

CHECK IT

VBASE CLIENT SITE SPECIFIC SAFETY PLAN CHECKLIST

COMPLETED CHECKLISTS ARE TO BE SENT TO YOUR EVENT CO-ORDINATOR A MINIMUM OF 14 DAYS PRIOR TO YOUR EVENT.

Client's contact on site for this event:

Company: _____

Name: _____

E-mail: _____

Mobile: _____

Hosting an event should be about having fun – not getting bogged down in red tape. Unfortunately we can't take care of all the paperwork for you, but we can definitely make it a little easier to dot the i's and cross the t's, particularly when it comes to Health & Safety.

SO WHAT'S THE PLAN, STAN?

To complete your Site Specific Safety Plan (SSSP) it should contain the following:

1. Notifiable works

2. Hazard management

3. Contractor management

4. Training & induction

5. Communication

6. Event safety - inspections & reviews

CHECK IT OFF ✓

Following is a helpful little checklist to ensure nothing slips through the cracks. If you've got any questions about anything here please don't hesitate to get in touch with your Vbase Event Co-ordinator.

1. NOTIFIABLE WORKS

Let Vbase and WorkSafe NZ know what you have planned.

Will any areas of your event involve work that is classified by WorkSafe NZ as 'Hazardous'? A full list of these defined works can be found here: www.business.govt.nz/worksafe/notifications-forms/particular-hazardous-work).

Do you have any Notifiable Hazardous Works associated with your Event? YES NO

If yes, have WorkSafe NZ been advised of this work? YES NO

* Please note - notifications must be submitted to WorkSafe NZ prior to 24 hours of the event.

2. HAZARD MANAGEMENT

Hazard Management: 'Events can be risky business. Be safe, plan ahead and work out how you can manage these risks.' But remember check with Vbase before confirming these activities.

Will there be hazards on-site at your event? YES NO

Hazards can be anything from contractors rigging at height, moving forklifts/vehicles, pyrotechnics, electrical work, cooking on-site, hazardous substances - the list goes on but you get the picture.

HAZARD MANAGEMENT CONTINUED

If you have confirmed there will be hazards on-site you will need to provide a risk/hazard assessment, is there a copy attached? YES NO

A Risk Assessment is an all-encompassing document which captures all the hazards you may have at your event and lists the controls that will be used to minimise the risk of something going wrong.

- What is the hazard?
- What level of risk does it present?
- How will you minimise it?

If you get stuck, your Vbase Event Coordinator will have a sample copy.

Hazardous Substance products – Will your contractors or exhibitors be using any of the following? YES NO

- Explosive products
- Flammable product
- Oxidisers
- Corrosive products
- XToxic or eco-toxic products

If you ticked yes, you must collate the appropriate Material Safety Data Sheets and HSNO product register - for further information please see www.hazardoussubstances.govt.nz/

As part of this documentation you must produce an emergency plan for the specific hazardous substance, in case anything goes wrong.

Hazardous substance controls need to be in accordance with legislation www.epa.govt.nz/publications/er-ug-05.pdf

Again if you are not sure of what this entails your Vbase Event Coordinator can provide you with a sample template.

3. CONTRACTOR MANAGEMENT

'It takes a village to put on an event! These are the people who you, and your exhibitors engage to make your event happen.'

3.1 Will you have any contractors/sub-contractors working for you at this event? YES NO

If yes, it is your responsibility to ensure you have a register of these contractors, and ensure they provide you with copies of their qualifications/competency levels.

3.2 Will your contractors/sub-contractors comply with site H&S compliance requirements? YES NO

Vbase will send you a copy of our H&S safety policies for you to distribute to your contractors.

3.3 Task analysis

Are your contractors undertaking high risk activity? YES NO

A Task Analysis is a more in-depth look at a particular high risk activity like scaffolding, pyrotechnics or aerialist performers. These sort of tasks need to be carried out by experienced professionals who are qualified and competent. They will provide you with a detailed task analysis; a step by step look at what they are going to do and how they are going to do it safely. If you are not sure what this looks like, ask your Vbase Event Co-ordinator for a sample template

Task analysis attached? YES NO



4. TRAINING & INDUCTION

'Because every venue is different we want to make sure your crew feel comfortable and safe in ours, so they can get on with their job.'

Are all the people under your control (contractors, exhibitors, sub-contractors etc) trained and competent or supervised to carry out their work safely while on site? YES NO

It is a venue requirement all persons under your control be given a site specific induction. Vbase will help organise inductions, but as the organiser please confirm you support the process. YES NO

5. COMMUNICATION

'Making sure your people have the right information before they arrive on-site.'

How do you communicate safety information to your contractors/exhibitors:

Website Updates

Email Newsletter

Social Media Messages

On-site Pre-start Meeting

Phone calls

Other _____

Frequency _____

6. INSPECTIONS & REVIEWS

Event Safety Inspections and Reviews: 'Keeping track of what's going on.'

As the Event Organiser you will need to make time to walk the venue to ensure all work is being performed in a safe and compliant manner. We're happy to do this walk-through with you – just let us know when you intend to do it.

To keep you protected you will need to retain a record of these inspections, and details of what they involved.

Please tick to confirm you have created your safety inspection checklist. YES

You plan to preform reviews (hourly, etc)

REPORTING

Accident and Incident Reporting: 'See it, report it – prevent it from happening again.'

Will you report all accidents to Vbase? YES

Will you immediately notify the Vbase Hosting Manager about any injuries and/or incidents? YES

YOUR SIGNATURE

Name/Signed: _____
Event Representative

Company: _____

Date: _____

Name/signed: _____
Venue Representative

Venue: _____

Date: _____

As part of the Vbase H&S review process, we may seek documented evidence if required depending on your activity's level of hazards.

Reminder: Send this to your Event Co-ordinator 14 days in advance. Earlier if you require any approvals on planned activities!