SHOW YOUR ABILITY 2019

Health & Safety Plan

Show Your Ability is an annual travelling roadshow showcasing equipment and solutions for disabled people.

This Health and Safety plan relates to the Show Your Ability roadshow in Auckland, Hamilton, Palmerston North, Christchurch and Dunedin.

This plan is applicable to all exhibitors, attendees and event staff. Exhibitors and event staff must abide by all relevant legislation and standards and adhere to the Codes of Practice of each venue.

This plan is comprised of:

- Site Induction
    - Emergency Procedure
    - First Aid
    - Exhibitors
    - Electrical Guidelines
    - Traffic and Parking
    - Packing in and Out

Site induction

All event staff and exhibitors will be provided with a site induction before packing in at each venue.

Emergency Procedure

All event staff and exhibitors will be advised of the emergency procedure for each venue and provided with a copy of this plan.

Staff and exhibitors are to report any emergencies immediately to the event manager – 021 240 8622.

Venue staff members are designated Fire Wardens and will coordinate emergency procedures should they occur.

Show Your Ability staff and exhibitors are not to attempt to put out fires unless they are certain that they can do so without jeopardising their own safety.

If Show Your Ability staff and exhibitors at any time feel they are in danger they are to report immediately to the event manager.

In the event of a member of public sustaining serious injury, Show Your Ability staff and exhibitors are to:

- ensure their own safety first,
- stay with the patient,
- send someone to contact emergency services,
- keep the patient calm,
- await further instruction from medical staff or event management.

In the event of security risk, Show Your Ability staff and exhibitors are to are to:

- ensure their own safety first,
- report the incident to the event manager to request assistance,
- await further instruction from event management.

In the event of an evacuation, venue and Show Your Ability staff will direct all event exhibitors and attendees to designated evacuation areas.

First Aid

The registration desk holds a first aid kit for basic first aid. The event manager is able to provide first aid.

Exhibitors

Exhibitors are to coordinate their employees/contractors breaks, and provide food/refreshments.

There is to be NO consumption of alcohol by exhibitors whilst at each venue.

All exhibitors are to:

- report hazards, incidents or near misses
- observe and obey all warning signs/instructions
- not enter any unauthorised areas
- report all injuries
- get first aid promptly
- report all fires and emergency situations

Electrical Guidelines

All electrical equipment is to be well maintained.

To comply with AS/NZ 3760:2010 all electrical equipment in commercial use, including cables and leads, must be tagged and tested by a suitably qualified person.

Show Your Ability electrical cables, leads and equipment will be inspected and tagged to comply with AS/NZ 3760:2010. Electrical cables, leads and equipment are not to be used if they appear faulty.

Exhibitors' extension cables and multiboxes must be tested and tagged. Where tags are not visible, the cables cannot be used.

Cables must be routed, taped down or covered to avoid tripping hazards.

Worn and frayed electrical cables should not be used. Keep electric

cables away from sharp corners or doors that can pinch and damage them.

Traffic and Parking

Access to car parks

- Parking is available for event participants at each venue.
- Maximum speed in all car parks is 5km/h.

Packing in and out

When packing in Show Your Ability exhibitors will follow instructions from the event manager.

Venues may require signing of a registration form to note that exhibitors have been made aware of hazards and have noted the evacuation plan.

For packing in and out all exhibitors must wear high visibility vests and closed toed shoes.

Where vehicle access is allowed in the venue, vehicles must be driven at a maximum of 5km/h with hazard lights on. Reversing will occur ONLY with a spotter behind the vehicle ensuring the way is clear.

All hazards, incidents and near misses must be immediately reported to the event manager.

Vehicles must turn slowly on carpeted surfaces and not turn the steering wheel whilst stationary.

Vehicles will vacate the building by 8:00am.