

## Heath & Safety Compliance Form

Cordis, Auckland is committed to providing a safe and healthy working environment that will contribute to the wellbeing of all colleagues, clients, guests, contractors and any other persons on site.

In order to ensure our duty of care, all external contractors and suppliers including entertainment acts, are required to read, understand and sign the following form.

It is your responsibility to ensure you and any person you are responsible for are compliant with these requirements.

Please note to gain access to Cordis, Auckland all required paper work must be sent and approved by the Event Sales Manager/Executive no later than 2 weeks prior to event start date.

Responsibilities	Initial
Must work in accordance with the Health and Safety at Work Act 2015	
External contractors and suppliers must sign in & out at the Banquets Office on lobby Level located behind The Great Room	
Equipment must be brought in via the Loading Dock (Liverpool Street, Loading Bay) and brought to the function room.	
Ensure appropriate identification and PPE is always worn, while work is carried out	
Electrical equipment and cables must carry a current Test & Tag sticker following Australian Standard AS/NZS 3760	
Leads running across pedestrian areas must be safely taped down or covered with a cable tray. Leads running along walls must be taped	
All tripping hazards must be marked with White tape or Black & Yellow Hazard tape	
The supplier must have a full understanding of the power their equipment requires. The Banquet Supervisor will indicate which GPO's correspond to separate circuits but it is the suppliers responsibility to ensure these circuits are not overloaded	
Signed Exits are to remain unobstructed at all times. Under no circumstances will emergency exists be used for storage	
Any equipment that radiates significant amount of heat must not be placed near heat-sensitive alarm equipment	
Will smoke machines, pyrotechnics or similar devices be used? <i>(Must submit separate Smoke Isolation form, charge applies)</i>	YES/NO
Ensure smoke isolation has been activated by checking with the Banquet Manager before connecting equipment	
Company Registration supplied <i>(please send along with this form)</i>	
Report all accidents, incidents or near misses to us immediately	
If applicable, floorplan has been approved by Cordis, Auckland	
If applicable, accreditation supplied (i.e.: If you are working from heights or using specific equipment, power, pyrotechnics, etc)	
If applicable, rigging plans will be submitted for approval at least 14 days prior for approval	
If applicable, all rigging must be completed in accordance with NZ Code of Practice for Scaffolding and MBIE Best practice guidelines for working at height in New Zealand	

# CORDIS

HOTELS & RESORTS

AUCKLAND

The Banquets Supervisor will report any suspicion of unsafe work practice or equipment's to the hotel's management who in turn reserve the right to have work suspended until certification and authorization to continue work are provided from the relevant authority. Any costs associated with the delays will be at the contractor's and client's expense.

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Event: \_\_\_\_\_

Position: \_\_\_\_\_

Event Date: \_\_\_\_\_

Agree access/set up time: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_