

Permit Form

WELDING & HOT WORK



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

Please complete and submit this form no later than 14 days prior to the work commencing by using the "Submit" button at the end of this form. For assistance, please contact:

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

Phone: +64 3 266 1422

Email: 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*

Working with Welding or Hot Work Details

Describe the scope of work taking place.

Where is the exact location of work?

Who is responsible for carrying out the work?

What safety measures are in place?

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Will the work produce a large amount of smoke? If so please provide details.

What additional controls will be in place?

What PPE will be used during the work?

Will there be any hazardous substances involved in the work or in the vicinity of the work area?

What is the start time and end time of the work?

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, the health and safety of all persons that may be affected by the activity.

Please tick the boxes to confirm these requirements will be met:

- Only suitably trained, qualified and certified personnel will be performing the activity.
- Standard PPE will be used and in good condition. This includes safety eyewear, safety gloves, safety footwear.
- Personnel will have received training in the correct use of safety equipment and PPE.
- An exclusion zone will be set up with sufficient barricading to prevent unauthorised access to the work area. Appropriate warning signage will be displayed to identify hazards and/or safety requirements.
- All flammable materials will be removed from the work area or made safe.

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- Appropriate firefighting equipment will be at the work site during the activity.
- The work area will be well ventilated and free from potentially flammable atmosphere e.g. flammable vapour, gas or dust.
- Heated debris from work will be disposed of appropriately to prevent fire damage or injury.
- If relevant to the hot work, effective control measures such as welding/flash screens will be put in place by the operator to ensure that no person (operator/other worker) has an unprotected direct line of vision to the hot work where eye damage is a risk. This includes persons who may have a line of sight from above.
- The worker is to remain present in the work area for at least 30 minutes after work completion to check for possible fire.
- If a fire occurs (large or small), notification will be made to a Te Pae Christchurch representative immediately.
- The work will only be carried out between the approved hours specified on this permit.
- If conditions or controls change, the work will cease to continue, and a re-assessment will be conducted via the use of a Job Safety Environmental Analysis (JSEA).
- Hold public liability insurance for the activities proposed in this form for a value no less than NZD\$10 million.

Required Documentation

These documents, and any other documents requested, from time to time, must be provided to Te Pae Christchurch with this completed application form.

Please send all documents to healthandsafety@tepae.co.nz along with your contact details as stated in the 'Contact Details' section of this document.

Please tick the boxes to indicate you have provided the following information:

- A Safe Work Method Statement completed by the person/s performing the activity (a template can be found in the Toolkit on the Te Pae Christchurch website).
- A completed Te Pae Christchurch induction declaration document (This can be found in the Toolkit on the Te Pae Christchurch website. If you have completed this induction in the last 12 months, this documentation is not required.)
- Copy of certificate for public liability insurance not less than NZ\$10 million.

Permit Agreement

(To be completed by the person responsible for the work to be performed)

This activity has not been accepted to occur at Te Pae Christchurch Convention Centre until written confirmation of its approval is issued by Te Pae Christchurch, and in such circumstance, Te Pae Christchurch makes no representation, warranty or guarantee about the safety or legality of the activity or the completeness

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or accuracy of the information provided within this form, which is at all times the sole responsibility of the person listed in the Contact Details.

Te Pae Christchurch undertakes regular compliance checks and you may be required to provide evidence in relation to those requirements. If at any time, an activity or operations is considered by Te Pae Christchurch to be non-compliant with any legal or regulatory obligation, inconsistent with the information provided on this form, unsafe or placing persons, the venue or the environment at risk, Te Pae Christchurch representatives reserve the right to postpone or cancel the activity in its sole discretion until it is completely satisfied that its concerns are addressed and any issues are rectified.

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.

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

Te Pae Christchurch Convention Centre use only

Risk & Compliance Authorisation

Is smoke isolation required?		Has a Fire Protection Impairment application form been completed?	
Permit authorised by:			
Comments:			
Signed:			
Date:			

*** Note, if smoke isolation is required then this permit cannot be authorised until the Fire Protection Impairment Application form has been completed and authorised.**