

# ASB SHOW GROUNDS



NEW ZEALAND'S PREMIER EVENTS AND EXHIBITION CENTRE

**INDUCTION FORM** - a signed induction form is required by all persons onsite during build stages.

**Clients, Exhibitors, Contractors and Volunteers are to adhere to the following venue safety rules and signage and comply with the Health and Safety at Work Act 2015**

- Smoking is not permitted inside any of the venue areas including loading zone and work areas.
- Vehicle speed limit is 10kph - Vehicle Speed Limit is 5kph for any vehicles operating within the venue and hazard lights must be flashing – spotters may be required. No parking in loading zones.
- No mobile phones to be used whilst driving or on work areas.
- No vehicles to be used in venue while the venue is open to the public. Authorised use only.
- No children 15 years or under to be in work areas at any time during pack in / pack out.
- All persons onsite are responsible for working safely at all times.
- The Client, Exhibitors, Contractors and Volunteers are required to wear ID pass and Specified PPE (Personal Protective Equipment) must be worn in the venue during the pack-in and pack-out stages.
  - **Hi-Viz vest (orange or yellow) Orange to be worn when working with traffic.**
  - Closed toed footwear is a minimum requirement during pack-in and pack-out
  - Other PPE appropriate to the risk e.g. safety footwear, safety helmet. This will be captured on the hazard board if required
- Follow best safety practices at all times.
- Forklifts, lifting platforms, machinery ladders and tools are only to be used by those trained and licenced to do, always ensure all are compliant and in a safe working condition.
- All electrical equipment must be tagged and tested. Personal phone chargers & laptops are excluded except when used for display purposes during shows.
- 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.
- ALL Contractors must
  - a) sign in on arrival to Event Organiser or ASB Showgrounds or Supervisor.
  - b) Submit H & S Plans to the event organizer or ASB Showgrounds.
  - c) Update the venue hazard board with any hazards they bring onsite with controls.
- Exhibitors / Contractors whose staff are likely to change between the pack-in and pack-out are to ensure all staff under their control are inducted and compliant with the site rules and will have the appropriate PPE
- All ACCIDENTS/INCIDENTS/NEAR HITS/SPILLS or any HAZARDS must be reported to Event Organiser and ASB Showgrounds staff immediately.
- 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.
- Failure to comply with the venue health and safety requirements may result in your removal from the site.
- **By signing this induction form I agree to the venue Site safety rules listed above and to adhere to all safety signage and instructions. I acknowledge that non compliance may result in my removal from the site.**

Event Name:

Company:

Name:

Signature:

Date: