

Occupational Health & Safety Wellington Convention Centre

Dear Contractor,

You are operating in an unfamiliar environment when working at the *Wellington Convention Centre*. The purpose of this handout is to make you aware of major hazards we have identified.

Please be aware that there may be further hazards. For a full copy of our *Occupational Health & Safety Manual*, please ask the *Compliance Manager*, (ext 4217) or any staff member. Obviously, you are aware of the hazards in your trade which are applicable in our environment as well. Always treat everything with suspicion. If in doubt, ask.

In this handout you will find a number of generic hazards that you can encounter anywhere at the *Wellington Convention Centre*. Based on where you will have to work at the *Wellington Convention Centre*, you may encounter different hazards.

Please look out for venue specific hazard notices on the walls of the relevant venue. If you feel that you are in danger at any time, stop working and talk to management of the *Wellington Convention Centre*.

If you identify any hazards or potential hazards, which should be added to this handout, please contact the *Compliance Manager*.

We have also added maps of the *Wellington Convention Centre*, which highlight the areas where you will be working. Please consider all other areas of the *Wellington Convention Centre* as off-limit. If you need to work somewhere else in the building, please contact the *Compliance Manager*, first!

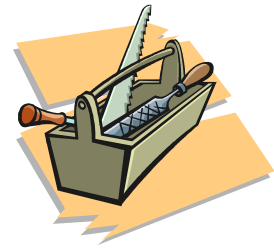


This is important information. Please take a few minutes and read this document carefully. If in doubt, please ask.

Your Health & Safety is important to us!

Your Equipment

You should be familiar with your own equipment. Ensure your tools are well maintained and fit for purpose. Be careful when using your tools in an unfamiliar environment.



Don't lend your tools to others unless you know they are familiar and trained in the use of the tool.

Protective Equipment

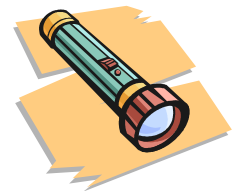
Always wear appropriate protection equipment for the job such as protective glasses, hard hats, earmuffs, steel-capped boots etc.



If you don't have the equipment with you, don't do the job.

Confined Spaces

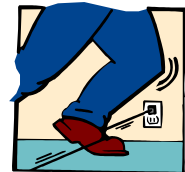
When you have to work in confined spaces as part of your job at the *Wellington Convention Centre*, always use the appropriate equipment. And take your mobile with you.



Never work alone and always let others know where you are and what you are doing.

Tripping

Be aware of the danger of tripping. When working with others, always be mindful of equipment that may be lying around.



Always treat your work environment at the *Wellington Convention Centre* as a building site.

Use of ladders

If you use a ladder at the *Wellington Convention Centre*, only do so in a safe manner.

Ladders must regularly be inspected to ensure that they are fit for the purpose. Ensure that you are using appropriate ladders and always secure the ladder.



No Smoking – Fire Alarms

As required by law the *Wellington Convention Centre* is a smoke free venue, and has installed very sensitive fire protection devices. Do not smoke anywhere in the building and be careful when using heat or fire within the venue.

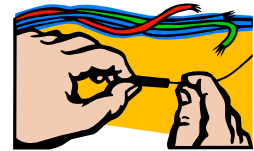


If you trigger a false alarm, you will be liable to pay the cost for the call-out!

If you create a hazard ensure that it is appropriately marked and shielded

Electrical Wiring

Always treat all electrical wiring as live! Only work on electrical wiring if you are qualified appropriately. If you see something you believe is unsafe, report immediately to the *Compliance Manager*,



All electrical installations must be certified. All electrical cords to be tagged and tested before use in venue.

Handling Chemicals

Ensure that any chemical to be used during the job is handled appropriately. Review the corresponding Material Safety Data Sheet if you are not familiar with potential hazards. Ensure appropriate ventilation.



Check that you are in a safe distance from other chemicals or hazards. Do not store any chemicals at the *Wellington Convention Centre* without prior authorisation by the *Compliance Manager*.

Lighting

Make sure that you have the appropriate lighting for your job.



If you need more light, report to the *Compliance Manager*, to discuss light to be provided.

Noise

Please control noise at source. Noise can be very hazardous to others in the work environment. If noise cannot be eliminated or minimised, contact the *Compliance Manager*, to discuss appropriate steps.



Always consider others using the environment and clients events taking place.

Rubbish

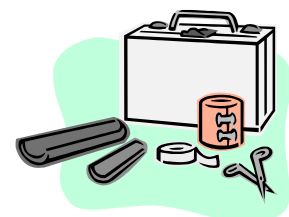
Please remove any rubbish as soon as possible. Use appropriate refuse containers. Always ensure that rubbish is disposed of safely.



Treat potentially hazardous materials such as inflammables with care and only as appropriate.

First Aid

Ask any *Wellington Convention Centre* staff for help when you are injured. They know where to find the first aid kit and a qualified person to administer first aid.



Manual Handling

You should be familiar with your equipment and job specific hazards. Lifting heavy or awkward loads can strain your back. Ensure that you know how to best lift heavy objects. If in doubt ask for help.



If you don't know how to best handle something, get in touch with the *Compliance Manager*.

Evacuations

Before you start working, familiarise yourself with your environment. Take note of exits and escape routes so that you can quickly and safely vacate the building.



Robbery or Armed Hold-up

In the unlikely event of a robbery or an armed hold-up, stay calm and follow the instructions of either *Wellington Convention Centre* personnel or the offender.



The *Wellington Convention Centre* has procedures to deal with such a situation, including a silent alarm to alert police.

Natural Disaster

A natural disaster can strike at any time. In case of an emergency stay calm and follow the instructions of the *Wellington Convention Centre* staff.



In case of an earthquake, stay away from glass frontages and areas where objects can fall. Seek strong parts of the building such as doorways or under a table.