

HEALTH AND SAFETY

ELLERSLIE EVENT CENTRE HAS DUTIES UNDER THE HEALTH AND SAFETY AT WORK ACT 2015.

Recent changes and review to our processes has seen Ellerslie put in place a firmer Health and Safety policy that will apply to all events held onsite.

If you are bringing contractors or suppliers onsite who are not already engaged by Ellerslie Event Centre (EEC), we will require them to supply Health & Safety documentation.

We have a list of approved suppliers if required. Please discuss with your Event Account Manager.

Health and Safety Duties

The Health and Safety at Work Act has four types of duty holders with work health and safety duties. These are: PCBU's (Person Conducting a Business or Undertaking), Officers (senior leaders), Workers and other persons.

Most businesses, whether large corporates, not for profit organisations, sole traders, or self-employed, are classed as PCBUs.

Overlapping duties

PCBU's have duties to all workers and others affected by their activities, not just those they directly employ or engage. When two or more PCBU's are working together at the same location or through a contracting chain, they must work together to fulfil their duties of care.

Where those duties overlap, they need to **consult, cooperate, and coordinate** their activities to meet their health and safety responsibilities to workers and others.

Health and Safety Documentation

In order to meet our health and safety duties, EEC requires each supplier or contractor that you employ to assist with your event, to complete the following health and safety documentation;

- 1. Venue hirer and contractor safety plan**

A template can be provided with a list of risk activities included to simplify this process, or contractors may have their own they can provide.

- 2. Venue Hirer and contractor induction**

This is to be sighted and signed by every person working onsite at Ellerslie for set up, during or pack down of an event.

- 3. Venue Hirer and contractor minimum health and safety standards**

This document will be sent to the event organiser to read and sign on behalf of the Venue Hirer and contractors. The Venue Hirer is responsible for ensuring all workers including contractors are aware of requirements.

Further documentation may be required for larger builds such as marquees, exhibitions and outdoor events. Your Event Account Manager will discuss this with you when necessary.

YOUR SAFETY IS IMPORTANT TO US.