

# Health and Safety Induction





Te Pae Christchurch is committed to providing and maintaining a safe and healthy working environment.

Health and Safety is a priority for our business, and we require active participation by everyone to ensure the safety of our clients, staff and visitors.



# Legislation

New Zealand is covered by three main pieces of legislation:

1. Health and Safety Work Act 2015

1. HSW (General Risk and Workplace Regulations 2016)

1. HSW (Worker Engagement, Participation and Representative Regulations 2016)



# Our Objectives

- New Zealand is covered by three main pieces of legislation:
- Health and Safety Work Act 2015
- HSW (General Risk and Workplace Regulations 2016)
- HSW (Worker Engagement, Participation and Representative Regulations 2016)





# Contractor Responsibilities

- To take care of your own health and safety and the safety of others.
- Ensure that all hazards/incidents or near misses are reported to the Health and Safety department and investigated.
- Adhere to safe work procedures, rules and instructions, and encourage others to do the same.
- Use any protective clothing or equipment provided as and when required.
- Be familiar with Te Pae Christchurch's evacuation process.
- Notify any member the Te Pae team of any hazards, concerns or suggestions you might have that will make Te Pae Christchurch safer.
- Complete the required risk management documentation.





# Te Pae Christchurch Engaged Contractors

Following completion of the online induction, a site familiarisation may be completed and registration of relevant qualifications, your approval for site access will be valid for 12 months.

Contractors are required to sign in daily at the Colombo Street reception, whereby the required identification and access passes for the day will be issued. All contractors must return passes and sign out each day.

While on site all contractors must follow all procedures, JSEAs and permits. Failure to comply will result in a record incident with investigation by the Te Pae Christchurch team. The outcomes may lead to considerations of future supply to Te Pae depending on the circumstance.



# Code of Conduct



Remember your actions or inactions directly affect not just you, but also others. This code is designed to enable everybody to make a decision to stop work if they feel that anything they see, or are asked to do, is unsafe or inappropriate.

At all times:

- Be courteous and respectful to others
- Use appropriate language in your communications
- Be honest and trustworthy in all of your dealings with others
- Keep the work area clean, tidy, safe and secure
- Report all near misses and incidents to Te Pae Christchurch staff
- Ensure all documentation (JSEA and permits) are read, signed by all working in the area and available for inspection when asked.
- Te Pae Christchurch is a smoke / vape free zone, there is NO smoking or vaping within the building or directly outside any external door
- Be drug and alcohol free
- If you are a team leader/supervisor you must ensure your team have read and completed this induction.





## We approach risk management in the following way:

### Job Safety and Environmental Analysis (JSEA):

This is the main documented approach to high-risk tasks. It identifies the hazards, risks, controls, permits and isolations required.

Contractors are required to submit JSEAs, permits and required isolations for review, no later than 14 days prior to the hiring period/job commencement.

Final review and approval of JSEAs, permits and required isolations will be completed on the day of arrival. All contractors are expected to sign the documents daily.

Contractors can use the Te Pae Christchurch JSEA template or submit their own risk management documentation for approval by the Health and Safety department.

### Work Permits:

Specific types of work, including critical risk activity is subject to a work permit.

Under no circumstances can work progress without this permit being issued. These permits are completed as much as possible in advance and supplied to Te Pae Christchurch for review.

Final approval will be given on the day with the JSEA. You will be expected to sign these permits if you are doing high risk work.



# Permits

Te Pae has a permit to work system in place for activities deemed as Critical Risk. Only those personnel with required training and qualifications will be permitted to carry out these activities. You can find permit forms in our online toolkit (available on the Te Pae website). Trained **permit receivers** are required to be onsite and nominated by the requesting contactors. Any work defined by Worksafe NZ as hazardous activities must have the notification submitted with the permit application.

## Hot Work (including cooking)

- Any hot work identified on the JSEA will also require a permit to be completed and submitted.
- A competent and trained fire watch is required during the work and for 60 minutes following job completion.

## Working at Heights

- Working above 5m requires a notification to be logged with Worksafe NZ.
- All machinery to be operated by qualified and approved personnel.
- MEWP keys are only released with an approved permit.

## Hazardous Substances

- Hazardous Substance Permit must be completed and supplied with a JSEA for review by Health and Safety.

## Electrical Work

- Electrical Work Permit must be completed and supplied with a JSEA for review by the Health and Safety team.
- All other electrical work, such as connecting to plug sockets will be arranged with Te Pae Christchurch staff. Wiring across floors and walkways will require mechanical covers for safety and security.

## Confined Space

- Contact Te Pae Christchurch to arrange the safety features required for the task and any possible isolations required.

## Other activities requiring permits and approval:

- Pyrotechnics
- Penetrations
- Laser Use.

**No work can commence until a signed Permit is authorized and collected from Security.**



# Isolation – Lock Out Tag Out (LOTO)

## What is Lock Out Tag Out (LOTO)?

Lock Out Tag Out (LOTO) is a critical safety protocol designed to protect employees and contractors from injury caused by the unexpected start-up or release of energy during the servicing or maintenance of machinery and equipment.

At Te Pae, adherence to LOTO procedures is mandatory and integral to our commitment to health and safety.

## Key Steps in the LOTO Process:

- 1. Identify All Energy Sources:** Locate and identify all energy sources related to the equipment.
- 2. Isolate:** Shut down the machine and isolate it from its energy source(s).
- 3. Lock:** Apply the appropriate lockout device(s) to prevent reactivation.
- 4. Tag:** Place a warning tag indicating who locked out the equipment and why.
- 5. Register:** Ensure that the LOTO has been registered with the maintenance department.
- 6. Verify:** Test to ensure that all energy sources are isolated, and equipment cannot be energized.





# Chemical management

All Hazardous Substances must be approved before coming onsite

## 1. Know What You're Working With

- Read the Label: Always check the label on chemical containers for important information.
- Safety Data Sheets (SDS): These documents provide detailed safety information. Make sure you know where to find them and understand the key points.

## 2. Wear the Right Gear

- Personal Protective Equipment (PPE): Depending on the chemical, you might need gloves, goggles, or other protective gear. Always use the PPE specified for the task. Read SDS for this information.
- Inspect PPE: Before use, check that your PPE is in good condition. Replace any damaged items Immediately.

## 3. Store Chemicals Safely

- Proper Containers: Keep chemicals in their original, labelled containers. If you must transfer them, use appropriate, clearly labelled containers.
- Avoid Mixing: Never mix chemicals unless you're sure it's safe to do so. Some combinations can be Dangerous.

## 4. Keep the Workplace Clean

- Clean Spills Immediately: If a chemical is spilled, follow the recommendation in the SDS to clean it up safely.
- Dispose Properly: Dispose of chemical waste according to your workplace's guidelines.
- Report Issues: If you notice damaged containers or leaks, report them to security control right away.

## 5. Be Prepared for Emergencies

- Contact security control for first aid
- It is important that you are familiar with the evacuation routes to ensure you can evacuate the building in the safest and most orderly manner.





# Loading Bay Safety

Loading Bay and traffic Management is deemed as a critical risk due to having hazards such as operating forklifts and vehicles movements.

For your safety, always walk along the designated yellow lines when moving through the loading bay area. These lines mark safe pedestrian routes, keeping you safe from vehicle traffic. Be sure to keep an eye on your surroundings and watch where you're going at all times. Distractions can lead to accidents, so it's important to refrain from using your phone or wearing headphones while in this area. Stay alert and focused to avoid potential hazards and ensure a safe working environment for everyone.

## BUMP IN & OUT

PLEASE wear a high vis during these times. Find alternative routes if you don't need to go into the loading dock.





# Arriving at Te Pae



## **Loading Bay**

Should you arrive to the loading bay please

- 1) Complete vehicle registration document upon entry.
- 2) Attend Security desk to sign in before any form of work is completed.
- 3) Await access confirmation from Security.
- 4) Meet your Te Pae representative and then commence work.

## **Staff entrance (Colombo street)**

- 1) Attend Security desk to sign in before any form of work is completed.
- 2) Await access confirmation from Security.
- 3) Meet your Te Pae representative and then commence work.



# Departing after work completion

## **Communication**

Before departing, ensure that you have advised your Te Pae representative of your departure or conclusion of work. This may also require a work site inspection.

## **Sign out**

Ensure all individuals sign out on the visitor management system and return any equipment (e.g., access cards, keys, etc) to Security.

## **Loading Bay Exit**

When departing via the loading bay Colombo street roller door, always ensure you wait for **GREEN** on the roller door lights adjacent the exit point.

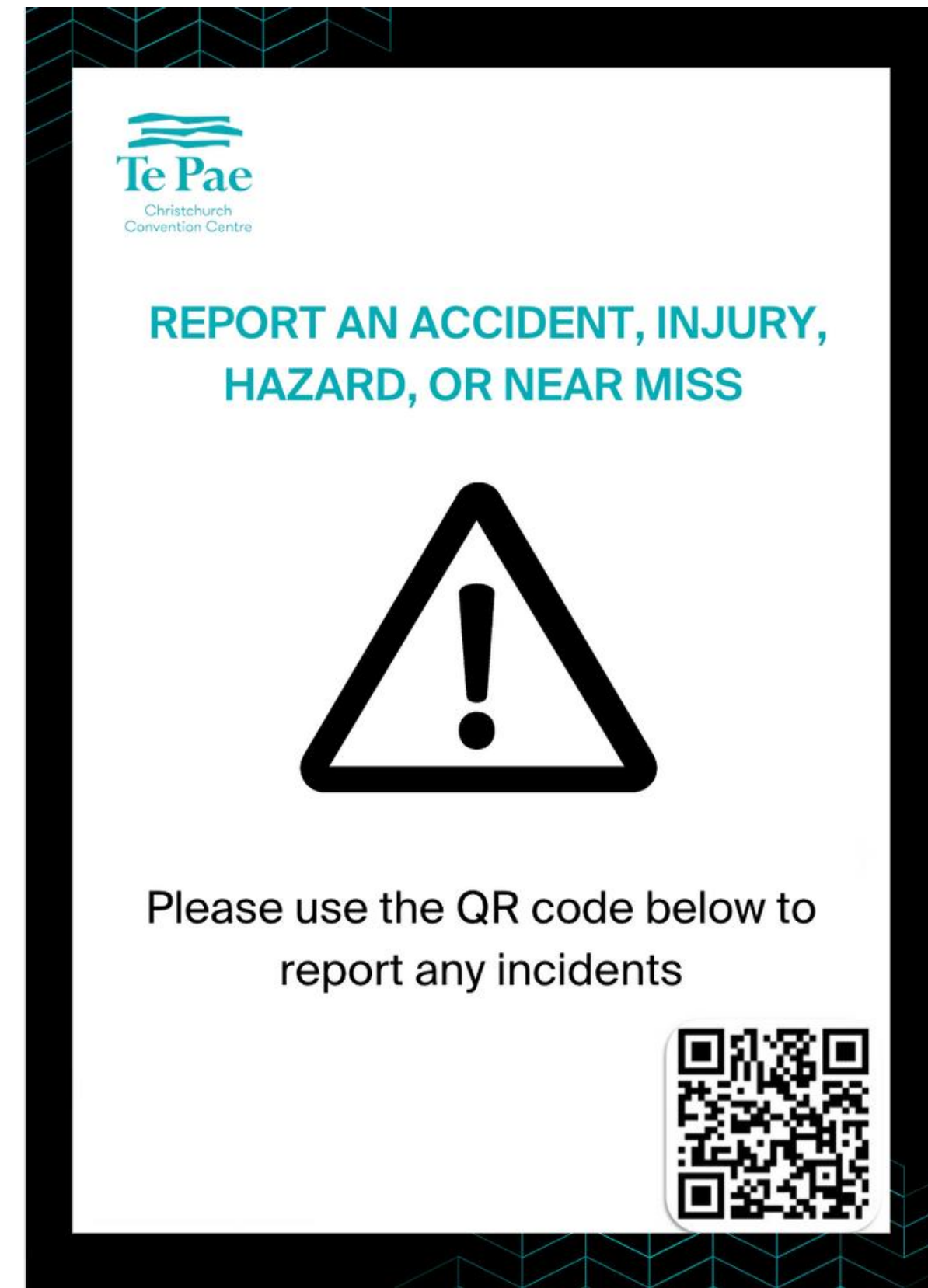


# Incident Reporting

All hazards, incidents or near misses must be recorded and reported to the Health and Safety department as soon as possible using the QR codes located in a number of locations throughout Te Pae or by the incident report form provided. Please provide as much detail as you can and include photos if possible.

All incidents and near misses are investigated. The more detail you can provide will help us improve our health and safety management system.

Te Pae Christchurch has qualified first aiders and a first aid room to assist you should first aid need to be administered. Initial first aid treatment would be given by your company first aiders.



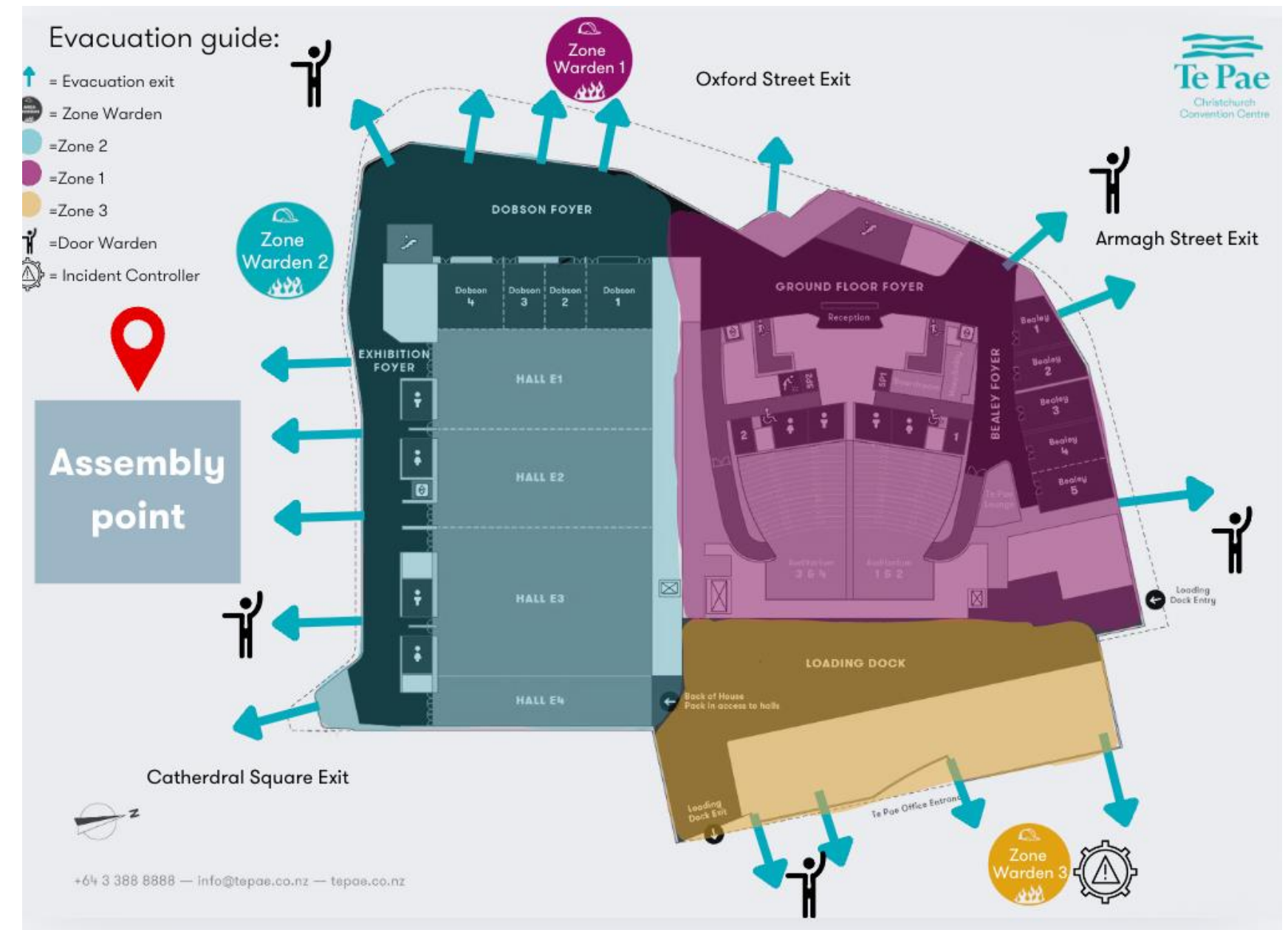


# Emergency Evacuation

In the event of an evacuation you must leave the building as directed by the floor wardens. You must stay at the assembly point until you are advised that it is safe to return to the building.

It is important that you are familiar with the evacuation routes to ensure you can evacuate the building in the safest and most orderly manner.

Do not take any personal belongings with you. Walk, don't run. Exit the building and move directly to the assembly point.





# Fit for work

It is the responsibility of all contractors to ensure that they come to work unimpaired by drugs or alcohol.

Medication - if you have been prescribed any medication that may harm your ability to carry out your duties you must notify the Health and Safety department. You must adhere to any limitations/warnings as stated by the manufacturer for example “medication may cause drowsiness – DO NOT operate machinery”.

Fatigue – this is one of the major contributors to workplace incidents. If you believe your work will be affected by fatigue, raise your concerns with the Health and Safety department.

Smoking – Te Pae Christchurch operates a Smoke Free Policy. Therefore, there is NO smoking or vaping within the building or directly outside any external door.



# Earthquake Emergency Procedure

## During an Earthquake

If you are inside the building, move no more than a few steps, drop, cover, hold. Stay indoors until the shaking stops and you are sure that it is safe to exit, unless you are asked to evacuate.

If you are in a lift, drop, cover, hold. When the shaking stops, exit the lift and try to get to the ground floor if you can do so safely. If you are outside, move no more than a few steps from buildings, trees, streetlights and power lines, then drop, cover and hold.





# Earthquake emergency procedure

## After an Earthquake

Expect to feel aftershocks.

Check yourself for injuries and get first aid if necessary. Help others if you can.

Only use the phone for short essential calls to keep the lines clear for emergency calls.

If Te Pae Christchurch is damaged then try to get outside and find a safe, open place. Use the stairs and DO NOT use the lifts.

Be aware that the electricity supply could be cut, and fire alarms and sprinkler systems can operate even if there is no fire. Check for and extinguish any small fires.

If an evacuation is required, it will be managed by the Incident Controller. You will be guided by the Zone and Floor Wardens per the evacuation procedure.



# Asbestos Awareness – Fire Doors

What you need to know:

- Some fire doors on site may contain Asbestos Containing Material (ACM) as advised by the door supplier.
- There is no risk as long as these doors remain in good condition and undisturbed.
- Please do not tamper with or drill into fire doors.
- If you notice any damage, deterioration, or unusual wear, report it immediately to the Health & Safety team or your supervisor.

Your awareness helps us maintain a safe environment for everyone.



# Mobile Powered Equipment

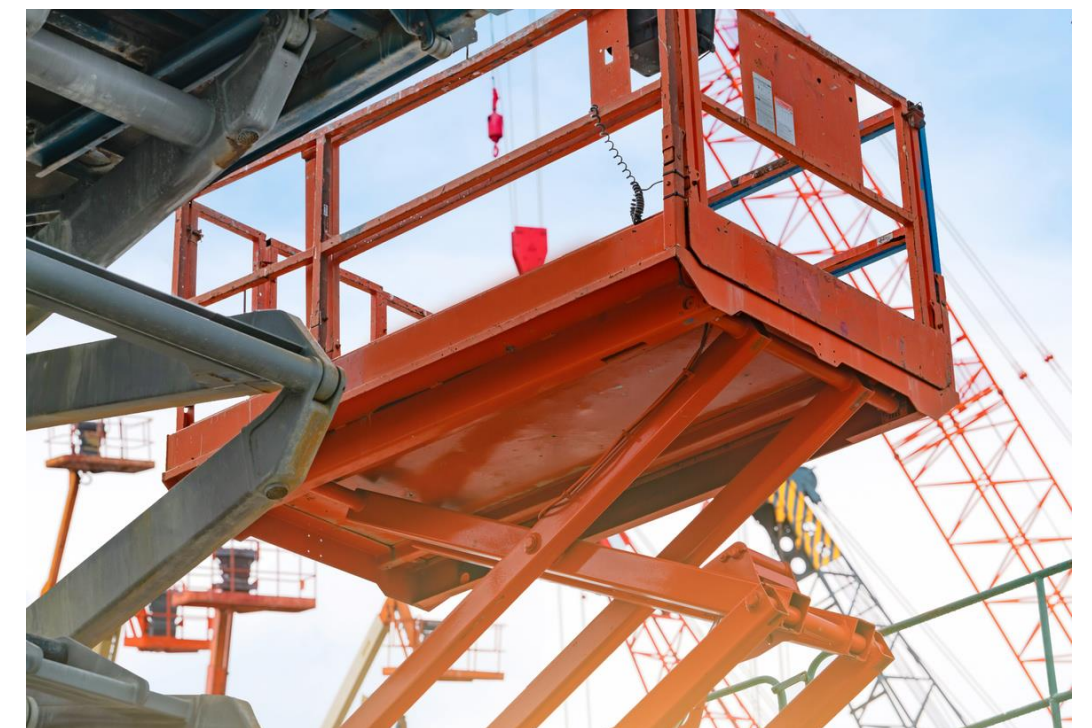
## Importance of Compliance

Operating mobile powered equipment in at Te Pae poses significant risks to operators, staff, contractors, and visitors. Strict adherence to our operating protocols is essential to:

- Prevent accidents and injuries.
- Ensure compliance with the Health and Safety at Work Act (2015) and associated regulations.
- Maintain smooth and efficient operations in high-traffic areas.

## Responsibilities of Operators

- Present your qualification: All operators must present a valid certificate or proof of qualification to operate mobile powered plant.
- Know the Rules: Familiarize yourself with our equipment operating protocols including the varied types of equipment and the different type of hazards (i.e., Order picker with the cage height behind the operator).
- Stay Alert: Be aware of your surroundings, the equipment type and potential hazards at all times.
- Follow Instructions: Comply with supervisor directions, signage, and operational procedures.
- Report Incidents: Report any near misses, accidents, or equipment issues immediately.





# Slips, Trips and Falls

Create good housekeeping practices. If you see there is something that someone could potentially fall or trip over, move it or notify someone to do it.

Reduce wet or slippery surfaces. Use any aids provided such as mats for interior floors if it has been raining, or wet floor signs as a warning for everyone to take care.

Control individual behavior. Walk, don't run; don't take shortcuts. Ensure you are paying attention to the task you are doing.



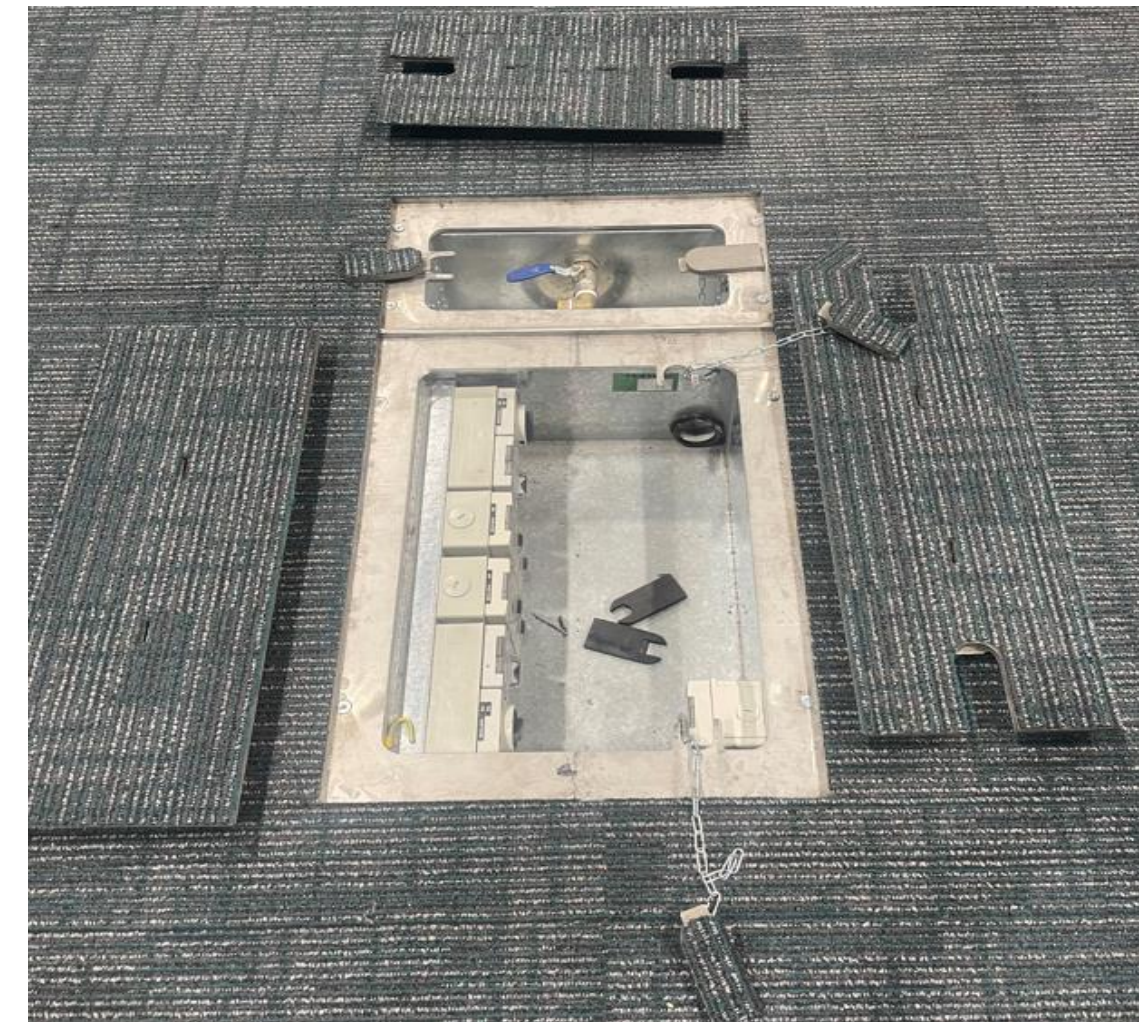


# Floor Service Pits

Floor Service pits are available in multiple locations throughout the venue. A significant fall risk arises from open floor service pits. Other hazards that arise from floor pits are crushing injuries (Fingers, hands and feet) and damage / crushing to cabling.

When access is required, please schedule this with your Te Pae representative.

Unless you have been formally trained by a Te Pae staff member, do not access these service pits.





# Ladders

Ensure that the ladder is in good working condition.  
Ladders must be trade or industrial standard with a rating of 120kg or 150kg and comply with AS/NZS 1892 standard.

Do not overload.

Have the ladder facing the work that is being undertaken.

Keep three points of contact on the ladder at all times.



# Manual Handling

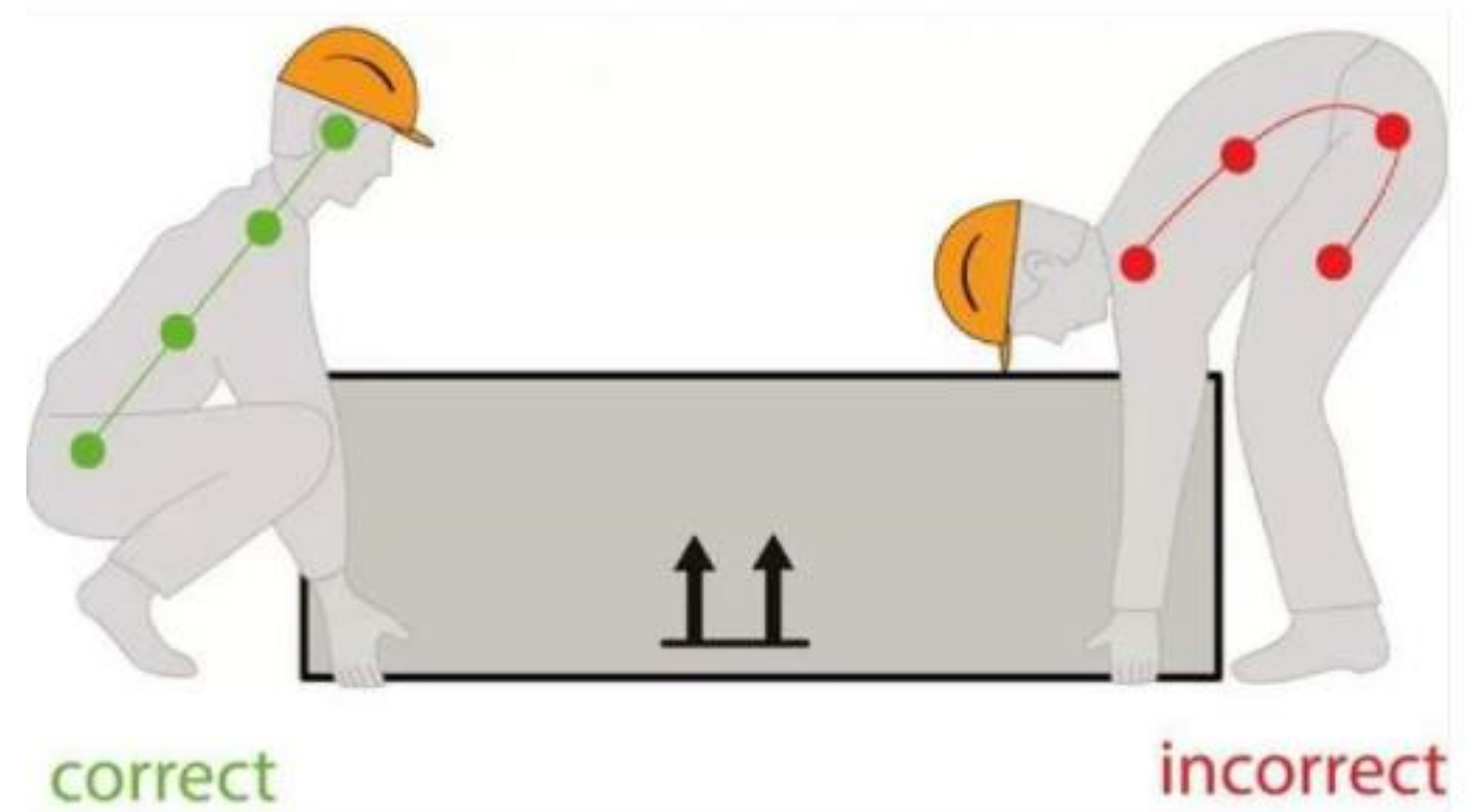
Think before lifting. Remove obstructions to ensure stable footing at all times.

Adopt a stable body position. Feet should be apart with one leg slightly forward to maintain balance. Be prepared to move your feet during the lift. Avoid wearing tight clothing or unsuitable footwear.

Get a good hold. Where possible, the load should be hugged as close as possible to the body. Keep the load close to the waist. Keep the load close to the body for as long as possible when lifting.

Avoid twisting your back or leaning sideways. Shoulders should be kept level and facing in the same direction as the hips.

Do not lift or handle more than can easily be managed. If you are unsure, please ask someone for help.





Te Pae Christchurch is committed to  
effective environmental management.

We will:

Use our resources wisely

Reduce, reuse and recycle our waste

Recognise and work to meet the  
needs of the community.



# Discrimination, Harassment and Bullying

Te Pae Christchurch believes that all team members, visitors or contractors have the right to work in an environment free of discrimination, intimidation, threats and humiliation.

Allegations of discrimination, harassment and bullying will be treated seriously and will be investigated promptly, confidentially and impartially.

Examples of unacceptable behavior, but not limited to:

Abusive, insulting or offensive language. Spreading misinformation or malicious rumours.

Behavior or language that frightens, humiliates, belittles or degrades, including criticism that is delivered with yelling or screaming.

Inappropriate comments about a person's appearance, lifestyle or their family.

Repeated behavior that is unwelcome and unsolicited, which the recipient considers to be offensive, humiliating or threatening.

Any form of discrimination as outlined in New Zealand legislation – Employment Relations Act 2000 or the Human Rights Act 1993.





Thank you

Please now complete the required form below, which can be accessed by the URL and/or QR code:

[Health and Safety Induction Form](#)

Upon arriving at Te Pae Christchurch you will be required to undergo a familiarisation.

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)

