

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

To confirm you have read and understood the Contractor Health and Safety Induction please complete and submit this form prior to your arrival 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 1400

Email: healthandsafety@tepae.co.nz

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
2. HSW (General Risk and Workplace Regulations 2016)
3. HSW (Worker Engagement, Participation and Representative Regulations 2016)



Our Objectives

To foster a culture of trust, respect and health and safety awareness through engagement and consultation.

Comply with all health and safety legislation.

Identify, assess and manage all potential hazards so they are minimised or eliminated.

Provide leadership, supervision and training to all working at Te Pae Christchurch.

Strive for continuous improvement.

A couple is hiking on a rocky trail in a scenic landscape. The woman is wearing a green jacket and blue jeans, and the man is wearing a plaid shirt and dark pants. They are holding hands and looking down at the path. In the background, there are rolling green hills, a body of water, and a distant city skyline under a clear blue sky.

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.



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 of the Health and Safety department of any potential 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 and registration of relevant qualifications, your approval for site access will be valid for 12 months.

You will be required to follow all procedures, JSEAs and permits. Failure to comply will result in an investigation by Te Pae Christchurch, who may request you redo the induction. Continued failure may cause your approval to be revoked.

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.



Event Engaged Contractors

Complete the online induction prior to your arrival.

Daily event access: on arrival you will be directed to the event sign in location where you will receive your site familiarisation and be issued with a site pass. (Event organiser may require additional accreditation).

Your induction will be valid for the duration of the event.

You will be required to follow all procedures, JSEAs and permits. Failure to comply will result in an investigation by Te Pae Christchurch, who may request you redo the induction. Continued failure may cause your approval to be revoked.

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 and signed daily
- Te Pae Christchurch is a smoke free zone, there is NO smoking 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

Only those personnel with required training and qualifications will be permitted to carry out high risk activities. You can find permit forms in our online [toolkit](#).

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.

Hazardous Substances

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

Electrical Installation

- 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.

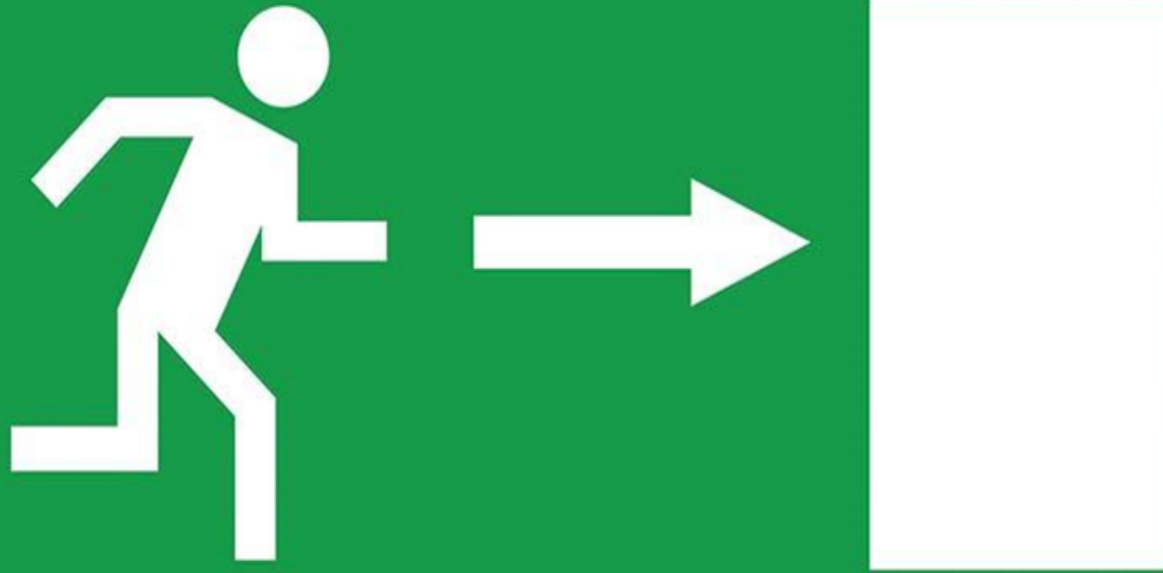
Fit for Work

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.



Emergency Evacuation

You will undergo a site familiarisation prior to starting work at Te Pae Christchurch. At this meeting you will be informed of our evacuation procedures and our assembly point.

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.



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.

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 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.





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 your surroundings and where you are walking.

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.

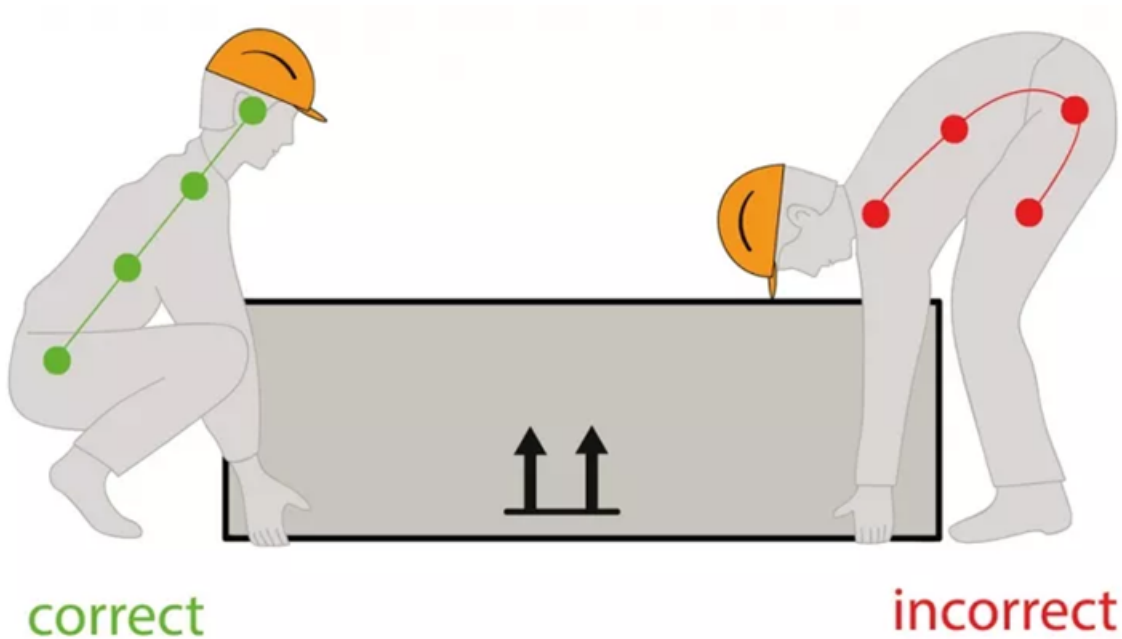
Adopt a stable body position. Feet should be apart with one leg slightly forward to maintain balance. Be prepared to move your feet during the lift. Avoid wearing tight clothing or unsuitable footwear.

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.



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, you have now completed your Te Pae Christchurch Contractor Health and Safety Induction.

Please complete the required information below and click the SUBMIT button.

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

If you have any questions or require additional information about our Health, Safety and Wellness Management System please contact the Health and Safety department.

I have completed the Te Pae Christchurch Contractor Health and Safety Induction and agree to adhere to all requirements:

Name:	
Company:	
Completion Date:	
Event Attending:	
Exhibitor/Contractor:	
Contact Details:	

SUBMIT

Should you be unable to send this page using the “submit” button please email a copy to:
healthandsafety@tepae.co.nz