



PROMOTER / HIRER - EVENT / STAGE PRODUCTION

HEALTH & SAFETY REQUIREMENTS



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1. Welcome & Introduction

Welcome to the Ashburton Event Centre.

Event/Stage production Health & Safety Requirements.

This document has been developed to provide a guide around the minimum requirements for concert promoter's event/stage production workers and contractors (each and together **you**) and stimulate engagement in regard to the safety expectations while working on site.

This information will assist all persons working at our venue and is a necessary step in the safety process.

Creating and delivering a safe environment can only be achieved by having a comprehensive safety management system in place, and one that can be clearly understood by all persons working on site.

The purpose of this document is to:

- Firstly, ensure the health & safety expectations of concert promoter workers and contractors are met in order to achieve a safe and healthy concert environment.
- Secondly, by meeting the requirements to ensure compliance with current health and safety legislation - Health & Safety at Work Act 2015, specifically s30 - Management of Risks, s36 - Primary Duty of Care & s34 PCBU's must consult, co-operate & co-ordinate with other PCBU's who have a shared duty for safety.

2. Commitment, H&S Policy and Management Systems

As the operator of a high-profile regional venue, the Ashburton Event Centre (AEC) is committed to providing a safe environment for all workers, hirers, guests, visitors, contractors, sub-contractors and any other persons that may be affected by our activities.

To achieve this, we will take all practicable steps to prevent incidents, accidents, and injuries by identifying, eliminating, or controlling potential hazards and the associated risks of those hazards. AEC has sound risk management practices in place to ensure that our health & safety systems function effectively.

AECs Health & Safety Policy and management systems form the backbone of our intent and clearly outline our commitment to safety. A copy of the Health & Safety Policy and our Health & Safety Management System Framework are available upon request. This policy and all associated management procedures must be adhered to at all times, not just by our workers but for anyone who enters or works at our venue. AEC recognises its "Duty of Care" responsibility to all parties and is committed to delivering the highest possible standards of safety and service.

The success of our health & safety management system ultimately rests on the commitment of everyone cooperating and working collectively. To ensure that our goal is achieved, we require all parties to understand their responsibilities and obligations.

3. Your Commitment

Along with the Ashburton Event Centre as a PCBU, you also have a responsibility (duty of care) to ensure, so far as reasonably practicable, the health and safety of everyone while working at our venue. In fulfilling this duty, you are required to ensure a systematic approach to reducing the risk of injury by maintaining a safe environment.

Promoter, production and Event workers and contractors engaged to work at AEC will provide health & safety documentation as required by us and comply with our health & safety management procedures and observe directions on health & safety from designated AEC representatives.

You must ensure that no tasks are undertaken if health and safety standards may be compromised.

Ashburton Event Centre staff will observe and work with you to ensure you are complying with the Ashburton Event Centre's safety policies, procedures, and safe work methods.

We expect all hirers, contractors, sub-contractors, and their workers to fulfil their duty of care responsibilities by:

- Providing a safe place of work
- Providing safe management systems of work
- Providing safe, compliant and suitable plant and equipment
- Providing training and supervision to all workers including casual labour under their direct control
- Encouraging safe practices in the workplace
- Complying with the Health & Safety at Work Act 2015 and regulations

4. Expectation of Health & Safety Documentation

All promoter, production and Event contractors and workers involved in delivering any scope of works that presents a risk to any person's physical safety or health is required to submit pre-event safety documentation.

It is the expectation that health & safety documentation be submitted a minimum of **14 days** prior to work activities taking place or as agreed between the parties. Health & Safety documentation is to be submitted to:

Email – roger@asheventcentre.co.nz

Health & safety documentation must be in the form of a Site-Specific Safety Plan (SSSP), Safe Work Method Statement (SWMS) Job Safety Analysis (JSA) or similar, that is:

- Specific to the tasks/activities taking place.
- Specific to the Ashburton Event Centre work environment.
- Details of all known/expected risks that may occur due to the work activity.
- Maintain all control methods that need to occur to ensure the risk does not eventuate.
- Provide sufficient & appropriate emergency responses in the event a risk does eventuate.

Depending upon the work activity and the specific risks being present, health & safety documentation may also require:

- Floor plans, site plans or engineering plans.
- Regulatory permits or permissions to work – e.g., Building Act exemptions or WorkSafe NZ notifications.
- Licencing and/or qualifications of workers.
- Evidence of training & competency of persons.
- Hazardous Substance / Chemical registers.
- Induction & safety / pre-work meetings.
- Accident, Incident reporting.
- Checklists, audits & reporting methods.

If you utilise sub-contracted workers, you must either obtain appropriate health & safety documentation from the sub-contractor or ensure the sub-contracted workers are inducted, trained & supervised in the delivery of your health & safety plans.

All contractors engaged must provide evidence of **Liability Insurance to a value of \$10,000,000** with their health & safety documentation.

Copies of contractor insurance policies must be sent to the Ashburton Event Centre **representative 14 days prior to work commencing or as agreed.**

5. Induction of Promoter and Contractor Workers

All workers, contractor workers and sub-contractors must complete the Ashburton Event Centre contractor Induction and sign off as complete.

No workers are allowed to conduct work on-site until they have completed an Ashburton Event Centre induction and appropriate contractor inductions, pre-work toolbox meetings as required.

6. COVID-19 Protocols




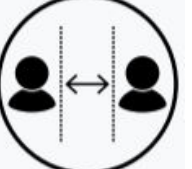
Ashburton Event Centre has evaluated the ongoing community risk based on guidance from the Ministry of Health.

The Ashburton Event Centre has documented plans in place for the management of the health risks associated with COVID-19 to meet the Government and Ministry of Health mandatory controls required to ensure the health and safety of workers, contractors and their workers attending Ashburton Event Centre for work.

The following rules are expected to be followed while working on-site.

The promoter should provide a copy of their COVID-19 Management Plan to the Ashburton Event Centre **representative indicated in Section 4.**

COVID-19 health hygiene norms

 <p>Vaccine pass required for entry</p>	<p>My COVID Pass</p> <p>As mandated by the NZ Government, all staff, service providers, contractors and sub contractor workers at events are required to be fully vaccinated.</p> <p>My COVID Pass must be shown upon entry to the Venue, and may be checked at any time throughout the event.</p>
	<p>Feeling sick, please DO NOT come to the Venue</p> <p>If you are feeling sick, please, DO NOT come to work. Stay home and seek medical advice. By doing so, you will be keeping yourself and others safe.</p>
	<p>Hand Washing</p> <p>Sanitise or wash your hands regularly for at least 20 seconds – especially after being in communal areas.</p>
	<p>Physical Distancing</p> <ul style="list-style-type: none"> Practice physical distancing – 1 metre should be maintained where possible, especially with strangers.



Cough and Sneezing Etiquette

Follow good cough and sneeze etiquette.

7. WorkSafe NZ Notifications

Any workers carrying out notifiable work will ensure that a WorkSafe NZ notification is submitted.

The WorkSafe NZ - Particular Hazardous Work Notification Form, including a full list of what works are notifiable, can be viewed at: <https://forms.worksafe.govt.nz/hazardous-work-notification>

The most likely notifiable work activities include:

Any rigging or construction work that involves the following is considered notifiable:

- Lifting over 500 Kg over 5 metres, and / or
- Work where a worker could fall 5 metres or more.
- Scaffolds over 5 metres in height (note: 5m is measured from the working platform & not the top rail)
- Erecting or dismantling scaffolding with a risk of falling 5 metres or more.

This would include any work in the stage/event build (e.g., riggers harnessed in & working at height and lifting of the line array speaker stacks, stage canopy) that fits the above description.

Note: the duration of the notification must cover both the pack in and pack out. Otherwise, separate notifications will need to be made.

Copies of notifications are to be shared with the Ashburton Event Centre representative indicated in Section 4.

8. Personal Protective Equipment (PPE)

Ashburton Event Centre has an expectation that PPE will be worn at all times while carrying out tasks, where Personal Protective Equipment (PPE) is required to be used as a management control for identified risks e.g., wearing a harness for working at heights.

- Covered shoes are a mandatory requirement at all times while working on site.
Jandals/sandals are not allowed to be worn while working at the Ashburton Event Centre
- Hi-Viz vests/jackets will be required to be worn while working in high-risk activity areas as deemed suitable by the risk assessment.

9. Incidents, Accidents, Near Hit & Property Damage Reporting

All accidents, incidents, are to be notified to the Ashburton Event Centre representative immediately.

All near hits and property damage must be reported as soon as possible.

It is also expected that a robust investigation is completed for all accidents, incidents and near hits where the outcome could have been of a serious nature. Investigations should be conducted by suitably qualified/trained/competent persons.

For serious accidents, incidents, all practicable steps must be taken not to disturb the incident scene in case the accident or incident is notifiable to WorkSafe NZ. Exceptions to this area where emergency responders are required to:

- Provide assistance to an injured person.
- Ensure the worksite is made safe so the incident or other incidents do not have the potential to cause further harm to persons, or
- Following instruction from a Police Officer or WorkSafe NZ inspector.

Ashburton Event Centre in conjunction with the promoter and/or contractors performing works will liaise to ensure WorkSafe NZ are contacted following a notifiable incident.

Information for what incidents are notifiable can be viewed at:

<https://www.worksafe.govt.nz/notifications/notifiable-event/what-is-a-notifiable-event/#f-doc-39625>

Copies of completed incidents forms are to be shared with the Ashburton Event Centre representative as per section 4.

10. Risk Assessments (SSSP, SWMS, JSA etc.)

Risk management is a regulatory requirement.

Promoters and contractors must identify any foreseeable hazards, assess the risk, and take action to eliminate or control that risk.

A Risk Assessment (hazard identification) must be undertaken which considers every aspect of the work to be carried out.

Step 1. Identify hazards

Step 2. Determine/assess how serious the risk is

Step 3. Decide on what actions are to be taken to solve the problem (eliminate or control the risk)

Step 4. Review the process and control measures to ensure that the risks are adequately addressed

Copies of risk assessments, SSSP, SWMS, JSA's are to be shared with the Ashburton Event Centre representative as per section 4.

11. Emergency Management Procedures

Ashburton Event Centre has comprehensive Emergency Management Procedures in place, based on The Coordinated Incident Management System (CIMS) principles and will take the lead in liaison with the promoter and emergency services in any emergency situation.

All workers are expected to familiarise themselves with emergency procedures, exit pathways, assembly points, alarm call point positions and firefighting equipment.

In the event of an alarm being sounded the following general emergency procedures apply:

- If the alarm system has been activated, then there is an emergency situation, and all persons should evacuate immediately.
- In the event of an emergency whilst carrying out work at the venue or during an event, all workers must follow all reasonable directions given by Ashburton Event Centre workers, fire wardens, security personnel or Emergency Services personnel.
- Assist injured persons or mobility impaired persons if possible.

- Proceed immediately to the designated assembly areas.
- Do not re-enter buildings/areas until the all-clear is given by the Emergency Service personnel.

12. Permit to Work Management System

Ashburton Event Centre recognises that a Permit to Work system is a key part of managing work activities that have an inherently higher risk or unique aspects than routine or daily work activities conducted by contractors while working on-site.

It is supported by other management policies, procedures, and processes to regulate all work activities and manage risk to ensure that:

- All defined work activities are completed safely.
- Hazards and the associated risks are identified and managed effectively.
- Precautions are taken while carrying out the work.
- All activities are coordinated to provide a safe working environment for all personnel on-site.

The objective of a permit to work procedure is to define a system that protects people, infrastructure, assets, and the environment from adverse effects.

The Ashburton Event Centre requires the promoter to have a permit system in place that will manage the following high-risk activities:

- Access on to roofs
- Working at heights
- Conducting any hot works
- Crane lifts or lifts which require notification to WorkSafe NZ.

13. Manual Handling Practices

You must ensure you protect workers, contractors and subcontractors from activities that involve high levels of human movement, including repetitive movements over a long period of time or lifting, carrying, and pushing heavy loads by:

- Providing appropriate mechanical aids and equipment and ensuring they are used properly and maintained in accordance with manufacturer specifications.
- Using mechanical aids such as forklifts as a substitute for human lifting.
- Taking steps to ensure the worksite layout is well set out and does not limit the ability of workers.
- Ensuring Workers are trained, briefed, monitored, and supported in the use of safe lifting practices.
- Ensuring workers are provided with and use Personal Protective Equipment appropriate for the tasks and activities they are performing.
- As far as practicable, ensuring workers are not exposed to repetitive work for long periods or work that requires a significant amount of high force.

14. Housekeeping & Waste

The promoter/hirer is responsible for keeping work areas clean, tidy, free, and clear of hazards at all times,

This is of the utmost importance in public access areas, thoroughfares and fire exits must be kept clear at all times.

- All rubbish and debris must be removed or disposed of prior to leaving the site.
- Waste hazardous substances/chemicals, cement must be removed from the site. **Under no circumstances should these be tipped down drains around the Venue.**

15. Scaffold Structures

All scaffolding activities need to adhere to the Australian and New Zealand 1576 series standards.

Scaffold structure must be designed and built to designs with the appropriate sign-off and documentation available for inspection as required.

A stage build & canopy component is classified as a temporary structure and may need to have a Building Act exemption obtained prior to works taking place.

- Engineers' sign off during planning/application for Building Act exemption (PS1) must be obtained prior to work starting.
- Contractor to sign PS3 form stating that all works have been conducted as per PS1.
- Engineer to issue PS4 form stating that all works conducted by the contractor meet design & IPENZ requirements.
- An anemometer is to be installed at the top of the finished structure.

Any person who carries out scaffolding work including erection, alteration, repair or dismantling of a scaffold of which any part is 5 metres or more above the ground must show evidence of an appropriate certificate of compliance (COC) for being able to perform the intended works.

Workers erecting scaffold up to 5 metres must be trained in the relevant NZQA standards below:

Erecting Scaffolds up to 5metres	
Unit Standard	Title
9184	Erect and dismantle non-notifiable prefabricated frame scaffolding up to five metres in height
13016	Demonstrate knowledge of the erection and dismantling of scaffolding up to five metres in height
13053	Erect and dismantle scaffolding up to five metres in height

The following actions and behaviours must be displayed when conducting scaffold activities at Ashburton Event Centre

- Scaffolds of 5 metres or more must be notified to WorkSafe NZ no later than 24 hours before construction works begin.
- Workers must adhere to the expectations set out in the Good Practice Guidelines for Scaffolding in NZ (2016).
- All scaffolding systems & equipment must meet or exceed NZ industry standards.
- Scaffolds are to be designed, erected & dismantled by suitably competent persons.
 - Documentation must include an approved design drawing.
- Scaffolds must be able to carry the load it is designed and intended for. This includes dead loads (i.e., the weight of the scaffold) & live / temporary loads (e.g., people, equipment, wind etc).
- Scaffolds are only to be constructed on a suitable foundation base that is appropriate for the size, weight & purpose of the scaffold.

- The immediate worksite must be isolated from non-essential personnel before constructing & dismantling the scaffold.
- Harness, safety helmet and appropriate safety footwear must be worn at all times while erecting, altering, or dismantling scaffolding.
 - The harness must be hooked on to a suitable anchor point when there is a risk of a fall that could cause harm.
- Compliant ladder, edge protection & rail systems must be installed as designed.
- Scaffolding equipment should not intentionally be dropped from a height.
- Scaffolds must be signed off as safe for use by a competent person for that type of scaffold before any work activities are allowed to take place.
 - Sign off tags must state the name of the person signing off as safe, the date & the maximum weight allowance.
- For scaffolds constructed in publicly assessable areas it is essential that scaffold structures are isolated from public access.
 - No gaps under fence lines.
 - Gate access to be secured when not in use.
 - Fence lines appropriately weighted down.
 - Fences & scaffolds do not become hazards when scrim or similar is attached.

Copies of risk assessments based on the build of scaffold structures are to be shared with the Ashburton Event Centre representatives as per section 4.

Copies of the PS1, PS3 and PS4 are to be shared with Ashburton Event Centre representative indicated in Section 4 prior to public occupation/rehearsals.

16. Working at Heights

All workers who will be working at height must be competent / trained, through an approved WorkSafe NZ training course.

Training Registers of all workers who will be working at heights are to be kept and available for inspection by us at any time.

All workers who will be working at height must be wearing and use a fall arrest or fall restraint system which meets NZQA 15757 (Use, install and disestablish temporary proprietary height safety systems when working at height).

- Risk assessment & SWMS to be documented prior to work taking place.
 - Working at height to be covered off during site-specific inductions, toolbox meetings etc. Records should be kept of all inductions, toolbox meetings.
- All harness & fall systems must be manufactured and maintained to AS/NZS 1891.4:2009 (Industrial Fall-Arrest & Devices. Part 4: Selection, Use & Maintenance).
 - Harnesses are to have evidence of a current certificate and not older than 10 years old.
 - Workers must inspect their working at height equipment prior to use.
 - Working at height rated helmets must be worn.
 - Areas where working at height occurs must have controlled access to (e.g., 1 up, 1 down system, exclusion zones etc).
- Contractors must include a rescue plan (contingency) in their safety plans that detail how a hanging worker at height will be safely rescued.

- This must be specific for the environment work activities are taking place (e.g., a rescue plan for truss/stage canopy & Elevated Work Platforms (EWP)).

Copies of safety plans for working at heights activities are to be shared with the Ashburton Event Centre **representatives as per section 4.**

Copies of working at heights permits are to be shared with the Ashburton Event Centre **representatives as per section 4.**

17. Rigging & Stage Build Requirements

Information on the rigging build needs to be shared before works take place. Refer to 'Safe Rigging Practices for the Entertainment Industry in NZ' guide

- Ensure all persons working at height are trained & competent to conduct work – see Working at Height section.
 - Include individual names & qualifications in the training register.
- Weight loadings & rigging plans must be available
 - All weight loadings from trusses, hanging equipment etc must be known.
 - Contractors to issue rigging plan.
 - Rigging plan & weights must be within known weight loadings & specifications.
- All chain motor hoists to be fit for purpose, inspected before use, have a current electrical test/tag & have chain bags installed.
- All workers (including riggers) to be wearing PPE when there is work at height activities.
 - Hard hat, safety footwear, high visibility vest, glove & eye protection as required.
- All tools used by riggers to be attached to lanyards – to ensure a dropped tool does not fall to the ground.
- Usual for 1 up 1 down system to be in operation (i.e., each rigger at height has a person on the ground to defend the safety zone).
- All hanging equipment to have safety cables attached. Completed sign off or checklists are to be available for inspection as required.

18. Isolation & Exclusion Zones for High-Risk Activities

Promoter workers and contractors conducting high-risk activities (as dictated by risk assessments conducted) must ensure the area where the activity is taking place is isolated at all times.

Only workers directly involved in the high-risk activity are to be within isolated areas.

Exclusion zones must use appropriate equipment, signage & be supervised to ensure no unauthorised entry into the exclusion zone occurs.

If unauthorised entry occurs:

- Work must stop immediately if it is safe to do so.
- Work area must be made safe.
- Incident / Near Hit report & investigation must be completed.

To assist in the management of isolation & exclusion zones, you must ensure these areas are detailed in:

- The daily inductions.
- On hazard boards/safety signage.

19. Covered Temporary Structures

The stage build & canopy component is classified as a temporary structure and may need to have a Building Act exemption obtained prior to works taking place.

Covered temporary structures over 100sq/m, a building act exemption (section 1 clause 2(a) of the Building Act 2004) needs to be approved before construction and occupation.

- Engineers' sign off during planning/application for Building Act exemption (PS1) must be obtained prior to work starting.
- Contractor to sign PS3 form stating that all works have been conducted as per PS1.
- Engineer to issue PS4 form stating that all works conducted by the contractor meet design & IPENZ requirements.

Covered temporary structures - marquees

(Fully fenced enclosure with temporary buildings/structures for more than 2,000 persons (Building Code section C1 –C6 Fire Safety Clauses of the B-053 Marquees and Temporary buildings).

For structures over 100sq/m:

- A fire scheme needs to be approved & displayed inside the structure.
- A mobile alarm system to be supplied.
- Approved fire exits to be installed.
- Adequate fire protection to be present – minimum 2Kg dry powder fire extinguisher.
- No use of LPG or diesel-powered systems while in public occupation.
- Information to be supplied for known wind limits.
- Emergency egress pathways must be kept clear at all times.

Covered temporary structures, such as marquees, are not to be erected adjacent to any building that has sprinkler-controlled fire protection (in breach of NZS4541:2013 Automatic Fire Sprinkler System).

In accordance with the Building Code, all suspended flexible fabrics (including but not limited to marquee roofs, banners & drapes) must be able to demonstrate a Flammability Index value of 12 or below and be within 5 years of purchase.

- Fabrics over 5 years of age can be approved if evidence of approved schedule maintenance is provided – e.g., has had an approved fire retardant applied.
- Fabrics must be free of residues.

Hazardous substances or combustible materials must not be stored in a covered temporary structure (Fire & Emergency NZ (Fire Safety, Evacuation Procedures & Evacuation Schemes) Regulations 2018).

All electrical installations inside covered temporary structures must adhere to AS/NZS 3760:2010 and AS/NZS 3002:2008.

Covered temporary structures are to be appropriately anchored. **(Weighted down only, no pegs are to be used for anchoring).**

Copies of the PS1, PS3 and PS4 are to be shared with Ashburton Event Centre representative indicated in Section 4 prior to public occupation / rehearsals.

20. Electrical Testing, Cable Management & Power

- Contractors will be required to liaise with the Ashburton Event Centre Management team in regard to the venue's power supply to ensure that power requirements (sound, lighting etc) are able to be met by the venue's power supply unless an alternative power supply is put in place (and such alternative supply shall be subject to the approval of the Ashburton Event Centre Management Team).
 - Supply from the street to the building (e.g., High Tension 11000V Transformers); &
 - The internal power supply of the building (e.g., Earth Leakage Circuit Breakers)
- Power load diagrams/plans are to be issued by electrical contractors to electrician for approval (regardless of whether connecting to the venue's power supply or through a generator system).
 - Diagram/plan to show equipment layout, the capacity of cabling, dimmer & phase loading.
- The promoter is to use a registered/certified electrician onsite for pack in & pack out.
 - Name and qualification details are to be recorded in a training register.
- Electricians are required to gain authorisation from Ashburton Event Centre Management prior to connecting to the venue's power supply.
- Isolations of the Ashburton Event Centre power supply must only be carried out by Ashburton Event Centre Management or an authorised electrician unless the contractor has been fully trained and authorised by Ashburton Event Centre Management.
- The electrical grid is to be effectively isolated from mains or generators and lockout and isolated as required while any electrical equipment is installed or removed.
- Production electrical distribution devices (tie-ins or tails), must only be installed, removed, or handled while the mains/generator power is isolated. The Ashburton Event Centre electrician must be consulted with prior to installation of tie-ins or tails.
- All electrical equipment is required to be tested to AS / NZS 3760:2010 and display a current tag.
- Electrical equipment needs to be protected from environmental conditions.
 - i.e., protection from dust & water. IP rating of sockets etc should meet IP 45.
- All connected power / electrical equipment is to have RCD protection.
- Cables & cable runs are to be protected in yellow jackets or similar in areas of public occupation, traffic, and pedestrian movements – e.g., roadways, pedestrian pathways etc.
 - Electrical cables should be isolated from heavy machinery where this is not possible the yellow jackets must be rated for such loads.
- All electrical equipment is to be inspected before use. All faulty equipment is to be locked out or removed from the venue.
 - Electrical equipment should be appropriate for the purpose it is to be used for. Domestic equipment must not be used where industrial equipment is required.
 - Cables must be appropriate for the task, especially on long runs where voltage drop may be an issue.

- Socket adaptors/plugs to only be used as designed. Do not over-load or use an excessive number of 'piggy backing'.
- Excess cable lengths to be coiled in a way to ensure heat build-up is dissipated and to reduce induction.
- Stage and front of house positions are to have an adequate number of suitable fire extinguishers available at all times in case of an electrical fire.

21. Lock Out of Faulty, Defective or Un-safe Equipment

Ashburton Event Centre has an expectation that all machinery & equipment will be inspected by suitably competent persons to ensure it is fit for purpose before use.

Machinery or equipment that is found to be defective or faulty must be isolated (locked out) from use & preferably taken away from the immediate worksite.

- Defective items are to be 'locked out' with appropriate signage securely attached.
- Messaging on signage should state the item is unsafe & not to be in use, the fault, the date & by whom locked it out.
- Machinery keys should be removed where possible.

Where machinery or equipment is being used by multiple stakeholders has to be locked out, Communications to all stakeholders must take place.

22. Crane Lifts

All persons operating or working with a crane **must** hold the following applicable Unit Standards as a minimum qualification and preferably hold the relevant National Certificate in Crane Operation.

* One or more of these unit standards must be held.

Type of Crane	3789	3795	16617	20526	24511
Mobile Crane Operation	X	X			
Crawler Crane Operation	X			X	
Truck Loader Crane Operation		X*	X*		
Sling or Regular Loads	X				
Non-slewing Articulated Crane e.g., Tractor Crane	x				X

Lift plans for all crane / heavy lifting activities must be submitted.

The lift plan should include:

- Specifics of the load such as weight & size.
- Path of travel & possible hazards.
- Who will be involved in the lift & their responsibilities.
- Methods of communication during the lift.
- Wind parameters, including maximum limits & how wind will be measured.

Copies of the lift plans are to be available for inspection as required.

All cranes must have a current Certificate of Inspection before being allowed to work.

All lifting equipment must have a tag indicating safe working loads & the manufacturer's instructions for use.

Documents that need to be available to the crane operator must be available for inspection as required:

- Manuals.
- Operating procedures.
- Rating sheets.

It is essential that the immediate worksite where the lift is to be performed is isolated from non-essential workers (i.e., any person not involved in the lift).

Consideration must be given to the following:

- The surface on which the crane will conduct the lift is suitable.
- The crane is level.
- Outriggers for mobile cranes can be fully extended.
- The correct number of counterweights are used.
- Lift is conducted within the scope of known wind limits.
- The weight of the load has been calculated correctly. Under no circumstances are loads to be hoisted beyond the crane's stated capacity.
- Materials are correctly secured & rigged before lifting.
- There is sufficient clearance between the crane & other obstacles (e.g., structures).
- Lifts are not undertaken in the proximity of powerlines.

Copies of lift permits are to be shared with the Ashburton Event Centre **representatives as per section 4.**

23. Use of Mobile Equipment – Elevated Work Platforms (EWP) & Forklifts

Elevated Work Platforms

The use of Elevated Work Platforms in New Zealand is covered by AS/NZS 1418.10, AS2550.10 and WorkSafe's Best Practice Guideline 2014.

- All workers who operate an EWP must be qualified for the particular type of equipment they will be operating:
 - **Scissor Lift requires** the operator to have **NZQA23960** on the license or (Australian) **SL**.
 - **Boomlift** or **Knuckle Boom lift requires** the operator to have **NZQA 23962** or (Australian) **BL**
 - **Vertical Lift requires** the operator to have **NZQA 23964** on the license or (Australian) **VL**.
 - **Truck Mounted EWP requires** the operator to have **NZQA 23961** on the license or (Australian) **TM**.
 - **Trailer Mounted EWP** or **Cherry picker requires** the operator to have **NZQA 23963** on the license or (Australian) **TL**.

MEWP TYPE	23960	23961	23962	23963	23964	23966
Scissor Lift (SL)						
Truck Mounted (TM)						
Self-Propelled Boom Lift (BM)						
Trailer Mounted (TL)						
Vertical Lift (VL)						

- The EWP must be inspected at the start of each working day.
 - Ensure the operator's manual is present – items to be checked are included in the manual.
 - Operators must complete all required fields in the logbook & sign.
- If the EWP is working over 5 metres, WorkSafe NZ must be notified.
- The EWP must only be operated under the maximum wind limit in which it can operate.
 - As indicated on the manufacturer's serial plate and in the operator's manual.
- Operators must wear a harness with the following EWPs:
 - Truck-mounted boom lift.
 - Self-propelled boom lift.
 - Trailer-mounted boom lift (cherry pickers).
 - Vertical masts, where the manufacturer recommends a harness.
 - Any other boom-type lift, including spider lifts.
 - That has a knuckle or pivot arrangement.
 - Any machine where a risk assessment shows it is necessary.
 - Anchor points should be as close to the platform floor as possible.
 - All persons working on or around EWPs must be wearing a high visibility vest and hard hat.

Note: The wearing of harnesses when using a scissor lift is not required unless stated in the operator's manual or as part of the risk assessment conducted.

A copies of WorkSafe NZ notifications are to be shared with the Ashburton Event Centre representative as per section 4.

Forklifts

All forklift drivers must have:

- A current forklift vehicle licence received following training from a WorkSafe NZ approved training provider.
- A 'F' endorsement' on their NZ drivers' licence.

All forklifts being bought onsite must have a current NZ registration & Warrant of Fitness (WoF).

At no stage is a forklift vehicle to be modified, adjusted, or interfered with.

This includes:

- Altering or taking off forklift attachments.
- Disabling of safety features.
- If fork extensions are required to operate, the extensions must be securely attached to the forklift, so slippage of the extensions is not possible.

For work activities inside confined spaces, an electric-powered forklift should be used.

The following actions or behaviours should be considered when operating forklift vehicles:

- Forklifts must have a safety check performed prior to operation each day.
 - Checks must follow instructions outlined in the operator's manual & driver training programmes.
- Drivers should be aware & familiarise themselves with each forklift's lift capacity.
 - Drivers need to ensure that any load does not exceed the weight capacity limits of the forklift.
- All loads must travel at ground level where possible.
- Avoid travelling or turning with the load at height.
- If fitted seatbelts must be worn at all times.
- The venue speed limit must be adhered to at all times **10km/hr**.
- When the forward vision of the driver is impaired, reverse with load or use a spotter.
 - Spotters are encouraged to support the safe operation of forklift activities but must ensure their safety is not put at risk.
- Pedestrian activities (other than spotters) must be controlled & preferably avoided around operating forklifts.
- Drivers are to sound the horn:
 - When approaching corners.
 - Approaching pedestrians or busy areas.
 - When moving near other vehicles
- Keys must be removed from the forklift when unattended.
- Forks must not create trip hazards & shall be placed flat on the ground when not in operation.
- Storage of fuels must be approved by the venue & be secured in an approved hazardous substance vessel and storage facility (See Hazardous Substance section for details).
Dependant on the volume to be stored a location compliance certificate will be required. **See section 27.**

24. Use of Vehicles (including golf carts) On-site / Speed Limits

Vehicle operators must ensure:

- If required, they hold a current regulatory licence.
- They are competent to operate the particular type of vehicle.
- Do not put pedestrians, equipment, or product at risk.
- Do not put structures at risk of damage.

All vehicles travelling within the footprint must adhere to a speed limit of **10km/hr**.

Maximum weight limits/occupancy must be exceeded when using golf carts on-site.

25. Hot Works Management

All hot works activities must be pre-approved before taking place. A permit to work for hot works must be completed. See section 12 for further details.

Where possible alternative options should be considered, e.g., such as manual cutting before beginning hot works activities.

Only suitably trained and competent workers should conduct hot works activities such as gas cutting and welding.

Where welding and cutting are to be carried out. Workers must adhere to requirements set out in the New Zealand Code of Practice for Safety in Welding and Cutting (NZS 4781).

Workers must ensure that all equipment has been inspected and is in good working order before beginning hot works.

The following Personal Protective Equipment must be used for hot works activities:

- Welding helmet with a suitable arc flash filter (not less than shade 10) when welding.
- Welding gloves that adhere to AS/NZS 2161 when welding.
- Respiratory protection (when welding galvanised metal or when Cadmium welding rods).
- Flame-resistant (cotton) overalls with long sleeves and neck fastenings.
- Apron.
- Hearing protection & eye protection.
- Safety footwear that adheres to AS/NZS 2210.

Ensure that other persons and property will not be put at risk.

- There should be an area of 10m clearance from any other activity, personnel, and combustible materials (where possible)

If hot works are required to take place in-situ where hazards cannot be removed from the immediate area, approved fire-resistant material or welding shields need to be set up around the area hot works are taking place.

A current certified 2kg dry powder fire extinguisher must be available for use at all times.

If using gas cutting or welding equipment a gas leak test must be performed prior to conducting work.

The area where hot works have taken place needs to be supervised for at least 1 hour following the conclusion of hot works. This is to ensure there are no flare-ups that could cause an ignition hazard.

All hot works electrical equipment must adhere to AS/NZS 3195 and AS/NZS 3760 and have an isolation switch.

Copies of hot work permits are to be shared with the Ashburton Event Centre representatives as per section 4.

26. Pyrotechnic Notifications

The pyrotechnic contractor will obtain an outdoor pyrotechnic display compliance certificate for the event and hold a Controlled Substance License which must be produced prior to coming on site.

The contractor will ensure that only recognised Certified Handlers are able to operate the pyrotechnic displays. All persons involved in pyrotechnic displays must be suitably qualified, trained, experienced or under supervision at all times.

A pyrotechnics display plan will need to be developed which shows:

- Firing locations & directions.
- Details of the size & type of pyrotechnics being used.
 - The height pyrotechnic payloads will be deployed & the amount of noise generated must be known.
 - Displays must comply with 140dB LZpeak at any point in the audience area and within the boundary of any activity sensitive to noise
- Minimum safe distances including exclusion and safety zones.
- Location of personnel involved in the activation (must have a direct line of sight to the fireworks).
- Location of fire protection devices – e.g., fire extinguishers. Fire-fighting equipment must be suitable for the type of fire.
- Safety Data Sheets (SDS) must be available on-site.

The contractor should communicate details of pyrotechnic displays with the following groups, detailing the date & time. Evidence of correspondence & approval to be provided.

- Fire and Emergency NZ.
- Civil Aviation Authority
- Worksafe NZ notification at least 3 days prior to display

The pyrotechnics display area must have controlled access at all times (i.e., be excluded from any person not directly involved in pyrotechnic activities).

- Care must be shown that dispensed/fired items will not create a fire or safety risk to buildings, structures, or crowds.
- Known wind limits must be provided.
 - Displays are not to take place if outside known wind limits.
- Pyrotechnics must not be fired if any person enters the firing/exclusion zones.
 - Overhead obstructions, with respect to the firing area. Any overhead object, e.g. trees, branches, wires, structures, buildings, should not be within 8 metres of the display site set-up area.

Health & safety documentation must include provisions for emergency planning.

All hazardous substance products must be delivered, stored & taken away from the venue according to best practice guidelines & conditions set out in the Health & Safety at Work (Hazardous Substance) Regulations 2018.

- Ensure that no unauthorised access to pyrotechnic products is possible.
- Ensure no debris/rubbish is left following activation.
 - All misfired items are handled, transported & dispensed of correctly (as set out in HSWA Hazardous Substance Regs & Safety Data Sheets).

Any incidents that occur must be reported to the venue, with a full investigation to take place. Notification to WorkSafe NZ <https://www.worksafe.govt.nz/notification> after an incident will be in liaison with representatives.

The following information is to be shared with the Ashburton Event Centre representative indicated in Section 4.

- Pyrotechnic display compliance certificate for the event
- A Controlled Substance License.
- Certified Handler Certificates
- Pyrotechnics display plan including storage details.
- Evidence of correspondence & approval with FENZ, CAA, WorkSafe NZ (as required)

27. Hazardous Substances

There must be a purpose to have any particular Hazardous Substance onsite – i.e., be critical to undertake work activities.

- Quantities must be appropriate for the work activity.

You must ensure that any worker that handles or interacts with Hazardous Substances has the knowledge & experience to do so safely. This includes the requirement for workers to be suitably trained & supervised. Training records must be available for inspection by us as required at any time.

You must ensure that all workers:

- are aware of their obligations under the Regulations.
- are aware of the health risks & safety issues associated with the Hazardous Substance they will be working with are understood and managed.
- Ensure safe handling, storage, and disposal of the substance.
- Understand and comply with the correct use of required equipment, including PPE.
- Understand responsibilities & actions to be taken in an emergency.

All Hazardous Substance containers must be appropriately labelled/identified.

Labels to:

- Include the product or chemical name.
- A hazard pictogram & hazard statement consistent with the substance's classification.

Decanting chemicals should be avoided where possible.

Safety Data Sheets (SDS) are to be available for all Hazardous Substances being bought onsite.

Safety Data Sheets are to:

- Be from a New Zealand supplier.
- Be available for inspection as required.

- Be read & understood by all workers handling the substance including actions required in an emergency response.
- Be readily accessible to the workers handling the substance.

Hazardous Substances must be stored appropriately according to the type & quantity.

- SDS should be used to ascertain storage requirements. Some Hazardous Substances cannot be stored/be in the proximity of other certain Hazardous Substances.
- Tanks containing flammable gases must not be stacked on top of each other.
- Storage facilities must be secure from unauthorised access at all times.
- Hazardous Substances are not to be stored or used in the proximity of any ignition sources.
- An appropriate type & sized fire extinguisher is to be available at all times.
- Location Compliance Certification will be required e.g., for storage of LPG / petrol.
 - more than 100 kg of LPG or more than 50 litres of petrol

A copy of the Location Compliance Certificate is to be shared with the Ashburton Event Centre representative as per section 4.

An inventory of hazardous substances inventory bought onsite must be shared with the Ashburton Event Centre representative indicated in Section 4 prior to bringing any such substances onsite.

28. Drones

All drone activities must be approved by the venue before authorisation will be granted.

The flying of drones at the Ashburton Event Centre requires a safety plan/risk assessment (SSSP, SWMS, JSA) to be completed with the flight plan and to be agreed to by Ashburton Event Centre prior to use.

- Pilots must keep their drone within line of sight at all times when operating.
- Drones are never to fly over publicly occupied areas such as concourses, seating areas or fields or any other areas where there are workers or patrons.
- Drone activities must be operated in accordance with the manufacturer's, & Civil Aviation requirements at all times.
- All drone equipment must be inspected & fit for purpose before operating.

Failure to adhere to agreed safety plans including flight paths may result in removal from the park of the drone contractor.

You must inform the drone pilots of any pyrotechnic activities & take steps to ensure activities do not interfere with each other.

All drone activities at Ashburton Event Centre require the drone operator (pilot) to have Part 102 Unmanned Aircraft Operator Certification. Certification must be current. [Intro to Part 102 certification for unmanned aircraft | aviation.govt.nz](#)

All drone flights must obtain Air-Traffic Control Clearance before operation. This can be obtained via AirShare at: <https://www.airshare.co.nz/>

A detailed flight plan must include:

- Type & model of the drone.
 - Include the weight of the drone.
- Take off & landing area.
 - Area to have clearly defined exclusion zone.
- Secondary / emergency landing area.
- Name of pilot & position when operating.
- Flightpath & excluded areas where the drone is not able to operate.
- Known minimum & maximum altitude limits.
- Known weather parameters that could affect/stop the drone from operating – e.g., wind & visibility.

The safety plan/risk assessment complete with flight plan, part 102 certification, air traffic control clearance must be shared with the Ashburton Event Centre representative indicated in Section 4.

29. Lasers

Lasers must be used in accordance with AS/NZS 2211, Safety of Laser Products.

30. Open Flames

Open flames must be used in accordance with the Hazardous Substances and New Organisms (HSNO) Act 1996 and have the required test certificates.

31. Dry Ice & Smoke Effects

The use of dry ice and smoke effects must be shared with the Ashburton Event Centre representative indicated in section 4.

14 days prior to the event as isolations of fire protection systems may be required.

32. Explosive Powered Tools

High velocity, direct acting explosive power tools e.g., nail guns are not to be used under any circumstances unless permission is given by Ashburton Event Centre

33. Children & Animals

Children under the age of 16 are not permitted on the work site unless they are taking part in an event and adequate provision has been made to ensure they are under the constant supervision of an adult.

Animals are not permitted on site unless they are taking part in an event or are a trained service dog providing medical or police support.

36. Smoking / Vaping

The Ashburton Event Centre has a no smoking / vaping policy on site.
Smoking / vaping is permitted only in designated areas and external to the stadium.
Breach of this rule will result in removal from Ashburton Event Centre

37. Drugs & Alcohol

Drugs, except as prescribed by a registered medical practitioner, are not permitted at the Ashburton Event Centre

The promoter and contractors will put in place and act upon appropriate procedures to respond to any workers who appear to be under the influence of drugs or alcohol.

Ashburton Event Centre may remove any person from the site who appears to be under the influence of or impaired by legal or illegal drugs or alcohol.

The worker shall not be permitted to return to the site until the promoter or contractor can establish to the Ashburton Event Centre satisfaction that the person is fit for work.

38. Severe Weather Conditions

Any activity or activation, including the erecting of temporary structures, incurs an element of risk due to severe weather such as electrical storms and strong winds.

The promoter needs to have management practices in place for severe weather conditions. All practicable steps must be made to ensure the safety of staff and the public during severe weather conditions.

This should include liaison with the Ashburton Event Centre Manager & make areas safe, including the stage areas & canopy and publicly occupies spaces (e.g., marquees).

Reference Library

Entertainment Technology New Zealand:

Guide of Safe Working Practices in the NZ Theatre & Entertainment Industry:
<https://www.etnz.org/wp-content/uploads/2018/05/Safety-Guideline-Version-14-April-2018.pdf>

Safe Rigging Practices for the Entertainment Industry in NZ: <https://etnz.org/wp-content/uploads/2017/02/safe-rigging-practices-nz-v1.0-june-2015.pdf>

WorkSafe New Zealand

Best Practice Guidelines for Working at Height in NZ (2019): <https://www.worksafe.govt.nz/topic-and-industry/working-at-height/working-at-height-in-nz/>

Approved Code of Practice for Load-Lifting Rigging: <https://www.worksafe.govt.nz/topic-and-industry/load-lifting-and-rigging/>

Elevated Work Platforms (EWP) – Best Practice Guidelines: <https://www.worksafe.govt.nz/topic-and-industry/working-at-height/mobile-elevating-work-platforms/mobile-elevating-work-platforms/>

Scaffolding in New Zealand (2019) – WorkSafe Guidelines: <https://www.worksafe.govt.nz/topic-and-industry/working-at-height/scaffolding-in-new-zealand/>

Hazardous Substances – Risk Management: <https://www.worksafe.govt.nz/topic-and-industry/hazardous-substances/managing/risk-management/>

New Rules for Hazardous Substances – Changes to the Regulations for Hazardous Substances in the Workplace: <https://www.worksafe.govt.nz/topic-and-industry/hazardous-substances/managing/risk-management/>

Information, Training, and Instructions for Workers Handling Hazardous Substances: <https://www.worksafe.govt.nz/topic-and-industry/hazardous-substances/managing/information-instruction-supervision-training/>

Labelling, Decanting and Re-packaging Hazardous Substances in the Workplace: <https://www.worksafe.govt.nz/topic-and-industry/hazardous-substances/managing/labelling/>

Inventory Requirements for Hazardous Substances: <https://www.worksafe.govt.nz/topic-and-industry/hazardous-substances/managing/inventory/>

Safety Data Sheets in the Workplace: <https://www.worksafe.govt.nz/topic-and-industry/hazardous-substances/managing/safety-data-sheets/>

Health & Safety in Welding: <https://www.worksafe.govt.nz/topic-and-industry/welding/health-safety-in-welding/>

Code of Practice for Manual Handling: <https://www.worksafe.govt.nz/topic-and-industry/manual-handling/preventing-manual-handling-injuries-acop/>

Electricity Standards

- AS/NZS 2978 Insulating mats for electrical purposes.
- AS/NZS 3000 Electrical installation (Australian/NZ Wiring Rules)
- AS/NZS 3100 Approval and test specification – General requirements for electrical equipment
- AS/NZS 3017 Electrical installations – Verification guidelines.
- AS/NZS 3190 Approval and Test Specification – Residual Current Devices
- AS/NZS 3760 In service safety inspection and testing of electrical equipment
- AS/NZS 3820 Essential safety requirements for low voltage equipment
- AS/NZS 4836 Safe working on or near low-voltage electrical installations and equipment
- AS/NZS 3002:2008: Electric Installations – Shows and Carnivals.

Scaffolding Standards

- AS/NZS 1576.1.2019 Scaffolding. Part 1: General Requirements.
- AS/NZS 1576.2.2016 Scaffolding. Part 2: Couplers and Accessories.
- AS/NZS 1576.3.2015 Scaffolding. Part 3: Prefabricated tube-and-coupler scaffolding.
- AS/NZS 1576.4.2013 Scaffolding. Part 4: Suspended scaffolding.
- AS/NZS 1576.5.1995 Scaffolding. Part 5: Prefabricated splitheads and trestles.
- AS/NZS 1576.6.2000 Scaffolding. Part 6: Metal tube-and-coupler scaffolding – Deemed to comply with AS/NZS 1576.3.2015
- AS/NZS1664.1 Aluminium structures – Limit state design
- AS/NZS1170.0 Structural design actions – Part 0: General principles
- AS/NZS1170.1 Structural design actions – Part 1: Permanent, imposed, and other actions
- AS/NZS1170.2 Structural design actions – Part 2: Wind actions
- AS/NZS1170.3 Structural design actions – Part 3: Snow and ice actions
- AS/NZS1170.5 Structural design actions – Part 5: Earthquake actions – NZ

- AS/NZS1554.1 Structural steel welding – Welding of steel structures
- AS/NZS1554.2 Structural steel welding – Stud welding (steel studs to steel)
- AS/NZS1554.2 Structural steel welding – Welding of high strength quenched and tempered steels

Cranes – Codes of Practice & NZQA Unit Standards

WorkSafe NZ – Approved Code of Practice for Cranes: <https://www.worksafe.govt.nz/topic-and-industry/cranes/>

WorkSafe NZ - A general guide to the health and safety in employment (pressure equipment, cranes, and passenger ropeways) regulations 1999: <https://www.worksafe.govt.nz/topic-and-industry/cranes/>

Unit Standards

- 3789 –Sling regular loads and communicating during crane operations.
- 3795 –Configure a mobile crane and lift and place loads.
- 15757 –Employ fall arrest systems on building and construction sites.
- 16617 –Operate a truck loader crane and lift and place loads.
- 20526 –Configure a track crawler crane and lift and place loads.
- 24511 -Configure a non-slewing articulated crane and lift and place regular loads.

LPG Standards

- AS/NZS 1596:2014: The storage and handling of LP-Gas.
- AS/NZS 5601.1.2013: Gas Installations. Part 1: General Installations.
- AS/NZS 5601.2.2013: Gas Installations. Part 2: LP-Gas installations in caravans and boats for non-propulsive purposes.
- AS/NZS 1425:2007: LP-Gas Fuel Systems for Vehicle Engines.

Health and Safety at Work (Hazardous Substances) Regulations 2017.

Covered Structures / Marquees Standards

- AS/NZS 1530.2.1993: Methods for Fire Tests on Building Materials, Components and Structures – Test for Flammability of Materials.
- AS/NZS 2293.1:2018: Emergency Lighting and Exit Signs for Buildings.
- AS/NZS 3002:2008: Electric Installations – Shows and Carnivals.

The Building Code. <https://www.building.govt.nz/building-code-compliance/>

Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018. <https://www.legislation.govt.nz/regulation/public/2018/0096/latest/whole.html>

Pyrotechnic Displays

Code of Practice for Outdoor Pyrotechnic Displays: <https://www.worksafe.govt.nz/topic-and-industry/hazardous-substances/certification-authorisation-approvals-and-licensing/outdoor-pyrotechnic-display-compliance-certificates/>

Health and Safety at Work (Hazardous Substances) Regulations 2017.

Hazardous Substances (Fireworks) Regulations 2001.

Drones

Flying Drones & Unmanned Ariel Vehicles (UAVs): <https://www.aucklandcouncil.govt.nz/parks-recreation/get-outdoors/drones-unmanned-aerial-vehicles/Pages/default.aspx>

Civil Aviation Authority of New Zealand: <https://www.aviation.govt.nz/>

AirShare: <https://www.airshare.co.nz/>

Hot Works

- NZS 4781:1973 Code of practice for safety in welding and cutting.
- NZS 4711: 1984. Qualification tests for metal-arc welders.
- AS/NZS 1338.1:1992 Filters for eye protectors–Filters for protection against radiation generated in welding and allied operations.
- The AS/NZS 1554 series. Covers: Welding of steel structures; Welding of high strength quenched and tempered steels; Welding of steel structures to high levels of fatigue loading; Welding stainless steel for structural purposes.
- AS 1796–Certification of welders and welding supervisors.
- AS 2214–Certification of welding supervisors – structural steel welding.
- AS/NZS 3100:2002 Approval and test specification – General requirements for electrical equipment.
- AS/NZS 3195:2002 Approval and test specification – Portable machines for electric arc welding and allied processes.
- AS/NZS 1995:2003 Welding cables.
- AS/NZS 3957:2006 Light-transmitting screens and curtains for welding operations.
- AS/NZS 1995:2003 Welding cables.
- AS/NZS 2210 Guide to Occupational Safety Footwear.
- AS/NZS 2161 Occupational Protective Gloves.
- AS/NZS 1715:1994 Selection. A Guide to Respiratory Protection; use and maintenance of respiratory protective devices.