

Rotorua International Stadium, Health & Safety Briefing

EVERY DAY RESPONSIBILITIES

The below notes must be carefully read and/or explained to all persons on site at the first opportunity before any work/performing occurs.

- Sign in /out of the stadium office (team leader can sign in and out for their team but they must pass on any hazard notifications at their daily toolbox meetings)
- Accreditation must be worn at all times
- Update your team at your daily toolbox meeting on the hazards on site for the day. Pass on any key information about the worksite discussed at the stadium office when signing in (e.g. new hazards, controls in place etc.)
- Notify a staff member at the stadium office of any safety issues you discover that have not already been identified.
- A safety event/incident/hazard report must be completed for all incidents and identified hazards and risks

HAZARDS & RISKS

Hazards and risks present at the Stadium are listed in the Hazard register and on the hazard notification board located at the sign-in point at the Stadium Office —located on the ground floor of the grandstand.

- Existing risks identified at the Stadium include:
 - Overhead work/work at heights may be in progress (drop/fall hazards)
 - Trip Hazards (e.g. kerbing, power cables)
 - Electrical Hazards
 - Machinery in use EWP, Forklift, Knuckle boom lifter
 - Multiple contractors on site
 - High sound levels
 - Moving heavy objects
 - Heavy vehicles moving around venue
 - Temporary structures e.g. scaffolding
 - Working at height - ladders, scaffolding etc.
 - Hand carts, pallet lifters, and wheel barrows may be in use
 - Slippery Surfaces (e.g. floors and embankment— especially when wet).

NOT ALL HAZARDS AND RISKS ARE PRESENT AT ANY GIVEN TIME.

Safety is every workers responsibility. Please tell us of you see something that is not listed here. If you require more information please contact one of our staff located in the Stadium Office.

WORKING AT THE STADIUM

Please note the following health & safety requirements. Failure to comply with these requirements not only puts others at risk of harm, it may also result in you being removed from the site.

CHILDREN & PETS are not permitted on the worksite (service animals excluded).

Nobody is to work on site under the influence of DRUGS & ALCOHOL, any persons will be removed from site immediately.

When WORKING AT HEIGHTS you must be protected against the risk of fall. These should all be de-tailed in your SSSPs/JSAs and must be accepted by the venue Health & Safety Officer PRIOR TO COMMENCING WORK.

TRAFFIC—VEHICLES are restricted to 5kmph on site (including car parks). Please use hazard lights when moving a vehicle around the site. Vehicles are not permitted on the playing field without permission and supervision of stadium staff. PEDESTRIANS have right of way at all times. Pedestrians, please be vigilant of moving vehicles at all times in outdoor areas and wear appropriate PPE.

No HAZARDOUS SUBSTANCES to be brought on site unless pre-approved and listed in your JSA/SSSP and controlled accordingly. A relevant Safety Data Sheet (SDS) must be provided, users trained & competent, correct PPE worn, and substances stored and handled appropriately.

All ELECTRICAL EQUIPMENT must be tagged and tested and used in conjunction with a Portable Residual Current Device (RCD) if being used in an outdoor or wet area. An electrical WOF is required for portable buildings/caravans.

HOUSEKEEPING—Please keep your worksite CLEAN & TIDY at all times. Dispose of all rubbish safely (any waste generated within your work site should be taken with you at the completion of your job); isolate and report hazardous spills. Working areas, stairways, walkways, fire equipment and safety exits must be kept clear of obstructions at all times. Be aware of other contractors work areas & abide by their safety requirements.

Correct PERSONAL PROTECTIVE CLOTHING & EQUIPMENT (PPE) must be worn correctly and in accordance with the type of work you are undertaking. Closed toed shoes at all times.



ROTORUA STADIUM IS A SMOKEFREE VENUE—Smoking is not permitted on site – if you wish to smoke please make way to the Kahurangi or Kowhai carparks located opposite the stadium on Devon Street (exit Gate 2 or Venue Gate)

MANUAL HANDLING—plan your lift, use trolleys, appropriate lifting aids and correct lifting techniques.

TIME PRESSURES & FATIGUE—there are tight deadlines & long hours so plan your work, ensure you have appropriate resourcing, and identify risks that need to be managed. Stay hydrated, eat healthy & sleep well!

HIGH RISK AREAS AND HAZARDS will be pointed out to visitors and listed on a hazard noticeboard located at the sign-in area.

AMENITIES—TOILETS, washing facilities, and DRINKING WATER are located throughout the site. If you are not sure where your closest facilities are please ask a stadium staff member.

WEATHER—be sun smart, dress for the conditions and follow any site weather alerts.

SOCIAL MEDIA— please respect artists space at all times, refrain from requesting autographs photos etc.

IN CASE OF EVACUATION

OUTSIDE OF EVENT HOURS (<0630hrs and >1800hrs on Event Day)
Follow evacuation procedure/route as marked in your work area. Assemble in the grandstand carpark.

DURING THE EVENT (1245 - 1700hrs) - Follow all directions from venue security.

HAVE QUESTIONS OR NEED TO REPORT A HAZARD, INCIDENT OR NEAR MISS?

Visit the stadium office located on the ground floor of the grandstand (accessed from the grandstand carpark) and ask speak to someone from the venue.

EMERGENCY PROCEDURES

FIRE

If the fire is small (e.g. A small rubbish bin), and it is safe to do so, use a fire extinguisher. Otherwise:

- warn others in the area,
- activate the nearest fire alarm,
- leave immediately
- CALL 111—ask for Fire,
- notify event management.

CIVIL EMERGENCIES

Follow event management instructions.

FIRST AID

Each contractor/supplier should have their own first aid kit and first aiders. A full first aid kit is located at the stadium office.

MEDICAL EMERGENCIES

- Provide first aid,
- CALL 111—ask for Ambulance,
- have someone wait at the entrance to direct the ambulance.