

Tākina Events

Exhibitor Induction

OUR VISION

Tākina Events' Vision is

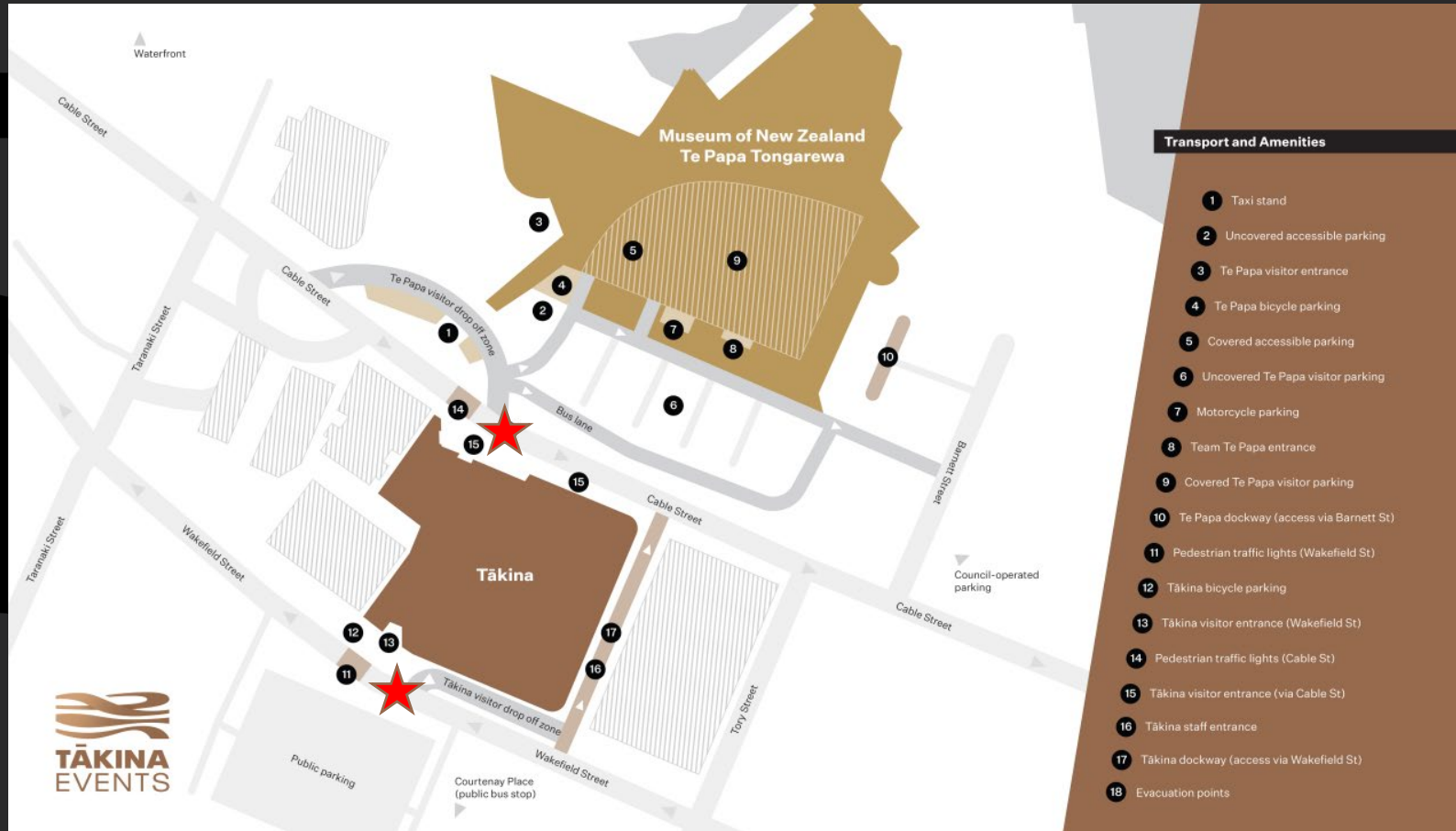
“Safety Always”

We aim to provide a Healthy and Safe environment for all employees, contractors and visitors at all times

Emergency Evacuation Procedure

- An audible alarm will be raised to initiate an Emergency Evacuation from the buildings
- On hearing the evacuation siren:
 - Follow any instructions from the Tākina Events' Evacuation Wardens
 - Check your team is all evacuated
 - Senior team member to report to the Building Warden at the café on the ground floor that your team is clear from where they were working
 - Move to one of the Emergency Assembly areas on Wakefield or Cable St.
 - Wait until advised of the "All Clear" by the Building Warden.

Tākina Emergency Assembly Points



Medical Emergencies

Contractors are responsible for having their own first aid trained personnel and a first aid kit available.

Tākina Events have nominated First Aiders.

In an emergency, call 111, ask for an ambulance and advise the paramedics of the patient's condition.

Advise the Tākina Events Supervisor on the day.

The Supervisor will assist with directing the paramedics to you and to provide additional assistance if required.

All Workers

Workers have a responsibility for their own H & S, and others who may be affected by their work, acts or omissions. In particular, Workers must:

- Take reasonable care of themselves and others, cooperate with Te Papa on health and safety matters, and ensure that their acts or omissions do not adversely affect others;
- Carry out their work in accordance with the Health and Safety procedures;
- Not interfere with or misuse any health and safety resources or equipment;
- Report, as soon as possible, to their line manager, or Te Papa Health and Safety Team any matter that may be, or create, a health and safety issue.
- Familiarise themselves with and adhere to emergency procedures;
- Undertake any health and safety induction and training required by Te Papa;
- Ensure appropriate PPE and other items provided for their safety are worn or used as required;
- Cooperate with Te Papa's H & S team to investigate incidents which occur in their work area;
- Not disturb an accident scene until authorised unless persons or property are at serious risk.
- Workers are empowered to cease work when they are of the opinion that to continue work activities would place themselves or others at risk of injury or illness.

Reporting

Report any incidents to the Tākina Events Supervisor immediately - including:

- Injuries
- Damage
- Hazards
- Near Misses
- Environmental
- Serious Potential for either injuries or damage

Open, honest reporting that something is wrong is the essential first step in the improvement process.

Tākina is Smoke Free

- No Smoking of tobacco products; and
- No Vaping (the use of electronic cigarettes); and
- No Use of heated tobacco products (HTP).

Restrictions

An approval from Tākina Events is required first before bringing in such items:

- Potentially offensive material – posters, books, videos, etc.
- Cars and vehicles
- Weapons or other equipment that may cause harm.
- Commercially produced food and/or beverage items that are not wrapped (for sale or sample) including coffee machines, cakes, sandwiches etc. (Commercially produced food items that are wrapped i.e., lollies, chocolates, muesli bars are permitted without approval).
- Alive or dead animals including domestic pets.
- Any large pieces of equipment over 2m x 2m and/or 300kgs
- Equipment or containers holding liquid (over 100 litres in capacity)
- Medical grade oxygen tanks
- Untreated plants
- Smoke/ haze

Restrictions

The following items are prohibited to be brought in at anytime:

- Flammable liquids or accelerants (i.e., Petrol, diesel)
- Gas cylinders (i.e., CNG/LPG/Helium)
- Items or equipment that produce open flames or extreme heat (including candles, cooking appliances, pyrotechnics) – note: no live cooking is to take place at all within Tākina event spaces.
- Bubble machines
- Diffusers
- All kinds of balloons
- Glitters and confetti (including confetti canons and streamers)
- Illegal substances
- Anything other than LED lighting

Pack-In / Pack-Out

- All large and heavy equipment and deliveries must be brought through Tākina Dockway during scheduled pack-in/pack-out times.
- Any package that is sent to the venue and is properly packed, labelled and is under 25kg, will be delivered to your hired venue space in time for your scheduled pack in start.
- Exhibitors are responsible for moving their own packages/boxes which are over 25kg, improperly packaged or not labelled. There is a limited number of trolleys available in the Dockway for exhibitors to move items up to the room. Trolleys are on a first in, first served basis.
- Rubbish:
 - All boxes, to be disposed of, must be broken down by the exhibitor.
 - Any plastic rubbish must be placed in the general waste bins provided in the room on pack in and pack out day.
 - Empty pallets, to be disposed of, must be moved back to the Dockway.

Housekeeping

Clean up as you go.

All work areas must be inspected daily, cleaned up on a regular basis and surplus materials removed or stacked. This includes packing down all boxes and removing exhibitor rubbish.

Keep access ways clear.

Equipment or materials shall not be stacked or stored in access ways, emergency exits or obstruct fire fighting equipment.

Cap.

Sharp or pointed objects must be covered and must not protrude into access ways.

Store tools and equipment appropriately.

Do not leave tools, extension cords or hoses where they can fall or create a trip hazard.

**PLEASE ENJOY YOUR
STAY AND STAY SAFE**
