

# Permit Form

## HAZARDOUS SUBSTANCES



**Important:** Please download and open this form using Adobe Acrobat or PDF Reader to ensure this form can be submitted properly. Alternatively, please send completed form to the details below.

**This form is to be completed by the person responsible for the work being performed.**

Any approval by Te Pae Christchurch for this activity to occur does not give rise to an acceptance of any liability, loss or damage caused by the activity.

Please complete the sections below and submit this form no later than 14 days (not applicable for internal permits) prior to the work commencing by using the "Submit" button on page three. Final approval will be completed on the day. For assistance, please contact:

**Health, Safety and Security Manager, Te Pae Christchurch Convention Centre**

**Phone:** +64 3 266 1400

**Email:** [healthandsafety@tepae.co.nz](mailto:healthandsafety@tepae.co.nz)

## Contact Details

Name		Company Name	
Phone Number		Company Address	
Email Address		Post Code	
Name of Event*		Stand Name*	
Event Dates*		Stand Number*	

*\*if applicable*

## Permit Details

A "hazardous substance" is any substance, mixture or product that has the properties that are explosive, flammable, oxidising, corrosive or toxic, and has the potential to cause harm or damage to health or the environment.

**Please note:** All permits are only valid for a maximum of one working day.

## Hazardous Substances

Identify the location of work (please include room names if applicable):

Describe the scope of works.

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### Substance Information

Specific information required for the substances required for use:

Has a Safety Data Sheet (SDS) been supplied with documentation	Yes	No	
Litres of chemical being used:		Litres of LPG being used:	
Gas bottle size (kg):		Gas bottle quantity:	

### Potential Hazards

Identify the possible hazards you may incur:

- Chemical burns
- Fire/explosion
- Incompatible chemicals in close proximity
- Leak or damage to valve
- Slips, trips or falls
- Other (please specify below):

### Working Area Controls

List controls required for the working area.

Compulsory:

- Chemicals to be stored in closed containers and banded.
- LPG gas bottle in use to be fitted with flash arrestors.
- LPG bottles to be stored in an upright position, secured, gas valve caged and locked.

Additional:

### Control Measures

Identify control measures to be implemented:

<input type="checkbox"/> Department staff informed	<input type="checkbox"/> Hazard/equipment isolated
<input type="checkbox"/> Protective equipment required (specify below):	<input type="checkbox"/> Other (specify below):

### Additional Information

Please ensure the following information is adhered to before using hazardous substances at Te Pae Christchurch:

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### HAZARDOUS SUBSTANCES CHECKLIST:

- All substance handlers must be chemically trained.
- All substances will be correctly labelled. Incorrectly labelled substances will be removed from site.
- SDS requirements for transport, storage, use and disposal of the hazardous substance will be followed.
- Hazardous substances may only be used during the hours specified on your permit.
- Hazardous substances cannot be packed or decanted into containers which may be used for food or beverage.
- Hazardous substances and any associated storage/packing are to be removed from site.

### LPG CHECKLIST:

- LPG will not be stored at Te Pae Christchurch.
- LPG gas bottles allowed are 9kg. Maximum allowed will be 10kg/10sqm. Quantity of allowed bottles may be restricted by Te Pae Christchurch.
- Gas bottles will be stored upright, secured, and fitted with a flash arrestor.
- Gas bottles will be proof tested for leaks prior to use and a carbon monoxide sensor will be fitted at the stand, to monitor for leaks.
- Gas installations installed as part of a public event will comply with the requirements of AS/NZS5601.1 Gas installations, Part 1 General Installations and AS/NZS 1596 The storage and handling of gas.

### COMPLETION OF WORKS

- Ensure that any fire alarms, protection devices or isolations have been re-instated and put back into service.

## Declaration

- I declare that I have read and understood this permit and have completed this form to the best of my knowledge.

Date:	
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Submit

**Once the sections above have been completed, please submit this application form. The following Mandatory Safety Requirements will be reviewed on the day the work is taking place.**

## Mandatory Safety Requirements

It is the responsibility of all persons conducting a business or undertaking (PCBUs) and their staff to ensure that the Health and Safety at Work Act 2015, applicable legislation, procedures and safe work practices are followed, as far as reasonably practicable, to protect the health and safety of all persons.

All work areas will be checked for possible flammable objects.

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Hazardous substances can only be bought onto site with a current SDS.  
 Anybody using a respirator is to supply evidence of a fit test.  
 LPG gas bottles must be secured at all times and warning signs located in close proximity.

### Declaration of Understanding

All workers taking part in the task are to sign to declare that they have read and understood the above Mandatory Safety Requirements:

Name	Signature

**Te Pae Christchurch Convention Centre use only**

### Risk and Compliance Authorisation

Fire protection impairment required?		Fire protection impairment approved?	
Date permit valid for:		Time from:	Time to:

### Permit Control

Name of Issuer:		Signature:		Date:	
Name of Receiver:		Signature:		Date:	

### Permit Closure

This section is to be completed on inspection of work area after work has been completed.

Has the area been left clean and tidy	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have all tools and barriers etc been removed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Has no damage occurred to walls, floors etc	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Has any system isolated been re-instated	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Name of Te Pae Christchurch permit issuer:		Date:		Time:	
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