.

We are passionate about everything that goes on in our venues, including the safety and wellbeing of our customers and team members. We are committed to ensuring we operate our venues in a safe way, and we will do everything we reasonably can to ensure everyone returns home safely at the end of each day.

As a Person Conducting a Business or Undertaking (PCBU), Venues Wellington has a duty of care, and is committed to providing a safe environment for all workers, hirers, suppliers, contractors, guests, visitors and others. To do this, we will consult, co-operate and co-ordinate with all the PCBUs we have a relationship with, to ensure we work together with the common goal of a healthy and safe working environment.

We focus on providing a sound health and safety culture by considering health and safety in everything we do, and by actively managing risk. We will take all practicable steps to identify, eliminate or minimise risks, by using sound risk management processes, and we will provide our people with the training, knowledge and tools they need to work safely.

## **ABOUT THIS GUIDE**

We have prepared this guide for all hirers, suppliers, contractors, subcontractors and any other person working on behalf of the hirer. It will help prepare you for working in our venues in a safe and healthy way; however, it does not replace the need for you to understand the risks and hazards associated with your business, and to manage them effectively.

Health and safety is everyone's responsibility. We all have the right to a healthy and safe work environment, and the only way we can achieve this is by working together.

**Lance Walker**  
**CEO**  
**Wellington Regional Economic Development Agency**

## **LEGISLATION**

The *Health and Safety at Work Act 2015* (HSWA) imposes duties on businesses and individuals to ensure the safety of others.

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

This legislation is backed by a robust set of penalties and enforcement tools for non-compliance.

## **DUTY OF CARE**

**As PCBUs, we must:**

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ensure the health and safety of workers while they are at work in the business or undertaking

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ensure the health and safety of workers whose work activities are influenced or directed by the PCBU while workers are carrying out the work

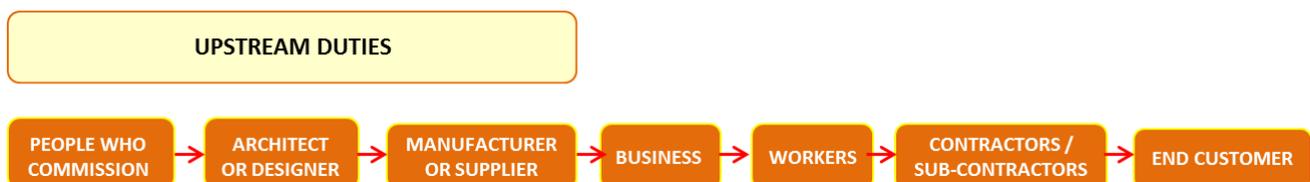
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ensure that others are not put at risk by the work of the business or undertaking (e.g. visitors, members of the public).

**HSWA, Section 36 – Primary duty of care**

## **UPSTREAM PCBUS**

PCBUs who are designers, manufacturers, importers or suppliers have additional duties, and must ensure, so far as is reasonably practicable, that the work they do or the things they provide to other workplaces, don't create health and safety risks. These PCBUS are known as 'upstream' PCBUs.



**HSWA, Subpart 2 – Duties of PCBUs**

## **WORKERS**

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 must:

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take reasonable care for their own health and safety

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take reasonable care to ensure that what they do (or don't do) does not adversely affect the health and safety of other people

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comply, so far as reasonably able, with any reasonable instruction given to them by the PCBU to allow the PCBU to comply with the law

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co-operate with any reasonable policy or procedure of the PCBU relating to the health and safety at the workplace that has been notified to workers.

**HSWA, Section 45 – Duties of workers**

## **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.

# **WHAT WE NEED FROM YOU**

## **YOUR COMMITMENT**

As a PCBU, you have a duty to ensure, so far is reasonably practicable, that the workplace is without health and safety risks to any person. To achieve this, we expect you to consult, co-operate and co-ordinate with all other PCBUs related to the work you are doing in our venues.

Anyone engaged by you to work at our venues must comply with our health and safety policies, procedures and other safe work practices.

## **SAFETY/COMPLIANCE IN OUR VENUES**

We expect any person carrying out work at our venues to:

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Comply with any reasonable instruction given by us

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Co-operate with any reasonable health and safety policy or procedure at the workplace that was notified to you

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Understand the need to collaborate, co-ordinate and co-operate with the health and safety plans of all other PCBUs operating in the venues

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Follow safe work practices at all times

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Actively identify and report all hazards

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Report any incidents (accidents, injuries, illnesses, near-misses)

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Provide proof of training/competency for the work you are doing

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Use/wear suitable PPE for the task

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Familiarise yourself with and follow our emergency procedures.

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## **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.

You will be required to sign-in on arrival at venues, and out on departure. This includes hirers, service providers/workers and visitors. You will be provided with a label to wear while on site. This allows us to know who is on site and manage attendance.

## **WHOSONLOCATION**

### **INDUCTION**

Venues Wellington uses WhosOnLocation (WoL) as their induction tool. Clients/hirers and any person who will be working at our venues will be required to complete an online induction before beginning work.

An induction link will be sent to the client/hirer as part of the agreement process, and they will be responsible for providing that link to any person they employ to work at the venue (i.e. suppliers, contractors, sub-contractors).

This allows us to maintain up-to-date induction records and will be an annual requirement.

## WOL PORTAL USERS

WoL also empowers you as a PCBU to manage your own data via a secure Service Provider Portal, i.e. provide your workers with the relevant induction and hold up-to-date records. You will receive a Portal Invite Email. For instructions on how to use your portal, click on this link – <https://helpdesk.whosonlocation.com/hc/en-us/articles/115008303088-Introduction-Service-Provider-Portal-for-Contractors>

## MANAGING RISK

Risk management is a duty under HSWA, requiring you to:

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Eliminate risks to health and safety, as far as reasonably practicable

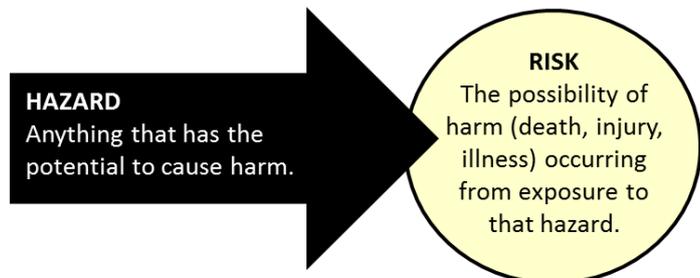
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If it isn't possible to eliminate risks, to minimise the risks as far as reasonably practicable.

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## HAZARDS/RISKS

Hazards and risks will depend on your job or the type of event.



## RISK ASSESSMENTS

Our Event Advisors (EAs) use a risk assessment tool to identify and assess potential risks for your event. This does not replace any risk assessment tools you may already use, but rather ensures we are working with you at every step to ensure we are doing everything we can to provide a safe event.

We expect you to identify any foreseeable hazards, assess the risks and implement controls. To help with this, you will receive an **Event Hazard Identification Checklist (see Appendix 3)** with your Venue Hire Agreement (VHA), which must be completed to the best of your knowledge and returned with your signed contract. For each identified hazard, the Event Manager (EM) will advise you of the most appropriate control, and we will work with you to provide appropriate documentation. This may include:

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A health and safety work plan (e.g. Safe Work Method Statement (SWMS) or Job Safety Analysis (JSA))

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A sign-off document (Fire Service sign-off is required if pyrotechnics are involved)

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Reading and acknowledging that you will comply with a Standard Operating Procedure for a particular task.

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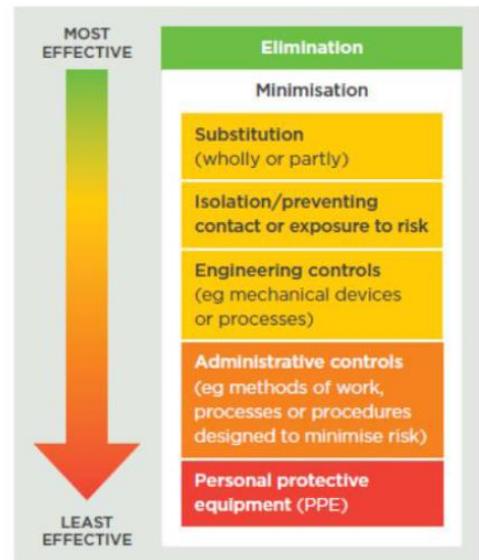
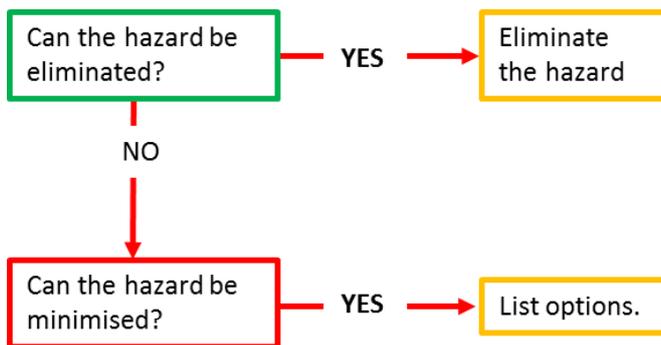
We can provide these documents to you via email on request. We can also provide you with a template and/or help to complete a full risk assessment if required.

### HSWA, Section 30 – Management of risks

## CONTROL MEASURES

If you identify a hazard, report it immediately to a Venue Manager (VM)/Assistance Venue Manager (AVM) or Venue Technician (VT), who will log it in DoneSafe (our online reporting system).

When thinking about control measures, refer to **Figure 1: Hierarchy of Controls**, and ask yourself the following questions:



**Figure 1: Hierarchy of Controls**

## REPORTING

We expect you to report all hazards, and incidents (accident, injuries, illnesses and near-misses).

Please follow the reporting processes in **Appendix 4**.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

Depending on the particular task/hazard, PPE may be required when working in our venues. **Please provide your own PPE.** This may include, but is not limited to:



There are **NO EXCEPTIONS**, regardless of how simple a task appears. If you do not have appropriate PPE, locate the VM/AVM or VT to help you.

## NOTIFYING HAZARDOUS WORKS

You must provide WorkSafe with at least 24 hours' notice of particularly hazardous work (S26 of the Health and Safety in Employment Regulations 1995). This includes, but is not limited to:

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Scaffolding with a risk of falling five metres or more

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Other work with a risk of falling five metres or more

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

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You can do this online: <https://forms.worksafe.govt.nz/hazardous-work-notification> OR by printing off the form and emailing to [healthsafety.notification@worksafe.govt.nz](mailto:healthsafety.notification@worksafe.govt.nz)

Please send the reply confirmation from WorkSafe to your Event Advisor for their records.

## **OPERATING PLANT/MACHINERY**

Any person operating heavy plant or machinery (e.g. forklifts, EWP's) at Venues Wellington venues must provide a current licence/certificate. If this is not provided, operation will not be permitted.

Please provide these as soon as possible before the event.

## **VEHICLES/DELIVERIES**

Any event involving multiple vehicle movements will require a delivery schedule and traffic management personnel. Your Event Advisor will work with you on this. This does not apply to any smaller items being delivered by hand.

Any event involving large vehicle movements may involve contracting an external party to implement a traffic management plan at the hirer's cost.

# **VENUES WELLINGTON – OUR HEALTH AND SAFETY**

## **VALUES**

Venues Wellington (VW) is committed to providing a healthy and safe environment for all workers, clients, service delivery partners, suppliers, guests, visitors and others.

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

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.

Venues Wellington has health and safety processes and procedures in place to help ensure best practice across our venues, and we expect all other PCBUs to know their duties under the legislation, and accept responsibility for promoting the safety and wellbeing of themselves and those involved in, or affected by, activities within our venues.

## **INDUCTION**

We require any person carry out work at our venues to complete an online induction before beginning work. Please see p. 6 of this document for more information.

Any person doing high risk work (see p. 11 for work we consider to be high risk) must be inducted into the space they will be working and/or the piece of machinery they will be operating. This induction will be carried out by our VTs and/or VMs/AVMS.

## **SIGNING IN/OUT**

Please ensure you sign-in on arrival at our venue(s), and out on departure. You will be provided with a label to wear while on site. This allows us to know who is on site and manage attendance.

## **SOPS AND SWMS**

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

All operational SOPs and SWMS (including templates) can be provided to you via email.

## RISK MANAGEMENT

### HOW WE IDENTIFY HAZARDS/RISKS

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Property compliance inspection, building warrant of fitness (BWOFF)	
Checklists	Regular internal and external HSMS audits
Safe Work Method Statements (SWMS)	Hazard/risk boards
Hazard/risk and incident reporting	Operational compliance checks

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### HIGH RISK WORK

We class the following as high risk work:

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Operating heavy machinery (e.g. Forklifts, Elevated Work Platforms (EWPs))	
Scaffolding	Working with open flames/pyrotechnics
Rigging	Working with special effects (e.g. haze, strobe lighting) Working at height
Vehicles/traffic	Working with hazardous substances

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Before beginning high-risk work, workers must provide relevant licences/certificates and/or proof of competency. Please see **Appendix 2: Hazard/Risk Register** for our requirements around high risk work.

### PROPERTY DAMAGE

We expect every person entering our venues to use appropriate equipment and manual handling techniques when transporting items around.

Any property or equipment damaged at our venues must be reported immediately to the VM/AVM or VT. Refer to Venues Wellington’s VHA.

### DRONES

We do not permit drones without a formal risk assessment being provided by the operator. This assessment must include equipment failure and pilot error.

Most of Wellington City 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, go to: <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 Advisor for more information if needed.

## LPG AT OUR VENUES

The 2017 changes to the Hazardous Substances Regulations impact on the use and storage of LPG cylinders at Venues Wellington's venues, as follows:

- TSB/Shed 6 and Opera House – a maximum of 20 kg of LPG can be indoors.
- MFC – no more than 10 kg of LPG stored inside for every 10 square metres of indoor floor area, up to a maximum of 100 kg.

Please talk to your Event Advisor if you have any questions.

## CONTROLLED SUBSTANCES

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.

## FIRE RETARDANTS

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

- All flexible fabrics must have a flammability index not exceeding 12, as defined by *AS/NZS 1530.2 – Methods for fire tests on building materials, components and structures – Test for flammability of materials*
- All flexible fabrics used on scenery/props must be flame-retarded as per the NZ Building Code.
- Proof of materials subjected to fire retardation may be required (e.g. a certificate or labelling).
- All sets must be made fire retardant before an event begins. If not purchased as such, they can be made flame-retardant by applying certain chemicals.
- Costumes should be fire retarded when there is a risk from using naked flame and/or pyrotechnics in the production.
- Approved flame retarding materials and methods of application must be used.
- Combustible materials that cannot be made properly fire retardant (e.g. foam, rubber, polystyrene) are not permitted on stage.

## LEGISLATION

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Health and Safety at Work Act 2015

Health and Safety at Work (General Risk and Workplace Management) Regulations 2016

Misuse of Drugs Act 1975

Education Act 1989

## STANDARDS/CODES

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AS/NZS 1530.2 Methods for fire tests on building materials, components and structures – Test for flammability of materials

AS/ NZS 1891 Industrial fall-arrest systems and devices

AS/NZS 3760 In-service safety inspection and testing of electrical equipment

AS/NZS 2211 Laser Safety – Equipment classification, requirements and user’s guide

AS/NZS 1269 Occupational Noise Management  
New Zealand Building Code Handbook (MBIE)

## WEBSITES

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WorkSafe New Zealand <https://worksafe.govt.nz/>

Civil Aviation Authority <https://www.caa.govt.nz/>

## APPENDIX 1: GLOSSARY

<b>Duty of care</b>	<p>A PCBU must ensure, so far as reasonably practicable, the health and safety of:</p> <ul style="list-style-type: none"> <li>- workers who work for the PCBU while the workers are at work in the business or undertaking</li> <li>- workers whose activities in carrying out work are influenced or directed by the PCBU, while the workers are carrying out the work</li> <li>- other persons who may be at risk from work carried out as part of the business or undertaking.</li> </ul> <p><i>S36 HSWA</i></p>
<b>Fall arrest system</b>	<p>An assembly of interconnected components comprising a harness connected to an anchorage point or anchorage system either directly or by means of a lanyard or pole strap, and whose purpose is to arrest a fall in accordance with the principles and requirements of <i>AS/ NZS 1891 – Industrial fall-arrest systems and devices</i>.</p> <p><i>Best Practice Guidelines for Working at Height in New Zealand</i></p>
<b>Fire retardant</b>	<p>A substance that significantly delays and prevents the onset of fire.</p>
<b>Hazard</b>	<p>Includes a person’s behaviour where that behaviour has the potential to cause death, injury, or illness to a person (whether or not that behaviour results from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person’s behaviour).</p> <p><i>S16 HSWA</i></p>
<b>Hazardous substance</b>	<p>Means, unless expressly provided otherwise by regulations or an EPA notice, any substance with 1 or more of the following intrinsic properties:</p> <ul style="list-style-type: none"> <li>○ explosiveness</li> <li>○ flammability</li> <li>○ a capacity to oxidise</li> <li>○ corrosiveness</li> <li>○ toxicity (including chronic toxicity)</li> <li>○ ecotoxicity, with or without bioaccumulation; or</li> </ul> <ul style="list-style-type: none"> <li>- which on contact with air or water (other than air or water where the temperature or pressure has been artificially increased or decreased) generates a substance with any 1 or more of the properties specified in paragraph (a).</li> </ul> <p><i>S2 Hazardous Substances and New Organisms Act 1996</i></p>
<b>Lifting aid</b>	<p>Equipment that can be used for lifting and lowering loads, including any accessories used in doing so (e.g. forklifts, pallet jacks, cranes).</p>
<b>Line set schedule</b>	<p>Order in which scenery, people, curtains, etc. are flown during a production.</p>
<b>Manual handling</b>	<p>Any activity requiring a worker to lift, lower, push, pull, carry, throw, move, restrain, hold or otherwise handle any animate or inanimate object.</p>

<b>Notifiable incident</b>	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. <i>S24 HSWA</i>
<b>Notifiable Injury or illness</b>	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. <i>S23 HSWA</i>
<b>Notifiable event</b>	Means <ul style="list-style-type: none"> <li>- death of a person; or</li> <li>- a notifiable injury or illness of a person; or</li> <li>- a notifiable incident</li> </ul> <i>S25 HSWA</i>
<b>PCBU (Person Conducting a Business or Undertaking)</b>	Means <ul style="list-style-type: none"> <li>- whether the person conducts a business or undertaking alone or with others; and</li> <li>- whether or not the business or undertaking is conducted for profit or gain; but does not include</li> <li>- 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</li> <li>- a volunteer association</li> <li>- 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</li> <li>- 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.</li> </ul> <i>S17 HSWA</i>
<b>Pyrotechnics</b>	Items manufactured with propellants or explosives to meet a certain purpose.
<b>Reasonably practicable</b>	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. <i>S22 HSWA</i>
<b>Rest break</b>	A break that gives a worker a reasonable chance during their work period, to rest, refresh and attend to personal matters. <i>S69ZD ERA Act 2000</i>

<b>Rigging</b>	<p>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.</p> <p><i>Reference?</i></p>
<b>Worker</b>	<p>A person who carries out work in any capacity for a PCBU, including work as:</p> <ul style="list-style-type: none"> <li>- an employee; or</li> <li>- a contractor or subcontractor; or</li> <li>- an employee of a contractor or subcontractor; or</li> <li>- an employee of a labour hire company who has been assigned to work in the persons business or undertaking; or</li> <li>- a homeworker; or</li> <li>- an apprentice or trainee; or</li> <li>- a person gaining work experience; or</li> <li>- a volunteer; or</li> <li>- a person of a prescribed class.</li> </ul> <p><i>S19 HSWA</i></p>
<b>Working at height</b>	<p>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.</p> <p><i>Best Practice Guidelines for Working at Height in New Zealand 2012</i></p>

## APPENDIX 2: HAZARD/RISK REGISTER

HAZARD	RISK	CONTROLS	WHAT VW REQUIRES FROM YOU	COMMENTS
Electricity	<ul style="list-style-type: none"> <li>- Electric shock</li> <li>- Fire/smoke</li> </ul>	<ul style="list-style-type: none"> <li>- Tagging and testing for all electrical items that are part of the event</li> <li>- Isolate access to electrical supply if required</li> <li>- Protect portable electrical devices with RCDs.</li> </ul>	<ul style="list-style-type: none"> <li>- Include in your risk assessment.</li> <li>- Inspect, tag and test all electrical equipment before coming on site (including laptops used for production).</li> </ul>	<p>Electrical safety must align with AS/NZS 3760: In-service safety inspection and testing of electrical equipment</p> <p>Any items not suitably tested and tagged will be removed or tested and tagged by a venue electrician at your expense.</p>
Fatigue	<ul style="list-style-type: none"> <li>- Mistakes being made</li> <li>- Reduced concentration</li> <li>- Increase in incidents / accidents</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure workers take their agreed breaks</li> <li>- VW Fatigue guideline</li> <li>- VW Rostering guideline</li> <li>- Awareness</li> </ul>	<ul style="list-style-type: none"> <li>- Include in your risk assessment</li> <li>- Scheduled breaks for your staff</li> <li>- Know what fatigue looks like and have a plan to manage it.</li> </ul>	<p>We work to the following:</p> <ul style="list-style-type: none"> <li>- a worker may not work more than 5 continuous hours without a break</li> <li>- a worker can work 13 maximum per day before they must take a break of at least 10 hours</li> <li>- a worker can work a maximum of 70 hours per week, then they must take a continuous break of at least 24 hours.</li> </ul>
Hazardous substances goods (e.g. chemicals, flammable liquids, LPG/gasses, gels and solvents).	<ul style="list-style-type: none"> <li>- Chemical burns</li> <li>- Skin irritation/damage</li> <li>- Eye irritation/damage</li> </ul>	<ul style="list-style-type: none"> <li>- Hazardous Substances SOP/SWMS</li> <li>- Material Safety Data Sheets (MSDSs)</li> <li>- Limited gas bottles on site</li> <li>- Relevant signage (e.g. Dangerous Goods)</li> <li>- Suitable PPE</li> <li>- Approved handler (where required)</li> <li>- Suitable storage</li> <li>- Exclusion zones in place (where required).</li> <li>- Fire extinguisher/fire blankets available</li> <li>- Trained fire wardens on site.</li> </ul>	<ul style="list-style-type: none"> <li>- Include in your risk assessment</li> <li>- Indicate in the Event Hazard ID Checklist</li> <li>- Complete SWMS</li> <li>- A list of all substances you will be using, including the quantity</li> <li>- Read and follow all MSDS</li> <li>- Ensure you have an approved handler (where required).</li> </ul>	<p>Lasers must be used according to AS/NZS 2211 – Laser Safety – Equipment classification, requirements and user’s guide.</p> <p>Refer to Sections 28-31 of the Health &amp; Safety at Work (General Risk and Workplace Management) Regulations 2016</p>

HAZARD	RISK	CONTROLS	WHAT VW REQUIRES FROM YOU	COMMENTS
Manual handling	<ul style="list-style-type: none"> <li>- Strain/sprain</li> <li>- Items being dropped</li> </ul>	<ul style="list-style-type: none"> <li>- Manual handling SOP.</li> <li>- Manual handling training.</li> <li>- Use mechanical aids where required (e.g. forklifts, pallet jacks, trolleys).</li> <li>- Use two people to lift heavy items.</li> <li>- Avoid excessive bending, twisting and reach movements.</li> </ul>	<ul style="list-style-type: none"> <li>- Include in your risk assessment</li> <li>- Read and follow the <i>Manual Handling SOP</i></li> </ul>	
Noise	<ul style="list-style-type: none"> <li>- Noise-induced hearing loss/impairment</li> </ul>	<ul style="list-style-type: none"> <li>- Minimise noise levels and amount of exposure (where possible)</li> <li>- Plan noise-related activities to minimise exposure (e.g. use barriers or enclose the area)</li> <li>- Suitable hearing protection (PPE)</li> <li>- Monitor worker exposure</li> <li>- Warning signage for excessive noise.</li> </ul>	<ul style="list-style-type: none"> <li>- Include in your risk assessment</li> <li>- Take all possible steps to keep noise levels below: <ul style="list-style-type: none"> <li>o 85db(A) on average</li> <li>o 140dB at peak (whether or not workers are wearing hearing protection).</li> </ul> </li> </ul>	Refer to AS/NZS 1269 – Occupational Noise Management
Operating heavy machinery (e.g. forklifts, EWPs)	<ul style="list-style-type: none"> <li>- Hit by moving object</li> <li>- Impact/crush injury</li> <li>- Sprain/strain injury</li> </ul>	<ul style="list-style-type: none"> <li>- Pre-use checks</li> <li>- SOP and SWMS</li> <li>- Certified operators only</li> <li>- Suitable PPE</li> <li>- Spotters</li> <li>- Speed limit</li> <li>- Exclusion zones</li> </ul>	<ul style="list-style-type: none"> <li>- Include in your risk assessment</li> <li>- Indicate on Event ID hazard checklist</li> <li>- Read and follow relevant VW SOPs</li> <li>- Complete SWMS</li> <li>- Provide operator certification</li> <li>- Follow manufacturer’s instructions.</li> </ul>	Operator certification must be provided.

HAZARD	RISK	CONTROLS	WHAT VW REQUIRES FROM YOU	COMMENTS
Open flame/Pyrotechnics	<ul style="list-style-type: none"> <li>- Fire/misfire into crowd</li> <li>- Unexpected firing</li> <li>- Smoke, fire</li> </ul>	<ul style="list-style-type: none"> <li>- SOPs and SWMS</li> <li>- New Zealand Fire Service (NZFS) sign-off</li> <li>- Property/building owner sign-off</li> <li>- VW permission (four weeks before the event)</li> <li>- Notification to WorkSafe (at least three days before the display)</li> <li>- Containment system for pyrotechnics</li> <li>- Approved handler only</li> <li>- Suitable storage</li> <li>- Smoke isolation (if required)</li> <li>- Fire equipment on site</li> <li>- Trained fire wardens on site.</li> </ul>	<ul style="list-style-type: none"> <li>- Include in risk assessment</li> <li>- Indicate on Event ID hazard checklist</li> <li>- Seek permission – provide sufficient notice</li> <li>- Read and follow the VW Open Flame / Pyrotechnic in Venues SOP</li> <li>- Complete SWMS</li> <li>- Ensure you have an approved handler (where required)</li> </ul>	Under the <i>HSNO Act</i> , 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.
Rigging	<ul style="list-style-type: none"> <li>- Fall from heights</li> <li>- Hit by falling object</li> <li>- Impact injury</li> <li>- Strain injury</li> <li>- Slips, trips and falls</li> </ul>	<ul style="list-style-type: none"> <li>- Qualified riggers</li> <li>- Qualified technical sign-off</li> <li>- Induction into roof spaces</li> <li>- Suitable PPE provided and worn/used</li> <li>- Lifting aids</li> <li>- Exclusion zones in place (where required).</li> </ul>	<ul style="list-style-type: none"> <li>- Include in risk assessment</li> <li>- Acknowledge rigging house rules</li> </ul>	

HAZARD	RISK	CONTROLS	WHAT VW REQUIRES FROM YOU	COMMENTS
Theatrical elements/special effects (e.g. explosives, dry ice, haze, smoke effects, open flames, strobe lighting).	<ul style="list-style-type: none"> <li>- Smoke, fire</li> <li>- Burns or other injuries</li> <li>- Allergic or medical reaction</li> </ul>	<ul style="list-style-type: none"> <li>- SOPs and SWMS</li> <li>- Approved handlers only</li> <li>- Suitable storage</li> <li>- Suitable PPE (incl. spill and clean-up kits)</li> <li>- MSDSs</li> <li>- Smoke isolation (if required)</li> <li>- Fire equipment on site</li> <li>- Trained fire wardens on site.</li> </ul>	<ul style="list-style-type: none"> <li>- Include in your risk assessment</li> <li>- Indicate on Event ID hazard checklist</li> <li>- Complete SWMS</li> <li>- Provide relevant MSDSs</li> <li>- Storage and handling solutions</li> <li>- Approved handler certificate.</li> </ul>	<ul style="list-style-type: none"> <li>- VW reserves the right to refuse the use of any hazardous chemical in its venues at any time.</li> <li>- Open flames must be used according to the <i>Hazardous Substances and New Organisms (HSNO) Act 1996</i> and have the required test certificates.</li> <li>- All hazardous substances brought onto our venues will be treated as outlined in <i>Hazardous Substances (Classes 1 to 5 Controls) Regulations 2001</i>.</li> </ul>
Vehicles/Traffic/Deliveries	<ul style="list-style-type: none"> <li>- Congestion</li> <li>- Hit by moving object</li> </ul>	<ul style="list-style-type: none"> <li>- Traffic Management Plan</li> </ul>	<ul style="list-style-type: none"> <li>- Include in your risk assessment.</li> <li>- A schedule of your anticipated deliveries.</li> </ul>	
Working at height	<ul style="list-style-type: none"> <li>- Fall from height</li> <li>- Objects falling from height</li> <li>- People falling from height</li> <li>- Impact on audience.</li> </ul>	<ul style="list-style-type: none"> <li>- Working at height SOP</li> <li>- SWMS</li> <li>- Induction into work area</li> <li>- Trained/competent workers (with proof)</li> <li>- Edge and/or fall protection</li> <li>- Exclusion zone in place (where required).</li> </ul>	<ul style="list-style-type: none"> <li>- Include in your risk assessment</li> <li>- Indicate on Event ID hazard checklist</li> <li>- Read and follow the VW Working at height SOP</li> <li>- An emergency/rescue plan (if using a fall-arrest system) – refer to the VW <i>Working at Height SOP</i>, or submit one with your risk assessment</li> <li>- Proof of training/competence.</li> </ul>	<p>Anyone using a fall arrest system must be trained and experienced to do so. Proof of training must be provided to the EM.</p>

## APPENDIX 3: EVENT HAZARD IDENTIFICATION CHECKLIST

Client Details			
Business name:		Key contact:	
Phone number:		Email:	
Event name:		Event date:	
<p><i>Under the Health and Safety At Work Act 2015, all Persons Conducting a Business or Undertaking (PCBUs) have a responsibility to manage risks associated with their work. To manage risks, we first need to identify the hazards that pose those risks.</i></p> <p><b><i>Please use this checklist to identify ALL elements of your event that may pose a hazard/risk. Section 2 provides information on limitations and important considerations.</i></b></p>			

HAZARD (POTENTIAL)	Check ✓
<b>Alcohol</b> <i>(tick all that apply)</i> Sampling <input type="checkbox"/> Consumption (on-site) <input type="checkbox"/> Consumption (off-site) <input type="checkbox"/>	<input type="checkbox"/>
Animals	<input type="checkbox"/>
Audience participation	<input type="checkbox"/>
Cables (keeping walkways clear)	<input type="checkbox"/>
Children	<input type="checkbox"/>
Compressed air (e.g. confetti cannons, t-shirt launchers)	<input type="checkbox"/>
Custom builds/Temporary structures (e.g. scaffolding)	<input type="checkbox"/>
Dignitary personal security (i.e. Diplomatic Protection Squad, bodyguards)	<input type="checkbox"/>
Drones	<input type="checkbox"/>
Electrical safety	<input type="checkbox"/>
Fairground rides	<input type="checkbox"/>
<b>Food</b> <i>(tick all that apply)</i> Preparation <input type="checkbox"/> Service <input type="checkbox"/> Samples <input type="checkbox"/> Stalls <input type="checkbox"/> Trucks <input type="checkbox"/>	<input type="checkbox"/>
Gas (appliances)/live cooking	<input type="checkbox"/>
Hanging banners/signage	<input type="checkbox"/>
Hazardous goods on site	<input type="checkbox"/>
Haze/Smoke effects, dry ice	<input type="checkbox"/>
Heavy machinery/equipment (e.g. forklifts, EWPs)	<input type="checkbox"/>
Helium balloons	<input type="checkbox"/>

HAZARD (POTENTIAL)	Check ✓
Land-borne inflatables (e.g. bouncy castles)	<input type="checkbox"/>
Large crowds and long queues	<input type="checkbox"/>
Lasers/Strobes	<input type="checkbox"/>
Loud noise effects	<input type="checkbox"/>
Majority minors (U18) or VIPs at event	<input type="checkbox"/>
Manual handling/lifting	<input type="checkbox"/>
Open flame (e.g. fire/candles)	<input type="checkbox"/>
Outdoor crowds/queues	<input type="checkbox"/>
Physical activities (i.e. running, ball games, throwing)	<input type="checkbox"/>
Political activity (potential)	<input type="checkbox"/>
Power tools	<input type="checkbox"/>
Pyrotechnics	<input type="checkbox"/>
Rigging	<input type="checkbox"/>
Stage-building	<input type="checkbox"/>
Standing patrons/guests	<input type="checkbox"/>
Theatrical performers (i.e. fire eaters, aerialists)	<input type="checkbox"/>
Theatrical props	<input type="checkbox"/>
Uncontrolled entry	<input type="checkbox"/>
Vehicles/Traffic (i.e. vehicles involved in delivery/set up etc.)	<input type="checkbox"/>
Water	<input type="checkbox"/>
Working at height (including ladders)	<input type="checkbox"/>
<b>Comments</b>	

## SECTION 2: LIMITATIONS/CONSIDERATIONS

HAZARD (POTENTIAL)	IMPORTANT LIMITATIONS/CONSIDERATIONS
Alcohol – on-site consumption (excluding samples)	<p>Only approved caterers can <b>serve</b> alcoholic beverages for on-site consumption (excluding samples).</p> <p>Only preferred caterers can <b>sell</b> alcoholic beverages for on-site consumption.</p>
Alcohol – off-site consumption and sampling	<p>An Alcohol Licence is required (a special alcohol licence must be applied for at least 20 before the event). Special licence conditions must be complied with at all times.</p> <p>Stalls offering off-licence sales may need to apply for a separate licence to operate, depending on special licence conditions.</p> <p><b>For more information</b>, go to the WCC website – alcohol licencing.</p>
Animals	<p>Pre-approval from VW and a management plan is required. Weight limit of two (2) tonnes. An Animal Welfare plan and Waste Disposal plan is required.</p>
Audience participation	<p>Consider how the audience will be participating.</p>
Cables – keeping walkways clear	<p>Consider slips, trips and falls.</p> <p><b>For more information</b>, go to the WorkSafe NZ website – Slips, trips and falls.</p>
Children	<p><b>Refer to</b> VW’s Lost children/Vulnerable People SOP.</p>
Compressed air	<p>Compressed air systems can cause serious and permanent damage. Pre-approval from VW and a Safe Work Method Statement (SWMS) (or similar H&amp;S assessment) is required.</p> <p>Compressed air includes, but is not limited to, confetti cannons, t-shirt launchers.</p>
Custom builds/Temporary structures (e.g. scaffolding)	<p>Custom-designed stands must not be higher than 2.3 metres without prior approval. A SWMS (or similar H&amp;S document) is required.</p> <p><b>For more information</b>, go to the WorkSafe NZ website - Scaffolding.</p>
Dignitary personal security (i.e. Diplomatic Protection Squad, bodyguards)	<p>Consider security, protestors and high-profile guests.</p>
Drones	<p>VW’s standard policy is that drones are not allowed in our venues, as we are not satisfied they can be used safely around people.</p> <p>If you have a plan for using drones, and believe it can be done safely, please discuss with your Event Manager.</p>
Electrical safety	<p>All electrical equipment (including band equipment) bought into VW’s venues must conform to <b>AS/NZS 3760:2010</b>: In-service safety inspection and testing of electrical equipment (or an international equivalent).</p>

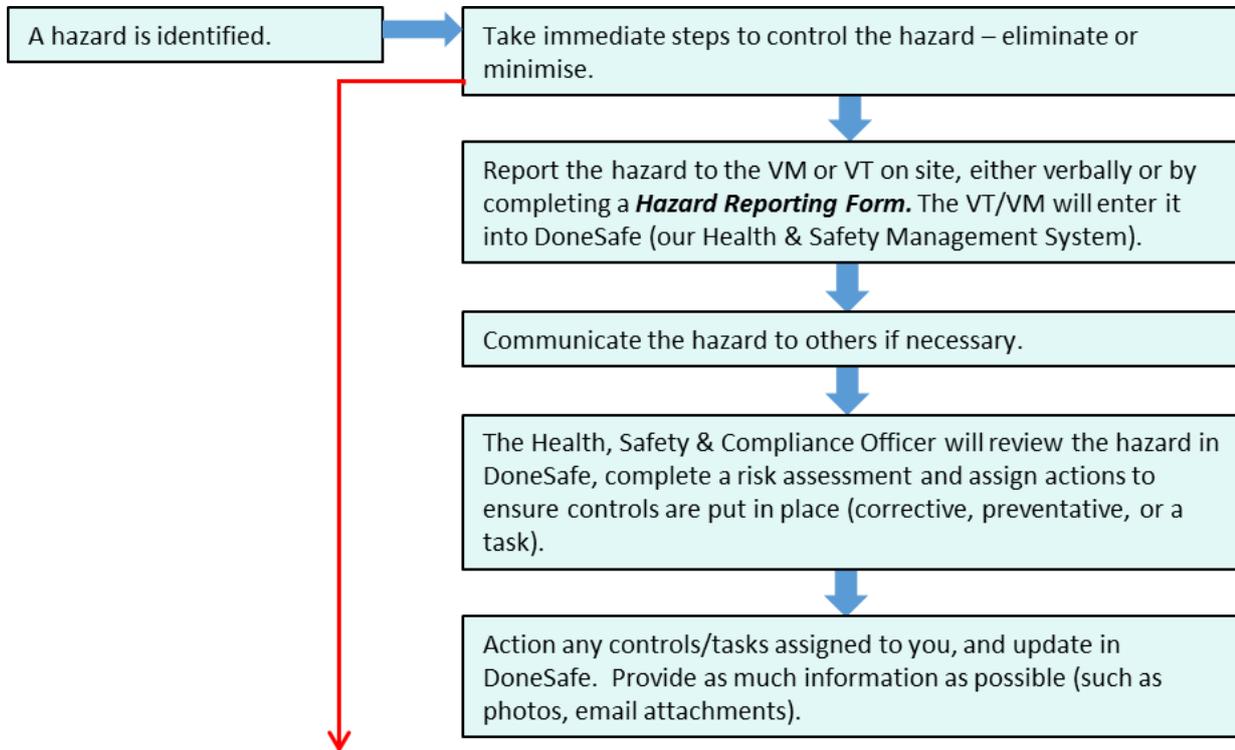
HAZARD (POTENTIAL)	IMPORTANT LIMITATIONS/CONSIDERATIONS
	<p>The electricity supply is 230 volts, 50 hertz. Equipment designed for different voltages will require a transformer. Safety testing records must be produced on request.</p> <p><b>For more information,</b> go to the WorkSafe NZ website – Electrical safety.</p>
Fairground rides	<p>Pre-approval from VW is required. All amusement devices must be certified by a registered engineer, and registered with WorkSafe NZ by the device owner. Rides must display a current registration number. Protective fences or barriers must be used (where necessary).</p> <p><b>For more information,</b> go to the WorkSafe NZ website – Amusement devices.</p>
Food preparation	<p>All food must be prepared at a registered food premises (e.g. restaurant or food shop), or a VW kitchen. Food preparation in a domestic kitchen (e.g. your own home) is not allowed.</p>
Food service	<p>Only approved caterers are allowed to provide catering for any function within VW venues.</p>
Food samples	<p>Pre-approval is required from VW to distribute/give away food or beverage samples. Please note <b>Food Stalls</b> considerations below.</p>
Food stalls	<p>Stall holders must provide approved food control documents, and complete a Wellington City Council <b>Food Fair Information form</b>. Please note <b>Live cooking</b> and <b>Electrical safety</b> considerations.</p>
Food trucks	<p>Pre-approval required from VW for truck operation and location. Truck operator must provide an approved food control plan/mobile vendor certificate, an electrical safety certificate for the truck, and complete a VW <b>Food Trucks Application Form</b>. Please note <b>Electrical safety requirement</b> considerations.</p>
Gas appliance/Live cooking	<p>Pre-approval is required from VW for cooking equipment, gas cooking, location of equipment in relation to public/guests, and floor protection. Limits and conditions will apply. Please note <b>Food stall</b> considerations.</p>
Hanging banners/signage	<p>Approval from VW is required. Banners or signage must be hung by VW’s technical supplier, and must not be attached to the venues’ walls.</p>
Hazardous goods on site	<p>Pre-approval from VW is required. Goods must be stored safely, and signage may be required.</p> <p><b>For more information,</b> go to the WorkSafe NZ website – Hazardous substances.</p>
Haze/Smoke effects, dry ice	<p>Pre-approval and a SWMS (or similar H&amp;S safety assessment) is required.</p>
Heavy machinery/equipment	<p>Floor loading capacity:</p>

HAZARD (POTENTIAL)	IMPORTANT LIMITATIONS/CONSIDERATIONS
	MFC – Renouf Foyer 250kg/m <sup>2</sup> MFC – Fletcher Challenge Foyer 500kg/m <sup>2</sup> TSB Bank Arena – 500kg/m <sup>2</sup> Shed 6 – 500kg/m <sup>2</sup>
Helium balloons	Pre-approval from VW is required to use helium balloons.
Land-borne inflatables (e.g. bouncy castles)	Pre-approval from VW, and a SWMS (or similar safe work plan) is required. All amusement devices must be certified by a registered engineer, and registered with WorkSafe NZ by the device owner.  <b>For more information</b> , go to the WorkSafe NZ website – Amusement devices.
Large crowds and long queues	Consider slips, trips and falls, dangerous behaviour (e.g. pushing), aggressive patrons. Crowd control barriers may be required.
Lasers/Strobes	Lasers must be used as per <b>AS/NZS2211</b> : Laser safety. A SWMS (or similar safe work plan) is required.  Signage must be displayed if strobe lighting is used.
Loud noise effects	Consider noise levels.
Majority minors (U18) or VIPs at event	Consider undesirable behaviour, pre-loading (intoxication).
Manual handling/lifting	<b>For more information</b> , go to the WorkSafe NZ website – Manual handling, Lifting.
Open flame (e.g. fire/candles)	Pre-approval from VW required for any kind of open flame. A SWMS (or similar safe work plan) is required for all open flame use, including candles.
Outdoor crowds/queues	Consider the environment/exposure to weather (sunburn, rain, dehydration), availability of toilet facilities, medical risks.
Physical activities (e.g. running, ball games, throwing)	Consider the activities people will be doing, and how much space is needed.
Political activity (potential)	Consider security, protestors and high profile guests.
Power tools	Use of power tools must be advised prior to event.  See <b>Electrical Safety</b> requirements.
Pyrotechnics	Pyrotechnics can be used, but VW requires advanced notification and written confirmation. Pyrotechnics must be controlled and executed by an approved handler. Pre-approval from the NZFS is required.  <b>Note:</b> NZFS approval process takes a minimum of 30 days.
Rigging	All overhead rigging in the venue must be installed or approved by VW's Technical Supplier.
Stage-building	Pre-approval from VW is required if clients wish to provide their own staging. A SWMS (or similar safe work plan) is required.

HAZARD (POTENTIAL)	IMPORTANT LIMITATIONS/CONSIDERATIONS
Standing guests	Consider how long guests will be standing.
Theatrical performers (e.g. fire eaters, aerialists)	See <b>Working at height</b> and <b>Open flame</b> considerations. A SWMS (or similar safe work plan) is required.
Theatrical props (e.g. guns, knives, swords)	Pre-approval from VW is required. Client must specify what hazardous props will be used. A SWMS (or similar safe work plan) is required.
Uncontrolled entry	Consider security, barriers.
Vehicles/Traffic	Pre-approval from VW and a Traffic Management Plan is required. Venue specific weight loadings: MFC – Fletcher Challenge Foyer 500kg/m <sup>2</sup> TSB Bank Arena 500kg/m <sup>2</sup> Shed 6 – 500kg/m <sup>2</sup>
Water (e.g. spa pools)	Pre-approval from VW required. Consider floor coverings, water access/availability, weight and disposal of water.
Working at height	A SWMS (or similar safe work plan) is required. <b>For more information</b> , go to the WorkSafe NZ website – Working at height, Elevated work platforms.

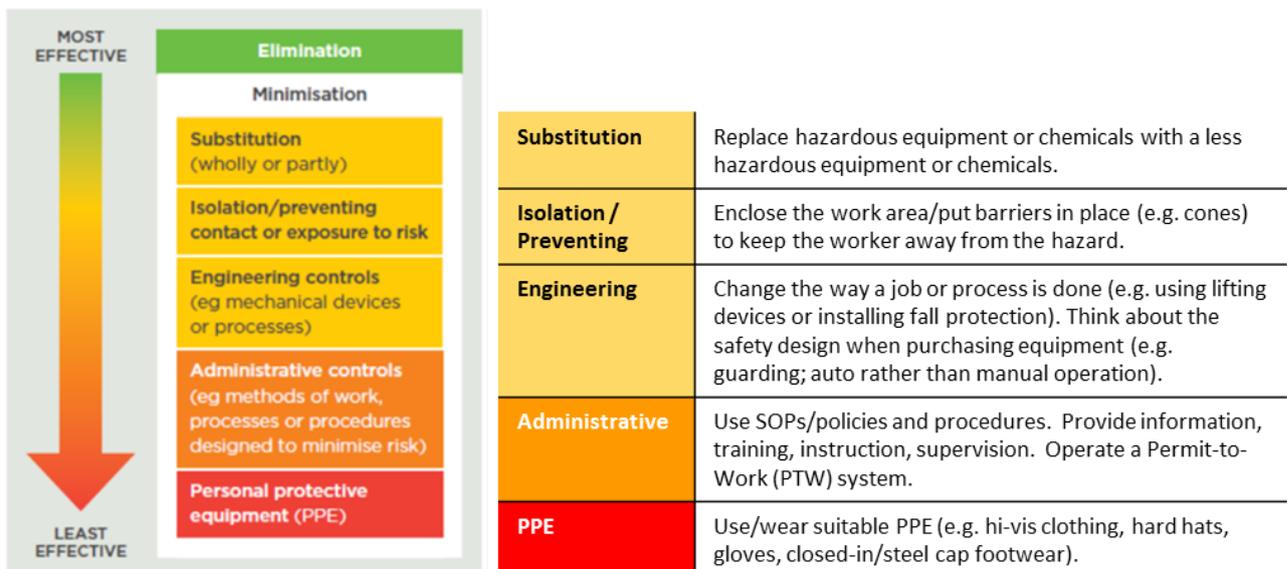
## APPENDIX 4: REPORTING PROCESSES

### HAZARD REPORTING



If you cannot eliminate the hazard, think about how it can be minimised – refer to the **Hierarchy of Controls** to help identify the most effective control measure.

#### Hierarchy of Controls



## INCIDENT REPORTING

