

ENERGY EVENTS CENTRE ROTORUA - HEALTH & SAFETY GUIDELINES

The Rotorua Energy Events Centre is committed to the protection of people from accident and injury. To assist us in minimizing site hazards please identify from the list below all the items that will be part of your work site exhibition. You are required to ELIMINATE, ISOLATE AND/OR MINIMISE any aspect within your area of work site exhibition that could potentially be a hazard! BEFORE YOU SET UP YOU MUST ENSURE YOU HAVE THE FOLLOWING:

Electrical Appliances

All electrical appliances, including extension leads must be “tested & tagged”. The tag MUST BE CURRENT or the appliance cannot be used.



Trip Hazards

ALL trip hazards MUST be identified, REMOVED, or covered.



Weight Loadings

Definition of a point load — a load on a 100 mm x 100 mm square.

Maximum point load is 500 kg.

A single layer of Plywood to be laid under any stationary load on the floor.

Maximum total load on a 1.0m x 1.0 m square is 2000kg (2 Tonne)

Any heavy equipment that is part of your exhibition, must be checked and approved by EEC, please provide height weight and dimensions to joelene.elliott@rotorualc.nz



Gas Cylinders

All Gas Cylinders must have on-site testing equipment to check for leakages. This includes soapy water in a spray bottle.



- Maximum 100 kg LPG per site.
- Segregation of 3m between sites (4m between bottles)
- Emergency plan on each site
- Fire extinguisher on each site
- Means of checking for leaks (when connecting new bottles)
- All hoses and fittings must be approved gas fittings (not garden hose etc)
- All bottles over 9 kg must be secured, even when not being used.

Hazard Signage

Please take note of all hazard signage on site.



Forklift & Scissor Lift

- Ensure any driver of the Forklift is licenced
- Only a competent person shall operate the scissor lift



Events & Venues Rotorua endeavour to provide a safe venue. Please bring any hazards to our attention. All contractors must sign into the venue immediately upon arrival and fill in the appropriate paperwork.

Please refer to our website <http://www.eventsandvenues.co.nz/resources/documents/energy-events-centre/> to download a version of our Exhibition and Event Manual.

For further information <http://www.business.govt.nz/worksafe>