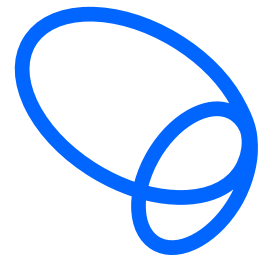


ORGANISING A SITE VISIT

HEALTH AND SAFETY CHECKLIST



Use this checklist to help you run safe events that meet the requirements of the Health and Safety at Work Act 2015.

PLANNING THE EVENT

A site visit involves going to a working location where construction or operations may be in progress. It's a great way to see engineering in action, but there'll also be particular health and safety requirements.

Before you advertise

- Discuss the visit with the site manager. Ask for written confirmation that they'll provide:
 - a clear health and safety induction on the day, which covers site-specific risks and emergency procedures
 - a list of safety gear required for the site visit, including Personal Protective Equipment. The list must clearly indicate what safety gear the site manager will provide and what attendees need to bring.
- Get in touch with Engineering New Zealand to talk through your plans for the site visit. Before we can sign off the visit, we need to know who's providing the required safety gear. If we're happy for the visit to go ahead, we'll email you written approval.

Once you have the go-ahead

- Use your event registration form to tell attendees what safety gear they need to bring to your event. Ask everyone registering for your event to agree in advance to bring and wear safety gear, and to follow the health and safety briefing given on the day. Everyone needs to fill in a registration form beforehand.
- There are a few other things you should be thinking about to make sure everyone's as safe as possible:
 - Do you need someone with a current first aid certificate?
 - What you will do in an emergency? A good rule of thumb is to at least make sure your phone is fully charged.
 - Could members of the public be at risk because of this activity? How will you manage the risk?

AT THE EVENT

Before you start

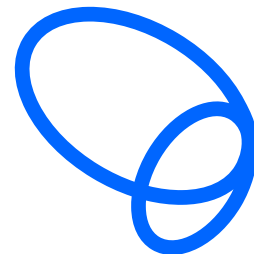
- Sign in all attendees and make sure they've brought the required health and safety gear.
- Make sure the site manager has brought the safety gear you expected and there's enough for everyone.
- Invite the site manager to give the health and safety briefing, which includes site-specific risks and emergency procedures.

During the site visit

- Most of the time, people are great at following health and safety instructions and taking care of themselves and each other. On the rare occasion that doesn't happen, though, it will be up to you as the event organiser to remind them of the health and safety guidance, and to ask them to leave if they continue to put themselves or others at risk.
- Sign out all attendees at the end of the site visit, to make sure you're not leaving anyone behind!

AFTER THE EVENT

- Tell us about any notifiable events, illnesses, injuries or near misses. These are defined in the Act, but if you're not sure, get in touch.
- If there is something you need to report, please let us know by email within five working days of the event. You can use the post-event report form on page 3. For branch events, send the form to **Jacqui**. For Young Engineer and Student Engineer events, send it to **Kim**



POST-EVENT REPORT FORM

Event name

Location

Start time

Date

Name of event organiser

Number of attendees

Were there any notifiable events, illnesses, injuries or near misses?

If yes, please provide details

Please email this report to your Engineering New Zealand contact within five working days of the event.