



# Te Pae Christchurch Convention Centre

## HEALTH AND SAFETY GUIDE

### EVENT SAFETY GUIDELINES



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## DEFINITIONS

**'The centre'** means Te Pae Christchurch Convention Centre and any associated facilities, areas and equipment.

**'Client'** means the person hiring the event facilities.

**'Contractor'** means a person or firm conducting a business or undertaking on behalf of a client or the centre.

**'Event'** means the event to be held within the event facilities, at the centre, during the Hiring Period. Events may include an exhibition, conference, banquet, meeting or public event. An event includes relevant bump-in and bump-out timings.

**'Exhibitor'** means all persons involved in the activity of a specific stand or booth during an exhibition event.

**'HSWA'** means the Health and Safety at Work Act 2015

**'HSWMS'** means the Te Pae Christchurch Health, Safety and Wellness Management System.

**'JSEA'** means a Job Safety and Environmental Analysis

**'Operator'** means ASM Global (Also referred to as Te Pae Christchurch operator).

**'PCBU'** means a Person Conducting a Business or Undertaking

**'PPE'** means Personal Protective Equipment.

**'Supplier'** means a person or firm supplying a service or product to a client or the centre for a specific event.

**'WHS'** means Workplace Health and Safety.

# WELCOME TO TE PAE CHRISTCHURCH CONVENTION CENTRE

Kia ora,

Thank you for choosing Te Pae Christchurch Convention Centre as the venue for your event.

For us, safety at your event is paramount. So, from the first moment of planning through to the departure of your guests, our Christchurch team can support you at every stage.

Our dedicated inhouse health, safety and security team offers our support to ensure you have a memorable experience and these guidelines have been developed to provide you with the essential information you need to plan and deliver success in our exciting new venue.

We know you will have more questions than cannot be answered by this document and understand not every challenge can be resolved in a manual.

We look forward to collaborating with you to create and deliver your successful event.

Ngā mihi,

Te Pae Christchurch Convention Centre Team

## THE MEANING OF TE PAE

Our name, 'Te Pae' draws inspiration from several phrases in Te Reo Māori.

Te Pae Maunga – our mountain views. The source of our origin and central to our land and people, mountains are a key element on the southern landscape, just as Te Pae Christchurch is a central point within our city.

Te Pae Whenua – the vast plains we inhabit. With our strong ties to mountains and the rivers and plains they create, it is only natural this influence can be found in the building's design, where shapes and lines represent the contours of our Southern Alps and braided rivers of Canterbury.

Te Pae Tangata – a place to meet and converse. To talk, to be hosted, to share, entertain and inform.

To us and for the people of Christchurch, Te Pae simply means “The gathering place”.

# ABOUT TE PAE CHRISTCHURCH CONVENTION CENTRE

Opening in 2021, Te Pae Christchurch Convention Centre will be a gathering place for the 21st century, an international standard venue that showcases the very best of New Zealand.

Carefully designed and purpose-built to respond to a full range of event requirements, our world-class venue comprises an array of modern, flexible spaces: 24 meeting rooms; a 1,400-seat auditorium; a 200-booth exhibition hall; dedicated dining rooms, VIP spaces and organiser offices.

Every space within Te Pae Christchurch has been designed with the needs of organisers, attendees, and service providers in mind. From intimate meetings of 20 people up to grand large-scale conventions or trade exhibitions with thousands of attendees – we can also host concurrent events simultaneously.

Located in the thriving centre of the South Island's largest city – just 20 minutes from the Christchurch International Airport, with its connections to major centres throughout Australia, Asia Pacific, and the Americas – Te Pae Christchurch has been ideally positioned to allow guests and delegates to enjoy a unique and authentic experience of the city, and the wider region.

Following the completion of a number of key urban regeneration projects, New Zealand's most walkable city is now home to brand-new business, shopping, arts, and entertainment precincts, putting Te Pae Christchurch within easy reach of more than 2,500 hotel rooms, and some of the city's best restaurants, bars, galleries, and markets.

The city's contemporary food scene is supported by a network of chefs, artisan bakers, butchers and winemakers who draw on the rich produce of the Canterbury region as inspiration for a wide variety of local and international cuisines.

For pre- and post-conference travel and events, the spectacular South Island offers an incredible array of activities from diverse cultural and environmental experiences and tours to food and wine tasting, and adrenaline-fueled adventures, a visit to the Canterbury region is a truly memorable part of any event.

Te Pae Christchurch is proudly managed by ASM Global, one of the world's leading venue management and services company.

## Contact details:

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# 1. INTRODUCTION

At Te Pae Christchurch, creating a safe and secure environment for everyone's enjoyment is our top priority. The following guidelines help us support our collective efforts in ensuring smooth and successful event activities. Safety guidelines provides best practice recommendations for the elimination or minimisation of health and safety risks associated with business operations and events in accordance with legislative requirements and recognised standards, codes, or best practices.

The guidelines are supported by the following documents:

- Te Pae Christchurch Health, Safety and Wellness Policy
- Te Pae Christchurch Health, Safety and Wellness Protocol
- Te Pae Christchurch Risk Management Plan
- Te Pae Christchurch Security Plan

A consistent approach to workplace policies, processes and procedures is essential to meet due diligence for compliance and to protect all people. Health, Safety and Security operations are continually reviewed and improved to ensure ongoing compliance with legislative requirements.

Te Pae Christchurch encourages and promotes a safe and healthy environment for all, including employees, customers, contractors, suppliers, visitors, and all other persons at the centre in accordance with our statutory obligations, to reduce the risk of injury and illness as much as possible. We are committed to our responsibility to be aware of and comply with the provisions of all relevant Acts, Regulations, Codes of Practice, Standards, and policies and procedures. These Safety guidelines reflect the requirements of New Zealand's Health and Safety legislation and it is an expectation that all persons meet the requirements as far as reasonably practicable.

The health, safety and wellness requirements and safety measures for event contractors, service providers, organisers, exhibitors at the centre aims to achieve the following:

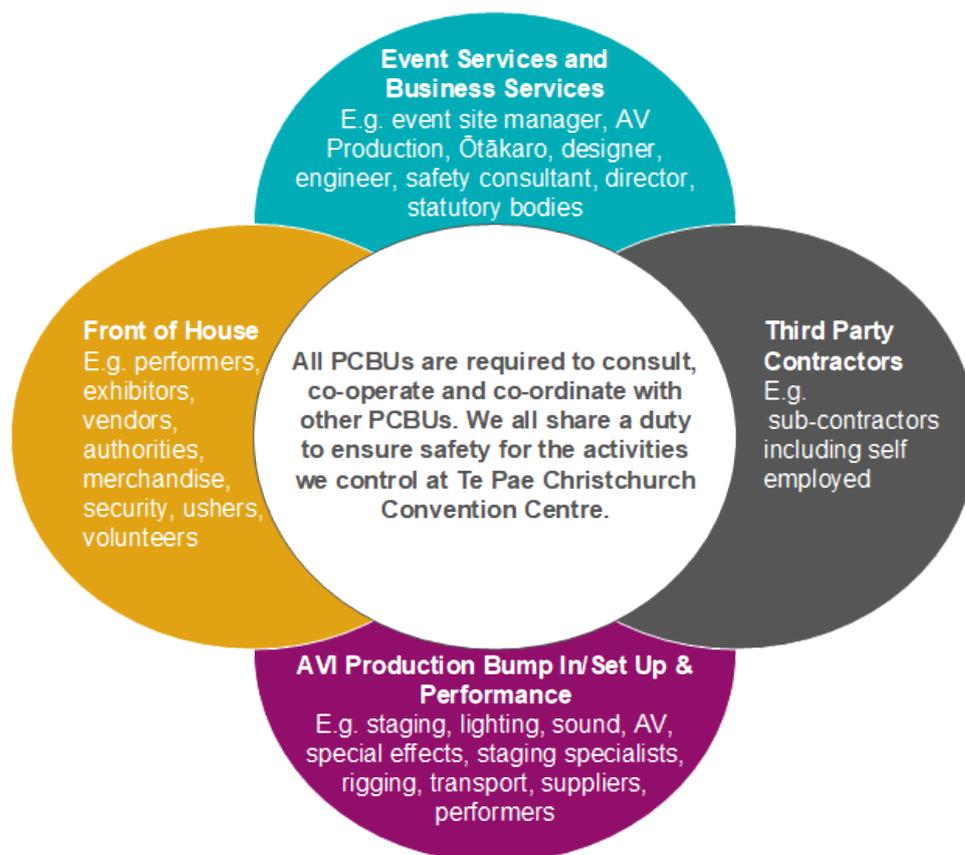
- Promotion of a culture that recognises health, safety and wellness as a core value and a major priority.
- Recognition that health, safety, and wellness is everyone's responsibility and an integral part of everyone's job.
- Leadership commitment to achieving health, safety, and wellness objectives.
- Compliance with all applicable health, safety and wellness legislation and owner requirements; and
- A culture where engagement in health, safety and wellness and incident, hazard, and risk reporting is encouraged and rewarded.
- Continuous improvement of health, safety, and wellness performance

## 2. WORKING SAFELY

At Te Pae Christchurch many activities overlap or interact, or multiple persons are involved in management or control of a workplace, plant, fixtures or fittings, or the design, manufacture, construction or installation of plant or structures.

In this situation each PCBU has a concurrent duty to ensure the health and safety and workers and share a duty to consult, co-operate and co-ordinate with each other to eliminate, or minimise, health and safety risks to the extent to which they “can influence and control the matter”.

With multiple simultaneous activities occurring at Te Pae Christchurch each PCBU may be involved in one or more of those activities, and therefore only able to influence and control those activities. Control measures (or combination of controls) applied shall follow the hierarchy of risk control as per the Health and Safety at Work legislation.



### 3. DRUGS AND ALCOHOL

Possession, distribution and/or use of any illegal drugs or alcohol by contractors, workers, or staff undertaking work within the centre is strictly prohibited and will be dealt with promptly in accordance with the appropriate New Zealand Legislation

ALL persons should consider whether any substance (prescription or non-prescription) could potentially impact their ability to safely fulfil the fundamental requirements of their role, e.g., drowsiness. Readily available sources of information include product packaging and warnings; doctors, pharmacists, or other medical practitioners; reputable government, agency, and educational websites.

Te Pae Christchurch identifies all risk factors and consults with employees, contractors event contractors, service providers, organisers, and exhibitors on implementing suitable preventative measures. Any concerns need to be conveyed to the Health, Safety and Security Manager

### 4. ATTIRE AND CONDUCT

It is a requirement that all event contractors, service providers, organisers, exhibitors, and those working for them must be dressed in a neat and tidy manner whilst working in the venue. Covered footwear and safety clothing must be worn onsite during the bump in and bump out of an event.

Clothing is to be clean, of the correct size and in good condition. All shirts, jackets, vests, jumpers etc. must have a clearly identifiable company name or logo. Polo shirts are preferred as are working style shorts and pants.

It is also a requirement that every person follow the standard code of conduct while at our venue:

- Comply with all applicable legal requirements.
- Comply with Job Safety and Environment Analysis (JSEA) controls
- Adhere to all directions from Te Pae Christchurch staff
- Behave in a courteous and respectful manner.
- Avoid offensive language.
- Ensure that you do not engage in intimidating and harassing behaviour.

### 5. BOAT DISPLAYS

When displaying boats or other water crafts the exhibitor need to ensure a safe environment is maintained for all.

It is important to comply with the following:

- Install covers or protectors for trailer tow bar couplings.
- Install head strike protection on bow rollers and anchors.
- Position boats/crafts entirely within the hired space.
- Carefully position propellers, with protective barriers, plants and the like where appropriate.
- Ensure trailers are fully supported and stable with brakes on or wheels chocked.
- Protect carpeted and concrete areas.
- Raised platforms, guard rails, and handrails and steps to access boat displays must be highlighted to allow clear visibility. Guardrails/handrails to be provided as appropriate.
- Where applicable, all removable fuel tanks must have the tanks removed.
- Fixed fuel tanks must be empty, locked and sealed with a fuel cap.
- All LPG bottles are to be removed.

## 6. CABLES

Electrical or other cables crossing walkways or public areas at floor level could cause a trip hazard. Electrical contractors need to ensure that all cabling is installed in such a manner to prevent trips and falls, covers or taped down, and is tested and tagged as per relevant standards.

## 7. CANDLES/NAKED FLAMES

Naked flames also include indoor/outdoor fireplaces, ethanol burners, BBQ's, gas heaters and fire pits etc. that are used as decorative homeware and entertainment. Candles/naked flames can only feature in a booth display if they are part of the product range or are to be used for product demonstration. Exhibitors must ensure these are safely positioned and cannot be knocked over or come into contact with any person or flammable item. Fire extinguishers must be readily available in close proximity.

## 8. CONFINED SPACES

Te Pae Christchurch must comply with Chapter 4 of Australian WHS Regulation (New Zealand accepts AS 2865 the Australia Standard for managing health and safety risks associated with entering, working in, on or in the vicinity of a confined space), which shall include any necessary emergency and rescue procedures. An authorised confined space entry permit is required before any worker can enter a confined space.

## 9. CONTRACTORS

Te Pae Christchurch take all reasonable measures to ensure that contractors remain aware of any health, safety and environmental incidents and concerns at the centre. Regular review of individual contractors and their supporting documentation is conducted by the centre's management to ensure safety remains a priority.

It is a requirement that contractors:

- Comply with the Health, Safety and Wellness Management System
- Complete the Te Pae Christchurch Induction
- Follow all lawful, written, and oral health and safety instructions.
- Rectify and/or report any hazard or unsafe condition or practice.
- Stop and not commence a task which is reasonably considered to be unsafe.
- Use correctly, all provided/issued personal protective clothing and equipment.
- Report all hazards and incidents, to Te Pae Christchurch management immediately.

### 9.1. Tools and Equipment

Contractors wishing to use power tools, such as drop saws, circular saws, routers, planes, angle grinders, and cutting saws will require them to have been electrically tested and tagged in accordance with New Zealand Standard AS/NZS 3760:2010 – In Service Safety Inspection and Testing of Electrical Equipment.

- Angle grinders will require a Hot Work Permit to be submitted.
- All work areas require protection from dust and damage from tool use.
- Remediation for damage will incur extra costs.

## 10. DRONES

Te Pae Christchurch does not permit the flying or use of drones inside venues or at events, nor generally at other times except with explicit permission from the site General Manager and appropriate safety measures being implemented.

Drones are unmanned aircraft under New Zealand legislation (Parts 101 and 102 of the Civil Aviation Act 1990) and their operation and safety are regulated by the Civil Aviation Safety Authority (CAA).

The use of drone technology has implications for privacy. If an organisation covered by the Privacy Act intends to use drone technology, it should do so in accordance with this Act. This would include giving notice to affected individuals regarding collection of their personal information, keeping it secure, and only using and disclosing the personal information as permitted under the Privacy Act.

If the use of drones is authorised, prior to their use please ensure that a satisfactory written flight plan has been supplied. This should demonstrate a professional strategy for the operation of drones and commitment to operate within the standard operating conditions set by CAA when flying drones at the venue.

For outdoor drone use please refer to the Christchurch City Council [website](#) for further information on areas to avoid.

## 11. DANGEROUS GOODS

It is a requirement that before dangerous goods or hazardous substances are brought onsite that written approval has been received from Te Pae Christchurch.

Goods or hazardous substances includes but is not limited to chemicals, paint products, sharps, biological matter, fuel acids, cleaning agents, LPG etc.

LPG is not permitted to be stored within the venue overnight.

Hazardous substances need to be clearly labelled and in appropriate containers.

- Safety Data Sheets (SDS) are required for all dangerous goods and hazardous substances brought onsite.

## 12. DANGEROUS ACTIVITIES

To ensure a safe environment for all, permission is required to carry out any potentially dangerous activity. The provision of full details of any potentially dangerous activities, including a risk assessment needs to be conducted. These activities need to comply with the centre's health, safety and environment management system and emergency response plan.

## 13. ELECTRICAL SAFETY

All workers are responsible for ensuring their electrical equipment is safe, regularly inspected, tested, and tagged. This must be in accordance with the New Zealand Electrical Safety Regulations, AS/NZS 3760:2010.

- The centre carries out all power connections to the venue's main distribution system. No live work is permissible.
- Access to floor pits, bungs, and trenches for the installation of sub-mains cables, piped services and data and telecommunication services is limited to authorised Te Pae Christchurch staff
- The use of double adaptors is **not** permissible.
- Power boards must be of a design that incorporates individually switched outlets or have a safety cut-off, to prevent circuit overload.

- Extension leads or cables are to be unwound completely and secured to prevent tripping or any other risk. If this is not possible, they are to be covered by a strong cable tray or secured with yellow and black hazard tape to increase visibility.
- Danger tags and locking off methods are required whenever electrical equipment is de-energised to allow electrical work to be carried out. These must be in place for the duration of the works and must only be removed when the work is complete.

## 14. ELEVATED WORK PLATFORMS

Only trained and licensed individuals may operate elevated work platforms (EWP). It remains the responsibility of the individual to carry out an inspection of the vehicle, complete the logbook before and after use and wear the correct PPE for the task.

When using an EWP in the raised position, a height permit is required to be completed prior to work start. A spotter is to be stationed at ground level to ensure that the space under the working area is kept clear, and to lower the platform in an emergency.

## 15. EMERGENCY PREPAREDNESS

Te Pae Christchurch has an ongoing program of emergency response training for all key personnel including management, main suppliers, security, and staff.

Emergency preparedness plans are updated regularly, and drills are conducted regularly. Should there be an emergency; Te Pae Christchurch has a trained Emergency Response Team that will lead the implementation of the plans and procedures. Te Pae Christchurch has an Emergency Response Plan, to address all medical, weather, fire, smoke, security, and other emergencies.

Emergency and Evacuation Procedures will be thoroughly described during the compulsory induction/familiarisation upon arrival at the centre and will cover the location of emergency exits.

## 16. EVACUATION

Te Pae Christchurch has an 'Evacuation Scheme' that is maintained in accordance with Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018. The 'Evacuation Scheme' promotes the method and practice that will ensure the systematic and orderly evacuation of all parts of the Te Pae Christchurch by the nearest safe means of exit, in the least possible time.

The Incident Controller, Zone Wardens and Floor Wardens are trained in the evacuation procedure and first aid. They are appointed daily throughout the Te Pae Christchurch and are fully acquainted with their duties.

To aid in evacuations, fire extinguishers, manual fire pull stations, fire hose connections and automated external defibrillators (AEDs) should not be obstructed at any time. Similarly, stairs, escape paths and emergency exits should remain clear.

## 17. EVENT INFORMATION DISSEMINATION

Te Pae Christchurch requires all PCBUs working at the centre to provide information, training, and instruction on risks and control measures relevant to their personnel conducting the work. PCBUs are encouraged and expected to consult and co-ordinate their activity with Te Pae Christchurch representatives

Touring companies from overseas will be advised of these obligations prior to arriving in New Zealand, as they may be significantly different to those in their home country, to facilitate advance consultation and co-ordination on unfamiliar requirements.

All event contractors, service providers, organisers, exhibitors, and production/touring staff shall receive direction on the Te Pae Christchurch emergency procedures. This information will be disseminated by the Health, Safety and Security Manager or appointed representative.

All incidents and near miss occurrences shall be recorded in line with New Zealand Health and Safety Regulations and the centre's HSWMS requirements.

## 18. EPIDEMICS AND PANDEMICS

Te Pae Christchurch require constant observation and preventive hygiene measures to minimise the risk of transfer of contagious illnesses, as per Health Department guidelines. Monitoring through media and government health agencies is used to ensure the centre regularly updates its preventative measures.

## 19. FATIGUE MANAGEMENT

Te Pae Christchurch encourages the application of a risk management approach to deal with fatigue in the workplace and minimise its potential effects. Fatigue is a state of impaired mental and/or physical performance and lowered alertness, which can affect a person at any level of the business. It is caused by a wide variety of factors, including inadequate restorative sleep, hard physical or mental work, health, and psychological factors.

## 20. FIRST AID

There are six (6) portable first aid kits distributed throughout the centre. The position of the closest kit to your area of operation will be highlighted during the centre induction.

There is also a medical equipment cabinet in the dedicated first aid room. The first aid room is located on the ground floor, near the Bealey Rooms.

There are two defibrillators onsite, one is kept in the first aid room, and one at the Te Pae Guest Services Desk, located in the Ground Floor Foyer.

The centre has a number of personnel that are trained as first responders in fire/safety and first aid emergencies including the use of onsite defibrillators. In the event of a medical emergency, the centre's Control Room will implement procedures and contact external agencies as required.

Dedicated paramedics can be arranged as required. Please refer to the centre's Event Coordinator.

The centre's Health, Safety and Security Manager or Health and Safety Co-ordinator are required to complete a Te Pae Christchurch incident report for each person treated. This includes those treated by the dedicated event paramedics.

The first-aid provider is required to notify the centre's Health, Safety and Security manager as soon as possible if any person requires/receives medical treatment.

## 21. COVID MANAGEMENT

Te Pae Christchurch is committed to following the New Zealand government Covid-19 management requirements. Te Pae Christchurch has a detailed Covid management plan that defines the operating conditions under the federal government Traffic Light management structure.

## 22. FORKLIFTS

Te Pae Christchurch only allows trained and licenced forklift drivers to operate forklifts. Forklift drivers are required to have their licence/qualification registered with Te Pae Christchurch. They will need to conduct an inspection of the forklift prior to operating to ensure that it is free of damage and in working order. During forklift operations the driver and all other personnel part of the activity will be required to wear high visibility clothing.

Driver should be aware of their surroundings and where personnel are located so that the work and the forklift can be used in the safest possible manner.

## 23. HIGH RISK WORK

To ensure a safe environment for all, the centre's permission is required to carry out any potentially dangerous high-risk activities, such as operating machinery, hot work or working at heights, whilst at the centre.

Te Pae Christchurch require that a person performing any high-risk work inclusive of critical risks identified through the Health, Safety and Wellness Risk management strategy holds an appropriate current high-risk work certification and is adequately supervised to competently perform the required activities.

Prior to first performing any high-risk work, licences for each class of work, will need to be sighted by the health and safety department. High Risk Work Licences from outside of New Zealand will be checked with the issuing authority to ensure that the licence is not suspended, cancelled, or has expired before an employee begins any high-risk work.

The management of risk, whilst a statutory requirement is an integral component of continuous improvement and effective workplace management practices. To ensure all hazards are identified and the risks are removed or reduced to an acceptable level, risk assessments need to be a priority.

### REFERENCES:

#### **Health and Safety at Work Act 2015**

A duty imposed on a person by or under this Act requires the person to eliminate risk to health and safety, so far as is reasonably practicable; and if it is not reasonably practicable to eliminate risks to health and safety, to minimise and mitigate those risks so far as is reasonably practicable.

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

A PCBU must, to minimise risks to health and safety, implement control measures in accordance with this regulation.

The PCBU must minimise risks to health and safety, so far as is reasonably practicable, by taking one or more of the following actions:

- (a) Substituting (wholly or partly) the hazard giving rise to the risk with a lesser risk
- (b) Isolating the hazard giving rise to the risk
- (c) Implementing engineering controls
- (d) Minimise the remaining risk

- (e) Implementing administrative controls.

## 24. HAZARDOUS SUBSTANCES

Te Pae Christchurch will ensure that all substances are stored, handled, used, and disposed of in accordance with current Safety Data Sheet (SDS), legislative and best practice requirements.

Te Pae Christchurch requires suppliers of substances to provide a current SDS for each substance supplied. Each SDS needs to meet the requirements of NZ Health and Safety at Work (Hazardous Substances) Regulations 2017, where possible.

The relevant emergency service organisations are notified of hazardous substances, including LPG, coming on site for an event and where they will be stored. Event Substances are stored, handled, and transported in accordance with this protocol and local policies and procedures, and that any additional emergency response equipment is made available if required.

When any hazardous substance is brought onto site for a specific event the Event Services team shall establish the following information:

- The hazardous substance required to be on site; and
- The quantity of each hazardous substance; and
- When the substances will arrive and when the residual substance will leave site; and
- If there are any specialist storage requirements for the substance; and
- The appropriate SDS for each hazardous substance.
- LPG will not be stored on-site overnight, and a list of quantities required is to be submitted.

Due to some events utilising international exhibits or specific substances, all SDS will be reviewed for specific requirements.

## 25. HOT WORK

Te Pae Christchurch will ensure that all hot work undertaken at the centre complies with the New Zealand Code of Practice for Safety in Welding and Cutting, NZS 4781. As with all fire risks though it is not just the potential damage or loss to a physical asset but also the associated impact and interruption to your business and the potentially devastating impact of loss of life.

Hot Work is subject to Te Pae Christchurch approving the hot work permit. No person is permitted to conduct hot work without the authorisation from Te Pae Christchurch and open-ended permits will not be approved.

All hot work activities need to be monitored by a person trained in the proper use of extinguishing equipment and who will keep watch for 60 minutes after work is completed.

## 26. INDUCTIONS

Te Pae Christchurch shall ensure that all visitors, contractors, service providers, organisers and exhibitors are made aware of the health and safety obligations and specific site requirements that are applicable. All PCBU's operating at Te Pae Christchurch (including workers for another PCBU and those engaged by a hirer) shall complete a [health and safety induction](#) prior to entering the venue. A general site familiarisation will be included as part of the induction process.

The induction includes the Health, Safety and Wellness Policy, Emergency response, evacuation, first aid, and incident reporting and other relevant procedures.

## 27. INCIDENT MANAGEMENT

Te Pae Christchurch is committed to ensuring that all incidents are reported, recorded, investigated, and analysed to determine the underlying causal factors and that corrective actions are taken, and lessons learned as a result.

Any incidents, activities or hazards affecting (or likely to affect) the health and safety of persons, security, property, the environment, or business activities at Te Pae Christchurch must be systematically reported and fully investigated as soon as possible.

Actions will be taken to minimise the effects on persons or property involved and minimise impacts to Te Pae Christchurch's business and appropriate measures will be taken to minimise the risk of a similar incident occurring in the future.

### 27.1. Incident Reporting

The discovery of or involvement in an incident by a contractor, client, patron, visitor, service provider, organiser and/or exhibitor:

- Notify the event coordinator and security immediately.
- Immediate information of incident will be passed to the health and safety department for dissemination of notice to management and to instigate the incident investigation.
- Provide full details and evidence related to the incident to security and the health and safety department, such as photographs and statements.

## 28. LASERS

Te Pae Christchurch will ensure that events or other activities involving the use of laser equipment or medical lasers for display comply with the requirements of NZ Regulations and Australian/New Zealand Standard AS/NZ IEC 60825.1:2014 for Laser Safety.

Production companies must arrange for a laser safety officer/ inspectors' approval of final set-up. Te Pae Christchurch shall monitor providers' safe work practices for installation and operation of lasers and associated effects in accordance with event risk assessment outcomes.

Production company documentation need to provide their intended scope of use of lasers and:

- Display plans detailing the elevation, positions of laser sources, mirrors and target areas with relevant distances and dimensions or calculations of MPL.
- Control measures in the event of power failure or knocking of the laser device that might result in freezing or displacement of the laser beam.
- JSEA including installation and operation.
- SDS for any substance to be used (i.e., smoke hazing)

## 29. LIGHTING

There is suitable and sufficient lighting for all access areas, emergency routes and within all work areas. Te Pae Christchurch implemented controls for events, where working in darkness or diminished lighting cannot be avoided.

Exit and safety lighting are maintained with preventative maintenance to ensure acceptable visibility at all times. Appropriate warnings will be given prior to reducing any light levels.

## 30. MANUAL HANDLING

Te Pae Christchurch uses the NZ Code of Practice for Manual Handling to manage risks associated with Manual Handling. Manual handling is any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry, or otherwise move, hold, or restrain an object. The centre assesses manual tasks with the potential to cause musculoskeletal injuries and implements suitable control measures to eliminate or minimise as practicable.

Safe handling of objects should include:

- Having suitable trolleys or mechanical aids for the movement of large or heavy objects.
- Proper storage for large or heavy items in order to eliminate or reduce manual handling risks.
- Display signage and posters reminding workers of correct manual handling techniques in high-risk areas.

## 31. NOISE

Te Pae Christchurch has an obligation to control noise generated at the centre. Te Pae Christchurch must comply with the Health and Safety at Work Act 2015 and WorkSafe Guidelines regarding exposure standards for noise, managing risk of hearing loss from noise and other requirements.

Clients are to manage the generation of noise, so no impact is caused to any other venue user or any adjacent exhibition.

Event contractors, service providers, organisers, exhibitors, need to ensure as reasonably practicable that they or their workers are not exposed to noise levels that are the equivalent to 85 decibels averaged over 8 hours, or a peak noise level over 140 decibels.

Noise produced by an outdoor activity is subject to noise limits and restrictions. Discussions must be held with the Event Coordinators to manage possible excessive noise generation.

## 32. PERMITS TO WORK

Te Pae Christchurch has a Permit to Work system for any critical or high-risk work being undertaken at the centre. For specific types of work, the centre requires the completion of a Job Safety and Environment Analysis and other Safety Management documentation (e.g., high-risk work licences, plant registration, permits) to ensure our health, safety and wellness obligations are met. Under no circumstance should work, that is subject to requiring a permit, be conducted without such a permit.

Activities that require a Work Permit include:

- Working at Height
- Hot Work
- Confined Spaces
- Electrical Work
- Hazardous Substances

### 33. PERSONAL PROTECTIVE EQUIPMENT

If a Contractor, Hirer, Event Contractor, or other PCBU require the use of PPE, then that PCBU is required to provide PPE for their workers in accordance with the requirements. Personal Protective Equipment (PPE) is clothing and/or equipment worn or used as protection against workplace hazards. This will only be specified when there is no other part of the hierarchy of control that would eliminate the need for PPE, or to supplement other controls.

Where PPE is required for a specific task, all workers must correctly use and maintain the PPE in accordance with manufacturer's instructions, NZ Health and Safety at Work (General Risk and Workplace Management) Regulations 2016, applicable Codes of Practice or New Zealand standards.

High visibility vests are compulsory at all times while on the loading dock or within the Exhibition Halls during bump in and bump out.

No open-toed shoes, sandals, or flip flops are allowed during bump in/bump out.

HAZARD IDENTIFIED	CLOTHING OR EQUIPMENT	NEW ZEALAND STANDARD
Eye injury	Eye protection	AS/NZS 1337.1 Personal eye protection - Eye and face protectors for occupational applications. AS/NZ 1338.1 Filters for eye protection against radiation generated in welding and allied operations.
Hearing loss	Hearing protection	AS/NZS 1269.3 Occupational noise management - Hearing protector program.
Foot injury	Enclosed footwear mandatory for all	Not applicable AS/NZS 2210.1 Occupational protective footwear, series.
Dust, fumes, aerosols, other air borne particles	Respirator	AS/NZS 1715 Selection, use and maintenance of respiratory protective equipment. AS /NZS1716 Respiratory protective devices.
Falling objects; low head height	Safety helmets (hard hats)	AS/NZS 1800 Occupational protective helmets – Selection, care, use AS/NZS 1801 Occupational protective helmets.
Skin penetration or chemical contact  Skin contacts with heat or flames	Gloves, aprons, dust coats, clothing	AS/NZS 2161.1 Occupational protective gloves - Selection, use and maintenance.  AS/NZS 4501.1 Occupational protective clothing - Guidelines on the selection, use, care, and maintenance of protective clothing. AS/NZS ISO 2801 Clothing for protection against heat and flame General recommendations for selection, care and use
Exposure to sunlight	Sunscreen (minimum 30 plus), hat, sunglasses	AS/NZS 2604 Sunscreen products - Evaluation and classification. AS/NZS 1338.2 Filters for eye protection against ultraviolet radiation
Rain, cold & wet weather	Wet & warm weather clothing	Not applicable

## 34. PLANT

Te Pae Christchurch requires that plant shall be kept secure in order to prevent interference with it or risk to health and safety from inadvertent or other access; this includes plant that is not in use.

Plant shall be used only for the purpose it was designed and managers, or main contractors, shall ensure, as far as reasonably practicable, that all health and safety features and warning devices are used in accordance with the information, instruction and training provided.

There are specific requirements for such features in health and safety regulations, including but not limited to the following items:

- Guarding.
- Operational controls.
- Emergency stop buttons.
- Warning devices.
- Visible and easily understood labelling and directions

## 35. PYROTECHNICS AND SPECIAL EFFECTS

Event contractors and clients are required to ensure that the use of pyrotechnics and other special effects complies with relevant New Zealand dangerous goods; explosives laws; codes of practice; relevant standards and best practices applicable to the activities.

The use of pyrotechnics will therefore require permission from Te Pae Christchurch Health and Safety Manager. A risk assessment will need to be completed first in order to obtain permission.

Compliance with the Te Pae Christchurch Fire Engineer Report is to be strictly adhered to, and your Event Coordinator must be consulted before any pyrotechnic is factored into your event.

External providers and operators of these activities need to provide proof of proper licence or qualification, previous experience, valid permits where necessary and safe work practices for the activities are to be performed.

Appropriate types and levels of insurance cover must be demonstrated in accordance with site practices for approval of third-party providers.

The centre will monitor providers' safe work practices for storage, transport, and use of pyrotechnics in accordance with event risk assessment outcomes.

## 36. RISK MANAGEMENT

The Risk Management Process identifies risks including the sources, impacts, causes and the potential consequences. As a result of risk identification, a comprehensive list of risks is generated and recorded in the centre's online Health, Safety and Wellness Management System. Comprehensive identification is critical so that all risks are subject to further analysis.

Te Pae Christchurch has also developed a risk management tool that is used internally during the Event Planning phase to identify risks applicable to different event types of varying size held throughout the venue's facilities.

The Risk Assessment encompasses the centre's flexible design in allowing for the simultaneous delivery of varying event types in different facilities.

To assist in the risk management process, Te Pae Christchurch makes use of risk assessment tools (JSEA, permits etc.) and require clients or contractors to conduct in-depth risk assessment.

## 37. SECURITY

Te Pae Christchurch has an inhouse security department to oversee all security activities at the centre. Security is undertaken in accordance with good industry practice and meets legislative and other security standards.

The security department systematically assesses potential threats and develop controls measures commensurate with the security risk to people, facilities, and equipment. Our risk management approach to security considers the operating environment and external influences to ensure that we provide optimum level security to our every person at our venue.

The key objectives of our security include:

- Ensure a safe and secure event for all stakeholders.
- Prevent unauthorised entry or disruption to authorised activities inside the centre.
- Prevent unauthorised activities that may be damaging to the overall image the centre.
- Prevent crime by providing a visible security presence.
- Assist with emergency evacuation.
- Assist with emergency responses.
- Enhance the protection of property, equipment, and assets.
- Protect centre staff, contractors, clients, and other visitors.

### 37.1. Security Control Room

The centre features a control room from which security activities are coordinated from. The control room is located directly adjacent to the staff entry and will be used to control all staff, contractors, and suppliers' access into the centre. The Operator has established access control procedures for the management of the centre's access control systems, including keys and access cards.

These systems are intended to enable the Operator to monitor, secure and control access to all areas within the centre, as well as provide authorised persons with unimpeded access to authorised areas.

### 37.2. Security Access Key Cards

The electronic access key card is an integral part of the centre's security system. A key hierarchy has been developed to accommodate the different levels of access required by staff and contractors.

The system provides the ability to implement hierarchal and privileged access control. Access to specific doors by individuals is determined by the Health, Safety and Security Manager in consultation with the Director of Building Services. The system provides entry access to various doors within the centre, including automatic locking and unlocking of specific doors, or groups of doors, at predetermined times. Data relating to movement around the centre is recorded.

### 37.3. Security CCTV Monitoring

Te Pae Christchurch has CCTV surveillance cameras integrated throughout the centre for both internal and external areas. The system records footage 24hours a day/7days a week. CCTV enables the Security team to remotely monitor sensitive areas throughout the centre and enables to provision of footage to regulating authorities (Police, WorkSafe) to investigate incidents, should it be required.

Te Pae Christchurch has issued the Police with a CCTV layout map indicating camera location and coverage and has implemented procedures to manage access requests by external authorities to CCTV footage. Approval for the release of CCTV footage is at the discretion and approval of the General Manager.

## 37.4. Security Duress alarm and Intercoms

The Security Control Room monitor duress alarms located throughout the centre. Intercom communication systems are located at loading dock and staff entry point. The security orientation for all centre staff includes training on the use of duress alarms and intercoms.

## 37.5. Security Team Functionality

The Te Pae Christchurch security team will be involved with all aspects of building security and event security to achieve its operational objectives. The primary focus of the Security team is to assess, implement and maintain the security measures planned for each event held in the centre and work with clients (or their Approved Security Representatives) to promote security and safety awareness. The security requirements for specific significant events are based on the national threat level. Security procedures are, if necessary, modified to suit the specialised needs of the special event.

## 37.6. Security Contractors

Clients and exhibitors may provide security in their contracted space in the centre during the tenancy period. This is done at the client's expense as defined in the Event Guidelines. Only security providers approved by Te Pae Christchurch Management are permitted to deliver security services.

## 37.7. Security Screening

Conditions of entry may vary by event type and location within the venue. However, Te Pae Christchurch has developed a General Conditions of Entry. The screening process has been implemented to identify prohibited and suspicious items. In some instances, screening of visitors will occur and may include:

- Bag searches
- Single Pole pass by ferromagnetic detection system
- X-ray scanners
- Metal detectors – Walk through & Hand held.

# 38. TRAFFIC MANAGEMENT

Te Pae Christchurch has a Traffic Management Plan that has been developed in accordance with approved NZ Codes of Practice for Workplace Traffic Management. The Plan ensures that risks associated with traffic and pedestrian movement are addressed to eliminate or reduce any risks.

Traffic Management and control measures are flexible to adjust to the changing needs of the site and its users especially at event times.

The centre requests clients – including staff, principal contractors, sub-contractors, exhibitors, and other agents – to observe all traffic management guidelines outlined in the traffic management plan for the event, including the delivery or removal of goods/equipment to or from the event, and movements throughout the event period.

## 39. VEHICLE DISPLAYS

In the interest of public safety and security, organisers or exhibitors planning to include a vehicle on their stand/in their event are requested to comply with the following:

- Place a drip tray underneath the vehicle.
- All vehicle fuel tanks must be no more than  $\frac{1}{4}$  full.
- For vehicles fuelled by ethanol, methanol or nitro methane, the fuel tanks must be completely empty/purged.
- Keys are to be left at the centre's control room in case of any emergency.
- The location of the vehicle shall not obstruct, or block exits and will be placed in a designated position for safety.

## 40. WORKING AT HEIGHTS

Te Pae Christchurch complies with the Health and Safety at Work Act 2015, Health and Safety in Employment Regulations and WorkSafe NZ best practice guidelines for working at height and managing workplace health and safety risks associated with a person falling from one level to another.

Event contractors, service providers, organisers, exhibitors need to provide a safe system of work where the risk of a fall cannot be eliminated. Te Pae Christchurch requires an authorised Heights Work Permit before any worker can commence working at heights.

When scaffolding is required for working at heights, the scaffolding must comply with the Health and Safety at Work Act 2015 and the Health and Safety in Employment Regulations 1995.

### 40.1. Rigging

All rigging, including banner points, is exclusively managed and installed by the centre.

Registered external suppliers, wishing to be involved, will have to request prior approval by the Te Pae Christchurch management.

### 40.2. Scaffolding

Scaffolding under 5m can only be erected and dismantled by a "competent person" (having knowledge and skills relevant to the task).

Mobile scaffold wheel locks are to be fully engaged before any person works from the scaffold. Prior to moving or removing the scaffold, persons working on the structure are to exit the structure until it is secured again.