

INDUCTION FORM FOR THE CLIENT, EXHIBITORS AND CONTRACTORS

1. THE BASICS

- Smoking and vaping is not permitted within the venue.
- Consumption of alcohol and recreational drugs is prohibited on site during pack-in / pack-out.
- No persons under 16 years old are permitted onsite during pack-in / pack-out without prior approval of Venues Ōtautahi.
- All accidents, incidents, near misses, spills and hazards must be reported to Venues Ōtautahi straight away. Report these to the Venue Manager or Event Manager.
- In the event of an emergency proceed immediately to the safe assembly point located at Victoria Square.
- Anyone accessing the stage must have approval, if the technical team are setting up then check with the House Tech.

2. WEAR IT

Specified PPE (Personal Protective Equipment) **must be worn** in the venue during the pack-in and pack-out stages.

- Closed toe footwear is a minimum requirement during pack-in and pack-out.
- Hard hats are to be worn when working under overhead works eg. rigging overhead
- Wear any other PPE appropriate to the task and risk e.g. gloves, hard hat. Please check the hazard board to see what is applicable to you.

3. COVID DECLARATION

- You are confirming that you do not have:
Fever, chills, cough, shortness of breath, sore throat, sneezing, runny nose, body aches, headache, nausea or vomiting.
- You are not awaiting results of a Covid-19 test

4. LAST FEW POINTERS

- If you do not have your identification wristband on you will not be allowed into the venue during pack-in. Wristbands are issued by Venues Ōtautahi during induction.
- Elevated Work Platforms are to be driven at a maximum speed of 5km p/h. Anyone operating an EWP must show Venues Ōtautahi their licence/ticket
- All hazards (and the identified controls to mitigate) introduced to the Christchurch Town Hall must be communicated on the hazard board.
- Entry will be refused to anybody entering the site whose actions, behaviour, appearance, or conduct suggest that alcohol and/or drugs may impact their ability to take responsibility for their own safety, and that of others.
- Contractors whose team members are likely to change between pack-in and pack-out are to ensure all personnel under their control are inducted properly, compliant with site rules, and have appropriate PPE.
- Every item of electrical equipment that is brought on site must be tested and tagged and compliant in accordance with NZ electrical standards.
- Failure to comply with the venue health and safety requirements may result in your removal from the site.

5. AGREED?

By signing this document I agree to the venue rules listed above:

Name:		Signed:	
Company:		Date:	