

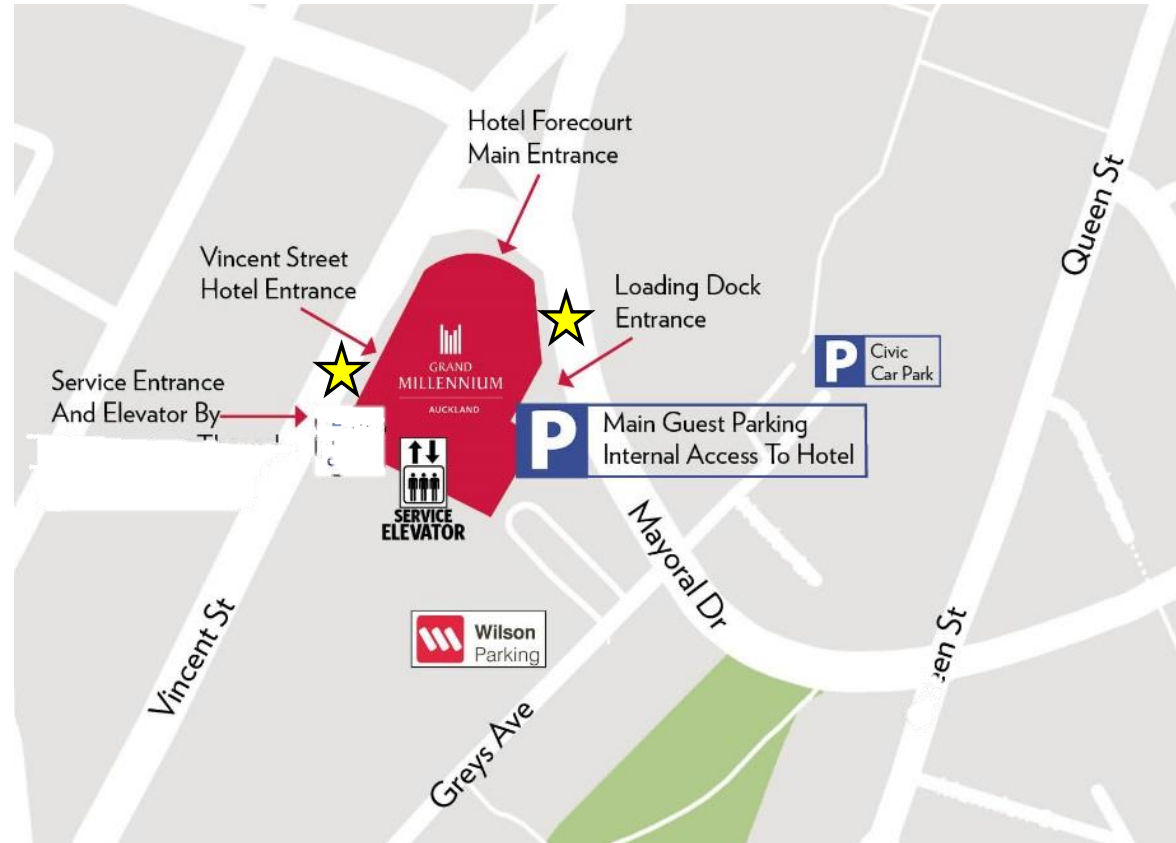


EVENTS HEALTH & SAFETY INDUCTION
FOR SUPPLIERS & EXHIBITORS

Emergency Evacuation Procedure

- An audible alarm will be activated to initiate an Emergency Evacuation from the building
- Upon hearing the evacuation siren:
 - Follow the voice prompts
 - Follow any instructions from the Grand Millennium Auckland Fire Wardens
 - Once Safely outside - Check your team is all evacuated
 - Move to one of the Emergency Assembly areas on either Vincent Street or Mayoral Drive
 - Wait until advised of the “all clear” by the Building Warden

Emergency Assembly Points



★ Emergency Assembly Points

Medical Emergencies

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

Grand Millennium Auckland have nominated First Aiders

In an emergency, call 111, ask for an ambulance and advise the paramedics of patients condition

Advise the Hotels Duty Manager on 027 425 2120 - This number is manned 24 hours a day

The Duty Manager will ask you details to ensure they know where you are, in order to assist with directing paramedics to you and to provide additional assistance if required

All Workers

Workers have a responsibility for their own Health & Safety, 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 Grand Millennium Auckland's on Health & Safety matters, and ensure that their acts or omissions do not adversely affect others;
- Carry out their work in accordance with the Health & Safety procedures;
- Not interfere with or misuse any Health & Safety Resources or equipment;
- Report, as soon as possible, to their Manager, or Grand Millennium Auckland's Health & 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 & Safety induction and training required by Grand Millennium Auckland
- Ensure appropriate PPE and other items provided for their safety are worn or used as required;
- Cooperate with Grand Millennium Auckland's Health & Safety 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.

All Workers continued...

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

- For any construction work (such as booth building) near a railing, you must advise the onsite Duty Manager to arrange an exclusion zone on the levels below where the work is being done to ensure other guests safety, prior to any work being done.
- Ensure any leads running across pedestrian areas are safely taped down or covered.
- Ensure all emergency exits are kept clear at all times. Under no circumstance will an emergency exit be used for storage.
- Follow any health related protocols as per Government updates

Reporting

Report any incidents to the Grand Millennium Auckland's Duty Manager immediately - including:

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

Open and honest reporting if something is wrong is the essential first step in the improvement process.

Smoking Areas

Grand Millennium Auckland has one area dedicated to smoking located on the patio area of the Atrium Lounge. Outside of this area the following applies;

- 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 Grand Millennium Auckland 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 Grand Millennium Auckland event spaces
- Bubble machines
- Diffusers
- 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 Vincent Street Loading Dock 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 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 Loading Dock

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 EVENT AND STAY SAFE

And remember if you are unsure – report it to the Duty Manager
027 425 2120