

Event Site Safety Rules

Version updated May 25th May 2023



All Visitors, Client, Exhibitor and Contractors MUST adhere to the following venue rules:

- Follow NZEEC venue and security staff safety instructions at all times.
- Make yourself familiar with and adhere to all Safety signage and instructions.
- **Hazards on site are detailed in this document below.** Notify NZEEC if controls are not in place.
- Correct / valid ID passes must be carried at all times.
- Sign in / out at your advised appropriate site safety office.
- Vehicle Speed is 10kph for all areas of the venue.
- Mobile phone use is not permitted while operating vehicles and machinery or while in dangerous work areas.
- Follow traffic directions at all times – one-way systems are in place.
- Park only in your designated area.
- Smoking is not permitted inside any of the venue or work / loading zone areas.
- **Any pinning of Marquees requires NZEEC sign off. Notify NZEEC if you are required to pin marquees.**
- Anybody entering this site whose actions/behaviour/appearance/conduct suggests that alcohol or drugs maybe impacting on their ability to take responsibility for their own safety and that of others will be refused entry.

During pack in and pack out stages All persons MUST adhere to the following

- **No children 15 years or under** are permitted onsite at any time during pack in and pack out stages.
- The Client, Exhibitors and Contractors are all required to be inducted, wear ID pass and Specified PPE (Personal Protective Equipment) must be worn in the venue during the pack-in and pack-out stages.
 - o Hi-Viz vest (orange or yellow) Orange when working with traffic
 - o Closed toed footwear is a minimum requirement during pack-in and pack-out
 - o Other PPE appropriate to the risk e.g. safety footwear, safety helmet. This will be captured on the hazard board if required.
- All Forklifts / lifting platforms for height work / machinery / ladders and tools to be compliant and safe and are only to be used by those trained to do so, for licenced operators ID is required. • Best safety practices to be used at all times.
- Indoor vehicle Speed Limit is 5kph for any vehicles operating within the venue and hazard lights must be flashing. Use of vehicles inside venue to be preauthorised. Spotters may be required with large vehicles and trailers. • No vehicles to use hall loading zones unless permitted to do so. Parking in loading zones is not permitted.
- All electrical equipment is required to be tagged and tested. Phone chargers and personal laptops are excluded except for when left unattended and or used for display purposes during the show.
- All ACCIDENTS/INCIDENTS/NEAR HITS/SPILLS or any new HAZARDS must be reported to Event Organiser and Auckland Showgrounds staff immediately.
- All Contractors must
 - a) Sign in on arrival
 - b) Submit H & S plans to the event organizer or Auckland Showgrounds.
 - c) update the venue hazard board with any hazards they bring onsite with controls
- In the event of an emergency, you will be required to proceed immediately to the assembly point indicated on the emergency plan and hazard board.

Failure to acknowledge or to comply with the venue health and safety requirements may result in your removal from the site.

By signing the Visitor / Contractor book you agree to the venue rules listed above.

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Pack in / Pack out Safety policy You are now entering a Work Site

All persons are to read and agree to the following to access the Auckland Showgrounds

Responsibility – Use best practices and follow the policies set out in the Health and Safety at Work Act 2015

- All persons onsite are responsible for working safely for themselves and for all others
- No Smoking or unsafe cell phone use in work areas and loading zones

Vehicle Use – the following has no exceptions – follow all directions at all times.

- **Speed - Speed limit is 10kph – Indoor Vehicle Speed Limit is 5kph hazard lights on**
- No vehicles / trolleys to be used in event venue while the venue is open to the public.

Parking - No parking in loading zones 15 minutes max in loading zones– Park only where directed

Children – No children 15 years or under to be in work areas at any time during pack in / pack out

Access - All persons are required to wear ID / wristband / Specified PPE at all times.

Minimum PPE for events at Auckland Showgrounds:

- ✓ Hi-Viz vest - Orange to be worn when working with traffic
- ✓ Closed toed footwear

Training - Only use vehicles, machinery, and tools that you are trained / licenced to use,

- All machinery / tools / vehicles need to be fully compliant and in safe working condition.

Test and Tag - All electrical display and work equipment must be tagged and tested.

In the event of an emergency - you will be required to proceed immediately to the assembly point indicated on the emergency plan and hazard board – detailed on map below.

Incidents - Report all INCIDENTS or any HAZARDS to the Event Organiser and Auckland Showgrounds staff immediately.

Refused Entry - Anybody entering this site whose actions/behaviour/appearance/conduct suggests that alcohol or drugs may be impacting on their ability to take responsibility for their own safety and that of others will be refused entry.

Removal - Failure to comply with the venue health and safety requirements may result in your removal from the site.

I acknowledge that noncompliance may result in my removal from the site.

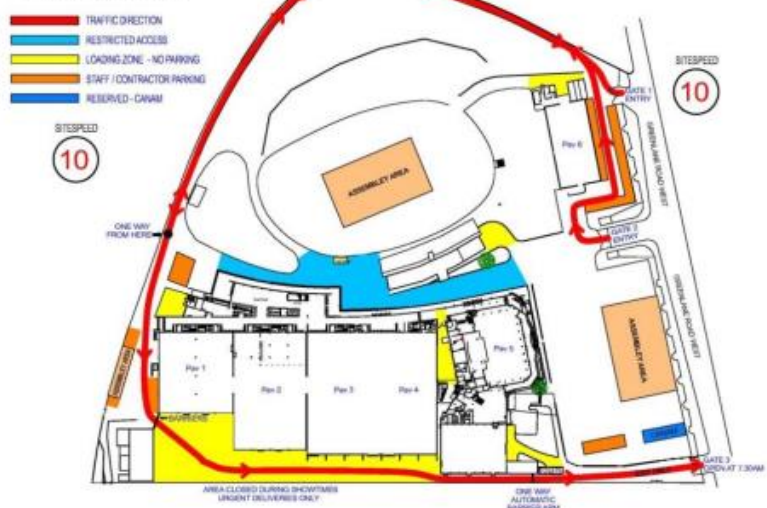
By signing my name, I agree to the venue Site safety rules listed above and to adhere to all safety signage and instructions.

Company: _____

Name: _____

Signature: _____

GENERAL USE SITE PLAN
PLAN MAY CHANGE DURING SHOWS





Medical Incident Report

A copy of this form must be given to NZEEC at the completion of your event.
Please detail any Event and Venue related injuries and any recommendations to prevent future reoccurrence.

Event title: _____

Date: _____

Company/Supervisor: _____

Total accidents: _____

Any general observations?

Total medical: _____

Any general observations?

Total accidents/medical breakdown: _____

Event related number:

Were any serious? (comments)

Venue related number:

Were any serious? (comments)

General illness number:

Were any serious? (comments)

Are there any preventable measures that could be put in place to prevent any of the above reoccurring in the future?



Venue Incident Report

A copy of this form must be given to NZEEC if there has been any damage to the venue grounds or facilities.

Event title:

Date:

Company/Supervisor:

Location of Incident:

Description of Incident:

Name of venue management informed:

Follow-up information:

☐

Contractors used to fix damage:

Date :

☐

Cost recovery charges:

Date :

☐

Further reports including preventative measures:

☐

Outcome:

