



TSB-HSE-003
Health & Safety Plan
(Hirers and Contractors)



Purpose

This process provides guidance for the New Plymouth District Council and users of the **TSB Stadium** to fulfil their responsibilities to protect all persons, required or contracted to undertake work at the facility.

This process ensures that:

- All practicable steps are taken to provide a safe work environment for council staff, contractors, hirers, promoters and other workers.

Scope

This procedure applies to all persons undertaking work whether voluntary or paid at the **TSB Stadium**.

References

- New Plymouth District Council Health and Safety Policy
- Health and Safety at Work Act 2015
- Employee Relations Act 2000
- Health and Safety at Work Regulations 2016
- Contractual Agreements
- NPDC Contractor Control Procedures
- NPDC Accident/Near Miss Reporting, Recording and Investigation Procedures

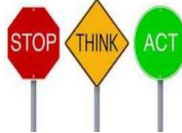
GENERAL REQUIREMENTS

- **High Risk works will require a permit to work.**
- You are required to have this document with you whilst on site, along with any other safety documentation your company is using to manage your work at the venue e.g. JSAs, SOPS.
- You will be required to sign and return the declaration found at the back of this book.
- Completion of this form for induction must be countersigned by a TSB Stadium Representative before entry to site is permitted.
- By signing the declaration you acknowledge that you understand the information contained in this book and that you have communicated it to your staff.

HOUSEKEEPING



- Toilets are positioned on both levels within TSB Stadium refer to the map.
- First-aid
 - First aid kit located in the first aid room.
 - All Venue Management Staff are trained in first aid.
 - Contractors must have a first aid kit in their vehicles.
 - During major events St Johns on site.
 - A defibrillator is located in the foyer of the Stadium.
- Please park in a marked or allocated space.
- The venue is promoted as smoke free, please refrain from smoking on site.



HEALTH & SAFETY

- All contractors are required to sign in at TSB Stadium reception on arrival and out on departure.
- Contractors must list and/or update their hazards & controls on the hazard board in reception on arrival.
- Contractors must communicate their hazards to other contractors working in close proximity.
- Report all incidents/ near misses/ accidents to TSB Stadium Management.
- All portable electrical equipment must support a current tag and test certificate,
- The contractor or hirer will fully co-operate with any audit of on-site safety performance carried out by or on behalf of TSB Stadium.

EMERGENCY PROCEDURES

- At each area of work please familiarise yourself with the fire exits, call points and fire fighting equipment around you.
- Call points are located near external exits refer to page 10.
- Evacuation Plan refer to page 10.
- Follow instructions from Stadium staff, stay calm, do not run, and do not use lifts.
- For major events TSB Stadium Emergency Management Plan will be provided.

ACCESS & SECURITY






- All contractors must contact Venue Management Staff prior to arriving to organise suitable day and time for work to be carried out.
- Vehicle entrance to TSB Stadium is from Rogan Street.

CONTACTS



- The NPDC contact number is 06 759 6060, an after-hours phone service is available.
- Delivery address is: 1Rogan Street New Plymouth.

SITE HAZARDS AT TSB STADIUM

Hazards	Controls
<p>Slips, trips and uneven surfaces/terrain</p> 	<ul style="list-style-type: none"> • Signage and barriers • Appropriate PPE footwear • Regular Housekeeping
<p>Pedestrians and Vehicles sharing roads</p> 	<ul style="list-style-type: none"> • Signage – permanent speed limit signs. • Signage – temporary control signs where applicable. • Road markings painted – including yellow no parking lines, arrows for lanes where appropriate.
<p>Overcrowding at Events</p> 	<ul style="list-style-type: none"> • Monitoring ticket numbers – tickets are sold appropriate to venue capacity. • Emergency Response Plan in place for all major events. • Crowd control measures included in operations plan. • Communications – radio contact with event base control. • Critical areas (stairways, entrances, exits) kept clear for emergency situations • New Zealand Fire Service and Police notified of size of event

Health & Safety at Work Act 2015 (HSWA) Definitions

<http://www.business.govt.nz/worksafe/hswa/legislation/terms-and-definitions#regulator>

Duty holder

A duty holder is a person who has a duty under HSWA.

There are four duty holders:

1. [PCBUs](#)
2. [officers](#)
3. [workers](#), and
4. [other persons at workplaces](#).

Hazard

Anything that can cause harm.

A person's behaviour can also be a hazard where that behaviour has the potential to cause death, injury, or illness to a person (whether or not that behaviour results from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person's behaviour).

Notifiable event

When someone dies or when a notifiable incident, illness or injury occurs.

The [regulator](#) (WorkSafe) must be informed of notifiable events by calling 0800 030 040.

The following sections of HSWA explain the meaning of notifiable incident, illness or injury:

[s23 Meaning of notifiable injury or illness](#)

[s24 Meaning of notifiable incident](#)

[s25 Meaning of notifiable event](#)

Officer

A person who holds a very senior leadership position and has the ability to significantly influence the management of a business or undertaking. A business or undertaking can have more than one officer.

Officers are:

- company directors (even if they do not have 'director' in the title)
- any partner in a partnership (other than a limited partnership)
- any general partner in a limited partnership
- any person who holds a position comparable to a director in a body corporate or an unincorporated body
- any person who exercises significant influence over the management of the business or undertaking (eg the Chief Executive).

Every officer has a duty – it is not a joint duty. Officers have a duty because they make policy and investment decisions that can affect workers' health and safety.

People in senior leadership positions have an important role in leading health and safety culture throughout a business or undertaking.

Other person at workplace

Includes workplace visitors and casual volunteers at workplaces.

These people have their own health and safety duty to take reasonable care to keep themselves and others safe at a workplace.

Overlapping duties (HSWA)

This is when more than one person conducting a business or undertaking (PCBU) has health and safety duties in relation to the same matter.

For example, there may be a number of different businesses working together or alongside each other on a single worksite, and through contracting or supply chains.

Person conducting a business or undertaking (PCBU)

A PCBU is a 'person conducting a business or undertaking'.

While a PCBU may be an individual person or an organisation, in most cases the PCBU will be an organisation (for example, a business entity such as a company).

An individual, such as a sole trader, can also be a PCBU.

While the terms 'business' and 'undertaking' are not defined in HSWA, here's what they usually mean:

- business is an activity carried out with the intention of making a profit or gain
- undertaking is an activity that is non-commercial in nature. For example certain activities of a local authority.

Examples of PCBUs

Individuals or organisations can be PCBUs if they carry out work, regardless of their legal structure. The following are examples of PCBUs:

- A business in the form of an incorporated company.
- A sole trader or self-employed person.
- A general partner in a partnership (if the partnership is a limited partnership).
- A partner in a partnership (if the partnership is not a limited partnership).
- An organisation created by legislation (eg government department, university, school or local authority).

Primary duty of care (HSWA)

A business or undertaking must ensure, [so far as is reasonably practicable](#), the health and safety of its workers and that other people are not put at risk by its work. In the context of HSWA, this is called the 'primary duty of care'.

This means ensuring, so far as is reasonably practicable:

- **the health and safety of workers** who work for the PCBU. This includes employees or contractors, including their sub-contractors or workers) while they are at work in the business or undertaking
- **the health and safety of workers whose work activities are influenced or directed by the PCBU while the workers are carrying out the work**, for example a franchise company whose franchise requirements influence or direct the workers of the franchisee.
- **that other persons are not put at risk by the work of the business or undertaking.** For example, visitors to the workplace, or members of the public could be affected by a work activity.

A PCBU who is a self-employed person must also ensure, so far as it is reasonably practicable, his or her own safety while at work.

So far as is reasonably practicable

For the purposes of managing risk, so far as is reasonably practicable is a balance between what is possible (the highest level of protection) and what is achievable (reasonable in the circumstances).

- Duty holders need to consider what is reasonably able to be done in relation to ensuring the health and safety of workers and others, taking into account and weighing up all factors including:
 - the likelihood of the hazard or risk concerned occurring
 - the degree of harm that might result from the hazard or risk
 - what the duty holder knows, or should reasonably know, about the
 - hazard or risk, and
 - ways of eliminating or minimising that risk
- the availability and suitability of ways to eliminate risk.

Only after assessing the extent of the risk, and the available ways of eliminating the risk, should the duty holder consider the cost. Consideration of cost should generally only take precedence over safety when it is grossly disproportionate to the risk.

Volunteer worker

A volunteer worker is someone who carries out work in any capacity for a PCBU:

- with the knowledge or consent of the business; and
- on an ongoing and regular basis; and
- the work is an integral part of the business or undertaking; and
- the work is not:
 - participating in fundraising
 - assisting with sports or recreation for an educational institute, sports club or recreation club

- assisting with activities for an educational institution outside its premises
- providing care for another person in the volunteer's home eg, foster care.

For example, a person who regularly helps out at an animal rescue organisation by feeding, cleaning and generally tending to animals is a volunteer worker because they are doing the volunteer work on a regular basis and the work is integral to the business or undertaking.

Worker

An individual who carries out work in any capacity for a [PCBU](#), including work as:

- an employee; or
- a contractor or subcontractor; or
- an employee of a contractor or subcontractor; or
- an employee of a labour hire company who has been assigned to work in the business or undertaking; or
- an outworker (including a homemaker); or
- an apprentice or a trainee; or
- a person gaining work experience or undertaking a work trial; or
- a [volunteer worker](#)
- A PCBU is also a worker if the business or undertaking is an individual who carries out work in that business or undertaking.

Workplace

A place where work is being carried out, or is customarily carried out, for a business or undertaking. Includes any place where a worker goes, or is likely to be, while at work.

Hazard Management

A hazard identification inspection of the **TSB Stadium** will identify hazards that could be evaluated as presenting harm to people working/visiting there. Management, staff and workers will ensure people do not come in contact with the hazards or the consequence of the hazards. Based on all the information collected, the team will develop effective controls using the criteria set out below.

- Elimination- Remove the hazard completely.
- Isolation- Remove or restrict access to the hazard
- Minimisation- Lower the risk of the hazard having consequences.

Hazard Identification Records

- Keeping records of our findings and our actions will ensure things get done and that people and property are protected from harm.
- Hirers/Promoters are required to report any new hazards directly associated with the event facility and surrounding public areas to the Venue Operations Team.

TSB Stadium Health and Safety Management Plan

DUTIES	WHO	WHEN	WHY	HOW
The Council will provide the hirer/promoter with a list of site hazards & controls.	TSB Stadium Operations Team	One Month prior to the event	To ensure Hirers/Promoters will integrate controls into their safety plan for the event.	Hazard and control matrix (included in this document) will be sent to the Hirer/Promoter
Pre-Event Health & Safety Meeting	TSB Stadium Operations Team – Hirer/Promoter	Event day or 24hrs before Event	To confirm roles & responsibilities during Event	TSB Operations Team arrange meeting with Hirer/Promoter
Communicate emergency response plans to Hirers team	Hirer/Promoter	Prior to event	To ensure Hirer/Promoters team know how to respond in an emergency.	Review TSB Emergency Response Plan and identify any Event specific emergencies that may occur during the hire period.
All accidents, incidents and near misses to be reported to TSB Operations Team	All users	ASAP after occurrence	To ensure effective controls are in place to stop it happening again.	NDPC accident/incident reporting system.
All Hirers/Promoters, Staff & other workers are to comply with HSAW act 2015 and HSAW Regulations 2016.	All Staff & Workers	At all times	To foster a safe working environment for all.	Trained personnel for the work, Contractor monitoring, use of SOP's and best practice codes.
Isolation of work areas that pose a hazard to the public or other workers.	Hirer/Promoter - TSB Operations Team	Prior to any work taking place.	To effectively control the hazard.	Physical barriers, warning signs-cones, Security Guards.
Monitor work activities and workplace conditions	Hirer/Promoter - TSB Operations Team	All times during the hire period.	To ensure the workplace stays safe for all staff, workers & users	NPDC contractor monitoring checklist, Duty Manager checklist

Evacuation Plan

