

<b>A. POLICY TITLE</b>	<b>FORKLIFT SAFETY POLICY</b>
<b>B. APPLIES TO</b>	All persons working in any Vbase venue
<b>C. POLICY STATEMENT</b>	This is a general policy to reduce or eliminate the risk of injury or damage to person or property
<b>D. FURTHER INFORMATION</b>	Operations Manager
<b>E. POLICY APPROVAL</b>	General Manager
<b>F. APPROVAL DATES</b>	This policy was approved on 08 September 2015 This version takes effect on 21 October 2015

## G. FORKLIFT OPERATIONS

1. Keys for forklifts must be signed out/in by the operator. Location of keys is as follows:
  - Horncastle Arena - Security Box
  - Air Force Museum - Vbase office
2. Contractors, Temp Staff (ie not Vbase Staff), must read and acknowledge this policy when signing for the keys.
3. Only licensed forklift drivers are permitted to operate forklifts in Vbase venues.
4. The forklift must only be used for the purpose it was designed.
5. Do not jump from the forklift. Maintain three points of contact (hands and feet) when you get on and off.
6. The forklift driver must wear a seat belt and Hi Viz vest at all times while operating the forklift.
7. At all times inside the building, the forklift speed must not exceed walking pace.
8. At all times outside the building, obey speed limits and stop signs. Drive at speeds suitable to the road surface and traffic conditions.
9. When moving from outside to inside, and vice versa, allow enough time for your eyes to adjust to different light levels.
10. No passengers are allowed on the forklift.
11. Do not raise people on forks or pallets.
12. Do not allow anyone to stand, work or walk under raised forks.
13. Be conscious of people working around you. Do not allow people to walk beside you while you are using the forklift.
14. Where limited visibility occurs due to the size of the load or the physical environment (ie tight corners), then a spotter must be used.
15. Remove the ignition key and secure the forklift at all times when not in use.
16. Return the key to the Arena Security Office/AFM Vbase office and sign back in.

<b>H. POLICY TITLE</b>	<b>SCISSOR LIFT OPERATIONS SAFETY POLICY</b>
<b>I. APPLIES TO</b>	All persons operating a Scissor lift in any Vbase venue
<b>J. POLICY STATEMENT</b>	This is a general policy to reduce or eliminate the risk of injury or damage to person or property <i>Remember:</i> You can be seriously injured or killed from falling just a short distance. Where a fall from ANY height could result in harm, an effective means of fall prevention must be put in place.
<b>K. FURTHER INFORMATION</b>	Operations Manager
<b>L. POLICY APPROVAL</b>	General Manager
<b>M. APPROVAL DATES</b>	This policy was approved on 08 September 2015 This version takes effect on 04 November 2015 This version of the policy was reviewed on 03 August 2016

## N. SCISSORLIFT OPERATIONS

1. Every Operator must sign the log book and complete mandatory checks.
2. Only authorised personnel will be allowed to operate the scissor lift.
3. All work from the scissor lift will be conducted under "No-Go Zone" or "One Up, One Down" conditions, i.e. where dropping hazards exist a practical clearly marked and coned safety radius "No-Go Zone" will be maintained under the work at all times.
4. If the No-Go Zone cannot be practically marked then a PPE equipped crew person will monitor and maintain a no-go zone.
5. If a practical exclusion zone cannot be practically marked or maintained, a PPE equipped crew person will be used to halt work above until the area exposed to falling equipment is clear of other workers.
6. All workers within the area will be advised of the risk via an internal announcement through the venue PA system and will be required to wear PPE. If this is not achievable, appropriate signage will be clearly displayed.
7. The use of ladders should be minimized where a scissor lift can be used

## O. "ONE DOWN" RESPONSIBILITIES

1. Watch "One Up" at all times to ensure no contact is made with potential hazards.
2. Use of a cell phone or any other device, during "One Up, One Down" period is strictly forbidden.
3. "One Down" must not leave work area (ie No-Go Zone) until the task is complete and the "One Up" has returned to ground level.

## P. INSPECTION & SIGN OFF BOOKLET

- The inspection and sign off booklet can be found in the yellow folder attached to the scissor-lift, as shown below.



- Below is an example of the sign off booklet. Please ensure that all required details are completed.

36	14/5/16	16:30	AM/PM	MARK M	Operator or User should record any 'Faults/Problems' found in 'Section 2, Part A' (Pink Pages).	36	012
37	16 MAY 16	3:00	AM/PM	Adam Richmond	✓	37	
38	14/5/16	04:45	AM/PM	Hammish		38	824/14/14
39	27/5/16	11:20	AM/PM	Brad Harris		39	
40	1/06/16	5:14	AM/PM	Aaron Dyer	✓	40	4201528
41	2/06/16	8:50	AM/PM	Steve Jordan		41	
42	1/6/16	12:15	AM/PM	Tom Mauld	✓	42	4201555
43	21-6-16	13:20	AM/PM	Andy Granger	✓	43	
44	21/06/16	2:30	AM/PM	Aaron Dyer	✓	44	4201502
45	22/7/16	08:15	AM/PM	Nick	✓	45	
46	27/7/16	11:30	AM/PM	Hammish		46	824/14/14
47			AM/PM			47	
48			AM/PM			48	
49			AM/PM			49	
50			AM/PM			50	

**OPERATOR SAFETY CHECK RECORD**

**FAULTS / PROBLEMS & ACTION TAKEN**

<b>Q. POLICY TITLE</b>	<b>OVERHEAD WORK SAFETY POLICY</b>
<b>R. APPLIES TO</b>	All persons working in any Vbase venue
<b>S. POLICY STATEMENT</b>	This is a general policy to reduce or eliminate the risk of personal injury <i>Remember:</i> You can be seriously injured or killed from falling just a short distance. Where a fall from ANY height could result in harm, an effective means of fall prevention must be put in place.
<b>T. FURTHER INFORMATION</b>	Operations Manager
<b>U. POLICY APPROVAL</b>	General Manager
<b>V. APPROVAL DATES</b>	This policy was approved on 08 September 2015 This version takes effect on 04 November 2015

## W. CONCERT & DINNER EVENTS

1. When the Mothergrid or trussing is used, ALL WORKERS on the floor MUST wear Personal Protection Equipment (PPE) consisting of Hard Hat and High Viz clothing until the grid, all trussing and line arrays are raised to trim height. The use of steel capped footwear is highly recommended.
2. The Venue Technician will place warning signage and a flashing light at all entry doors, advising that overhead work is in progress and alerting staff/contractors that PPE is compulsory. If the Venue Technician is not available, this will become the responsibility of Presentation and Set Up Crew on site.
3. The Venue Technician and Stage Manager will determine when the overhead work is complete. The PPE rule can then be relaxed and the warning signage and flashing light removed.
4. Where practicable, doors between the Arena and Concourse should be mag-locked at the instruction of the Venue Technician during periods of overhead work.
5. All work including additional overhead work after the initial rigging period, will be conducted under "No-Go Zone" or "One Up, One Down" conditions, ie where dropping hazards exist a clearly marked and coned 5m safety radius "No-Go Zone" will be maintained under the work at all times. If the no-go zone cannot be practically marked then a PPE equipped crew person will monitor and maintain a no-go zone.
6. If a 5m exclusion zone cannot be marked or maintained, a PPE equipped crew person will be used to halt work above until the area exposed to falling equipment is clear of other workers.
7. All workers within the area will be advised of the risk via an internal announcement through the venue PA system and will be required to wear PPE.

## X. EXHIBITION & SPORT EVENTS

1. Shell Scheme builds and power drops must be booked in and scheduled before Exhibitor Pack-in.

2. Where practicable, doors between the Arena and Concourse should be mag-locked at the instruction of the Venue Technician during periods of overhead work.
3. All work including additional overhead work after the initial rigging period, will be conducted under "No-Go Zone" or "One Up, One Down" conditions, ie where dropping hazards exist a clearly marked and coned 5m safety radius "No-Go Zone" will be maintained under the work at all times. If the no-go zone cannot be practically marked then a PPE equipped crew person will monitor and maintain a no-go zone.
4. If a 5m exclusion zone cannot be marked or maintained, a PPE equipped crew person will be used to halt work above until the area exposed to falling equipment is clear of other workers.
5. All workers within the area will be advised of the risk via an internal announcement through the venue PA system and will be required to wear PPE.
6. The venue Hosting Manager determines high traffic times in the Loading Dock. Stanchions and signage will be placed to alert pedestrians of hazards in the area.

## Y. "ONE DOWN" RESPONSIBILITIES

1. Set up and maintain 5m (minimum) No-Go Zone.
2. Watch "One Up" at all times to ensure no contact is made with potential hazards.
3. Use of a cell phone or any other device, during "One Up, One Down" period is strictly forbidden.
4. "One Down" must not leave work area (ie No-Go Zone) until the task is complete and the "One Up" has returned to ground level.

## Z. NON- COMPLIANCE AND ESCALATION

1. The breach is brought to the attention of the individual and a request is made to rectify that breach.
2. Failure to comply with a warning will require intervention by a Vbase Hosting Manager or Event Coordinator and the breach notified to the contact signatory or their representative at the event.
3. Vbase reserve the right to isolate and/or shut down any part of the event Vbase deems unsafe or non-compliant with this policy, or halt work where non-compliance is continued.

<b>A. POLICY TITLE</b>	<b>GENERAL SAFETY POLICY</b>
<b>B. APPLIES TO</b>	All persons working in any Vbase venue
<b>C. POLICY STATEMENT</b>	This is a general safety policy to reduce or eliminate the risk of personal injury
<b>D. FURTHER INFORMATION</b>	Operations Manager
<b>E. POLICY APPROVAL</b>	General Manager
<b>F. APPROVAL DATES</b>	This policy was approved on 08 September 2015 This version takes effect on 21 October 2015

## G. GENERAL OPERATIONS

1. Steel Cap footwear must be worn by Operational staff at all times.
2. No access to the Catwalk is allowed without the prior knowledge of the Venue Technician or Hosting Manager.
3. Climbing up or down the Retractable Seating (unless set at Front Row A) is not permitted.
4. Using Pallet Jacks as scooters is not permitted.
5. The use of ladders should be minimized where a scissor lift can be used.

## H. TEMPORARY POWER SUPPLY AND CABLING

1. Only a NZ qualified electrician will be allowed to connect or disconnect tails to the electricity supply (with prior approval of the Vbase Venue Technician).
2. At any egress point, cabling must be hung over the doorways or covered with cable trays. At a minimum, in front of house areas cabling should be taped down and in back of house areas, laid out neatly.

## I. NON-COMPLIANCE AND ESCALATION

1. The breach is brought to the attention of the individual and a request is made to rectify that breach.
2. If a second request to comply is required to be issued, this will be considered a formal warning.
3. Failure to comply with a warning will require intervention by a Vbase Hosting Manager and that crew/staff members' Head of Department and the breach notified to the contract signatory or their representative at the event.
4. Vbase reserves the right to isolate and/or shut down any part of the event Vbase deems as unsafe or non-compliant with this policy.