



HEALTH AND SAFETY FOR EVENTS

HEALTH AND SAFETY AT WORK ACT 2015

You'll probably be familiar with the Health and Safety at Work Act 2015. Under the Act, any Engineering New Zealand event – including branch, group and Young Engineer events – need to have high health and safety standards. We've put together a checklist, which outlines what you need to do to make sure your event is safe for everyone.

WHAT YOU NEED TO DO

This checklist sets our expectations for staff or members arranging events under the Engineering New Zealand banner. They're also an easy way to keep people safe if you're organising or supervising an event or site visit.

For each event, nominate someone as the event organiser. They'll take responsibility for completing the relevant checklist. If they won't be at the event, they can ask someone else to take over their responsibilities on the day.

If there's anything you're not sure about, either with the checklists or your obligations as event organiser, get in touch with your engagement manager/advisor.

Or take a look at these resources for more information about health and safety:

- Worksafe – www.business.govt.nz/worksafe
- Food safety – www.foodsafety.govt.nz
- Defibrillator – www.aedlocations.co.nz
- Alcohol – www.hospitalitynz.org.nz