

Event Contractor/ Vendor

Health & Safety Induction



Welcome to Mystery Creek Events Centre

Mystery Creek Event Centre (MCEC) is committed to preventing harm in our workplace and ensuring a safe and healthy environment for:

- Our Hirers
- Their Exhibitors/Vendors
- Workers (employees, contractors, volunteers)
- Any other persons using these premises and facilities

MCEC employees may request any work/function to stop immediately if any actions are in breach of the following:

- Health & Safety At Work Act 2015
- Other legislative requirements
- MCEC site rules
- The Hirer's documentation

Site Access Information		Enter information:	
Pack-in	Date:	/	/
	Time:		
In-event	Date:	/	/
	Time:		
Pack-out	Date:	/	/
	Time:		

Choose Access Gate/s:	Choose building/s in use:	
Gate 1	Full site	Bledisloe
Gate 2	Pavilion	Heritage Village
Gate 3	Convention Centre	Boardroom
Gate A	Convention Suites	Hosting Room
Gate 0	Gallagher	Other

Site Safety requirements

Pre event safety checks may be carried out. Non-compliant equipment will not be allowed and MCEC staff may request work to stop if actions are in breach.

Ground Penetration

No digging or ground penetration (e.g. pegging marquees) between red lines, these indicate underground services. All ground penetration must be signed off by a MCEC Representative before work commences.

Personal Protective Equipment (PPE)

High-visibility clothing (vest, shirt, jacket) must be worn as the outer layer. If working in hours of darkness reflective materials must be clearly visible.

Wear appropriate PPE for the task at hand (e.g. harness for working at heights).

Covered shoes to be worn at all times, no jandals or sandals are permitted.

Site Rules

Site speed limit: 15km/h. All road rules apply. Pedestrians have right of way.

No children under 15 are allowed on site during pack in/ pack out.

Dogs are not permitted, except guide dogs.

Electrical Safety

All electrical leads must display a current test and tag (within the last 12 months).

Electrical work must be conducted by a registered electrician and authorised by MCEC to connect to venue power supply.

Cables in public/ traffic areas must be protected by cable covers.

Vending units with electrical supplies must have a current Electrical Compliance Certificate.

⚠ Gas Safety

Gas bottles must be secured to prevent falling.

They must have a current test date, be undamaged and leak free.

Structure Placement

Units, stalls and pop ups must be in approved areas and must not block egress routes.

All structures must be weighted or pegged on all legs.

Housekeeping

Keep the worksite clean, and free of hazards; fire egress routes must also be kept clear.

Remove all rubbish and debris before leaving; use provided waste bins/ skips/ cages and flatten cardboard before disposal.

Hazardous liquid waste (oils, chemicals) must be removed from site – never tipped down drains, onto grass or into the river.

Alcohol & Drugs

No drugs or alcohol are permitted onsite during pack in/ pack out

Any alcohol provision during events must meet licensing requirements and be approved by MCEC Representative.

Working at Heights

Workers must be trained and use an appropriate height safety system

Ladders must be the correct height and maintain three points of contact.

For questions or approvals, contact your MCEC representative

Event Safety & Emergency Procedures

First Aid & Accessibility	Provided by:	Location
First Aid Kit	Venue	
AED (Defibrillator)	Venue	
Wheel chair / rescue chair	Venue	
Onsite First Responders	Event	

Reporting of Accidents

Any incident or accident, however minor, must be reported immediately to the Event Organiser.

- **Event Organiser Contact:** Click or tap here to enter text.

Emergency Procedures (Fire / Major Incident)

In the event of an emergency:

1. Evacuate Calmly: Follow the instructions of the assigned Fire Wardens.
2. Use Nearest Exit: Become familiar with the fire exits in your work area.
3. Assembly Point: Move at least one road width away from the building or area.

Call 111 (Emergency Services)

- Site Location: Gate 2, 125 Mystery Creek Road, Ōhaupō.
- Nearest Intersection: Mystery Creek Road and Airport Road
- Notify Venue Representative: Click or tap here to enter text. (Mystery Creek Contact)

Acknowledgement

I acknowledge that I have read and understand the above safety and emergency information.

Name:

Date: / /

Signature required: _____