

## **WOMAD Aotearoa 2025**

### **Volunteer and Contractor Health and Safety Obligations**

This document has been specifically developed for the WOMAD NZ Charitable Trust (WNZCT) to support and protect all persons required to undertake work during WOMAD Aotearoa 2025. Relevant information for this working document was created using the **2025 WOMAD Health & Safety Management Plan**.

The full HSE management plan is available from all onsite supervisors and the WOMAD Management Team.

You will receive a full Health and Safety briefing relevant to your area when you arrive onsite, but you must read and agree to the following first.

This Health & Safety induction form includes key findings from the 2024 WOMAD event for: **VOLUNTEERS, STAFF and CONTRACTORS**

Some key factors are outlined below, please be aware that conditions and risk factors increase during adverse weather, change in location and/or work areas.

Daily pre-start toolbox and hazard identification meetings will help identify and mitigate hazards and risks.

**You will be assigned to a Team Leader who will be your point of contact for:**

- Daily work instructions including specific hazards.
- Daily toolbox meetings / hazard identification
- Meal breaks
- Incident reporting

#### **Site Personal Protective Equipment**

WOMAD Aotearoa will supply the following safety equipment to be used where required:

- Hard hats
- Noise protection ear defenders and ear plugs
- High visibility vests (these must be worn during pack in and pack out)
- Appropriate work gloves where necessary

#### **Personal Protection**

- This is an alcohol and drug free working environment. If it suspected that you are intoxicated your team leader will stand you down.
- Please wear closed shoes; you cannot work in jandals, sandals or bare feet. Trainers are OK during the festival. If you are pack in or pack out crew, you are expected to wear boots.

#### **Hydration and weather protection**

- Stay hydrated while working and ensure that all meal 3 breaks are taken.
- Ensure you have protection against the weather: sun and rain

### **Self-awareness**

Pay attention to your surrounding and others in your work areas, do not loiter around entrance ways, tracks and busy traffic areas

### **Working at Heights**

- All people working at height must be trained to industry standards for the work to be undertaken
- You must not undertake any height work unless qualified and cleared to do so

### **Vehicle Movements**

- Walking speed
- Adapt to the conditions and number of people onsite
- Hazard Lights not required as it is a closed site
- Be wary of people around you and ensure your way is clear when reversing

### **Medic location**

- Located onsite daily
- There are emergency kits around the site you will be shown these during your onsite induction

### **Fire**

- In event of fire there are extinguishers in site office and at all stages during the festival
- There are emergency kits around the site you will be shown these during your onsite induction

### **Evacuation assembly area: Pack in / Pack out**

- Gables Lawn

### **Public**

- Bowl of Brooklands and Brooklands Park will be closed to the general public from 6.00am on Monday 3 March until midnight Friday 21 March 2025.
- The site will be secured and fenced, should public wander into area, please be respectful and polite while accompanying /directing them to nearest exit points.
- If public have a question, please direct them to the site manager, your team leader or head of security

### **Media Communications**

- All communication with media is by WOMAD management only.
- There are to be NO WOMAD pack in and pack out photos posted to social media (or anywhere else)

### **Vehicle Access & Parking during pack in pack out**

- Pack in 3 – 14 March, festival 14 – 16 March, pack out 17 – 21 March 2025. No vehicle access unless permission from site management, please park at bottom of the park entrance Brooklands Road and walk up. There is plenty of street parking. There will be security at the gate.

**You *must not* park on the grass verges or in Azalea Place.**

- **New Plymouth District Council (NPDC) - Pukekura Park, Racecourse (campsite) and Brooklands Park** NPDC will still be working on site during pack in and pack out. Please be mindful of all NPDC staff and remember to look after the fauna, trees and facilities.

Although closed the NPDC Zoo Crew will still be working and accessing the zoo daily.

- Animals are still in the zoo, the farm animals are moved but exotics stay.

#### **Incident Investigations & Hazard Reporting**

- Please report all incidents and hazards to your team leader, HSE advisor or the onsite medics. The HSE advisor will report, investigate and close out all onsite Health Safety and site wide associated issues.

#### **Health And Safety At Work Act 2015**

The objective of the Health and Safety at Work Act 2015 (HSWA) is to ensure a Person Conducting a Business or Undertaking (PCBU) has a primary duty of care in relation to the health and safety of workers and others affected by the work carried out by the PCBU.

The PCBU's specific obligations, so far as is reasonably practicable:

- providing and maintaining a work environment, plant and systems of work that are without risks to health and safety
- ensuring the safe use, handling and storage of plant, structures and substances
- providing adequate facilities at work for the welfare of workers, including ensuring access to those facilities
- providing information, training, instruction or supervision necessary to protect workers and others from risks to their health and safety
- monitoring the health of workers and the conditions at the workplace for the purpose of preventing illness or injury.

The emphasis of this Act is that Workers have specific health and safety duties when they are at work and that officers of a PCBU (such as a director, board member or partner) must exercise due diligence to ensure that the PCBU complies with its duties. This places a positive duty on people at the governance level of an organization to actively engage in health and safety matters, reinforcing that health and safety is everyone's responsibility.

Health and Safety at Work Act 2015 [www.business.govt.nz/worksafe/](http://www.business.govt.nz/worksafe/)