

# 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 the completed form to the details below.

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 to [healthandsafety@tepae.co.nz](mailto:healthandsafety@tepae.co.nz). 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 **7 days from the date of issue with the same scope of work.**

## Hazardous Substances

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

Describe the scope of works.

## Substance Information

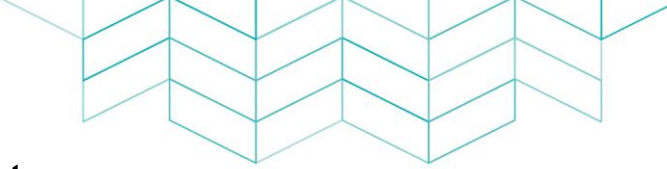
Specific information required for the substances required for use:

Has a Safety Data Sheet (SDS) been supplied with documentation		<input type="checkbox"/> Yes	<input type="checkbox"/> 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:

- |  |  |
|--|--|
| <input type="checkbox"/> Corrosive                                 | <input type="checkbox"/> Flammable               |
| <input type="checkbox"/> Explosive                                 | <input type="checkbox"/> Oxidising               |
| <input type="checkbox"/> Toxic                                     | <input type="checkbox"/> Compressed Gas          |
| <input type="checkbox"/> Harmful                                   | <input type="checkbox"/> Health Hazard           |
| <input type="checkbox"/> Incompatible chemicals in close proximity | <input type="checkbox"/> Leak or damage to valve |
| <input type="checkbox"/> Slips, trips or falls                     | <input type="checkbox"/> Environmental Hazard    |
| <input type="checkbox"/> Other (please specify below):             |  |



# Hazardous Substances

## 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):
<input type="checkbox"/> <b>Is a certified chemical handler required - A certified handler is someone who has been certified to handle very hazardous substances.</b> If you handle acutely toxic (class 6.1A and 6.1B) substances, explosives, fumigants and vertebrate toxic agents, you may need to be a certified handler.	

## SWMS/JSEA Review Requirements.

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

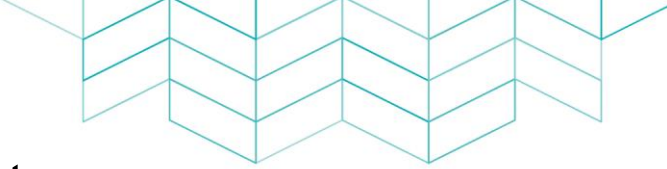
**The following Mandatory Safety Requirements will be reviewed on the day the work is taking place.**

### HEIGHT WORKS CHECKLIST FOR ISSUERS:

- SWMS/JSEA/SOP identifies the specific project and location with title.
- All staff including contractors (Subs) are signed onto SWMS/JSEA with full contact information.
- Full scope with job steps included for specific tasks.
- Workers are identified that are responsible for the compliance of the SWMS/JSEA.
- Workers signed onto SWMS/JSEA must have input with the job.
- All critical risks identified with appropriate controls/permits in place (Confined Space, Hot Works etc).
- Training records for all workers checked.
- All equipment is to be in good condition (e.g. Gloves, facemask, EWP, PPE, harnesses, and ropes are inspected prior to use to ensure they are fit for purpose).
- Te Pae Hierarchy of controls followed to reduce risks with appropriate controls to eliminate or minimise risks.
- Identifies emergency response plan over and above services or security control.
- Does the SWMS/JSEA have the ability to record all modifications when job conditions change and recognize changes to scope must be approved first.
- All PPE must be task specific without room for interpretation.
- Identify whether sprinklers or smoke isolation is required (where applicable).

## Additional Information

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



# Hazardous Substances

**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.

Name of Receiver:	Signature:	Date:
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## 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.  
 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 always secured, and warning signs located in close proximity.

(Te Pae Christchurch Convention Centre use only)

## Risk and Compliance Authorisation

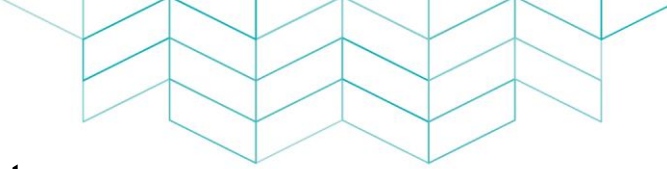
Fire protection impairment required?	Yes / No	Fire protection impairment approved?	Yes / No
Date permit is valid for:		Time from:	Time to:

## Permit Authorisation

Name of Issuer:	Signature:	Date:
Permit Number		

## Permit Closure by Issuer

This section is to be completed on inspection area after work has been completed (by an issuer).



# Hazardous Substances

Has the area been left clean and tidy	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Have all tools and barriers etc been removed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Has no damage occurred to walls, floors, building, equipment /machinery?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Isolated systems re-instated	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

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