



The
PumpHouse
Theatre

PumpHouse_Hazard_Register_2020_10

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SAFE OPERATING PROCEDURES (SOP)

Working at Heights

General

| | | | |
|------------|--|---|----------------------------|
| RISKS | Slips/falls; falling objects; equipment failure; major/moderate/minor injuries | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Administrative Administrative | <ul style="list-style-type: none"> All hirers are informed during venue induction. Working at Heights NZ Best Practice Guidelines section 6.6 must always be followed. These are included in the folder provided to hirers. AND attached to the wall both in the Auditorium's technical booth and on its overhead walkway. Also PumpHouse website. And online @ https://worksafe.govt.nz/topic- | Low |

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| | | | |
|---|----------------------|--|----------------------|
| | Administrative | and-industry/working-at-height/working-at-height-in-nz/#lf-doc-26362 <ul style="list-style-type: none"> • All venue gear available for hirer for working at height is inspected on a regular basis, as scheduled. • In general, the Mini-Mobile Scaffold provided should be used for all stage and front of stage (floor level) working at heights access rather a ladder • Visibility: WORKING LIGHTS for Auditorium stage area are above the rig. Switch for these is located near door @ SL. • Whenever applicable, ensure an exclusion zone is observed. Zone to be at least TWO METRES from the footprint each exposed side of the scaffold or ladder being used. Access to this space to be restricted or limited to critical personnel only. Orange traffic cones available in the Amphitheatre (offstage) storeroom which may be used. | |
| | Administrative | | |
| | Minimise/Engineering | | |
| | Administrative | | |
| Check: working lights are functional, Working at Heights NZ Best Practice Guidelines are included in folders, traffic cones available | | | Reviewed: / / |

“Access” Aluminium Mobile Scaffold

| RISKS | Slips/falls; falling objects; equipment failure; major/moderate/minor injuries | | |
|------------|--|--|----------------------------|
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Administrative | <ul style="list-style-type: none"> • In general, this Mini-Mobile Scaffold System, should be used for all stage(s) and front of stage (floor level) working at heights access • As stated in ‘General’ above. Work Safe’s Working at Heights in NZ section 6.6 must always be followed. • Refer also to and observe the ‘EASY Access Co’. “Operational Safety and Assembly Instructions for Aluminium Mini-Mobile Scaffold System” document. A copy of this is attached to the underside of the platform of | Low |
| | Administrative | | |
| | Administrative | | |
| | Administrative | | |

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| | | | |
|---|----------------------|--|----------------------|
| | Minimise/Engineering | scaffold AND included in hirers folder <ul style="list-style-type: none"> • Ensure an exclusion of at least TWO METRES from the footprint of each exposed side of the scaffold or ladder being used is designated and observed. Access to this zone to be restricted or limited to critical personnel only (note, there are orange traffic cones available in the Amphitheatre (offstage) storeroom which can be used). • Visibility 'working lights' for stage area in place above the rig. Switch for these located near door @ SL | |
| To be in good condition, structurally sound, with all components available and correctly fitted | | | Reviewed: / / |

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Ladders

| Risks | Slips/falls; falling objects; equipment failure; major/moderate/minor injuries | | |
|---------------------------|--|---|----------------------------|
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Administrative Administrative Administrative Administrative | <ul style="list-style-type: none"> • Ladders or stepladders should only be used as an alternative for low-risk and short-duration tasks. • The Mobile Scaffold should be used wherever possible. • Always inspect ladders before use they should be in good condition and structurally sound. Clearly labelled and compliant with AS/NZS 1892.1.1996 • Suggested: ladder use checklist | Low |
| Extension ladder | (stored under main stage) | AS/NZS 1892.1.1996 compliant. Structurally Sound Good Condition | Reviewed: 27/10/20 |
| Step Ladder (under stage) | (stored under main stage) | AS/NZS 1892.1.1996 compliant. Structurally Sound Good Condition | |
| (2 nd) Step | (stored under main stage) | AS/NZS 1892.1.1996 compliant. Structurally Sound Good Condition | |
| Step Ladder | (Coal Bunker) | AS/NZS 1892.1.1996 compliant. Structurally Sound Good Condition | |

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Falling Objects

| RISKS | Head/impact injuries | | |
|---------------------------------------|--|---|----------------------------|
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Administrative Administrative Personal protective equipment Minimise/Isolate Personal protective equipment Minimise/Isolate Minimise/Isolate Minimise/engineering control | <ul style="list-style-type: none"> • Ensure the exclusion zone is designated and observed. Zone to be at least TWO METRES from each exposed side of the footprint of the scaffold or ladder being used. • Access to this zone to be restricted or limited to critical personnel only. • Those who are actively involved in the work (e.g. using hauling lines or holding ladders) <u>must</u> wear hard hats • There are orange traffic cones available in the Amphitheatre storeroom which can be used. • Two Hard Hats available in the overhead walkway cupboards (inspected as scheduled) • Prior to ascending, tools should be secured with lanyards to prevent them falling on those below. • Pockets should be empty. • Visibility; 'working lights' for stage area in place above the rig. Switch for these located near door @ SL. | Low |
| Hard hats & cone/barrier availability | | | Reviewed: / / |

Personnel around those Working at Heights

| RISKS | Head & other impact injuries | | |
|------------|------------------------------|--|----------------------------|
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Administrative | No other persons should enter designated exclusion zones when anyone is working at heights | Low |

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Catwalk

| RISKS | Falling objects; falls; moderate and serious injuries | | |
|---|---|---|----------------------------|
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Administrative Administrative Minimise/Isolate PPE Minimise/Isolate | <ul style="list-style-type: none"> • Working at Heights Best Practice Guidelines must be followed when on site. • Do not climb out beyond the catwalk hand rails. Do not overreach. Arms only to go beyond the catwalk hand rails. • Ensure an exclusion zone below is determined and observed. • Those who are actively involved in the work below (e.g. using hauling lines or holding ladders) must wear hard hats. • Attaching tools to tethered lanyards recommended. • Low head room on catwalk – use of hard hats encouraged – signage to be installed • Cable trip hazard. Ensure sufficient cable management is in place. | Moderate |
| Area to be in good condition & kept clear | | | Reviewed: / / |

Under stage storage

| RISKS | Handling difficulties; possibly causing injury | | |
|------------|--|---|----------------------------|
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Minimise/Engineering | <ul style="list-style-type: none"> • Racking system as an improvement suggested. | Low |
| | | | Reviewed: / / |

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Electrical Equipment

| | | | |
|------------|---|--|----------------------------|
| RISKS | Electrocution; burns; fire; trip injuries | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Administrative Administrative | <ul style="list-style-type: none"> • All electrical equipment shall be well maintained in good condition. • Tested and Tagged (annually) | Low |

Stage Lighting, Genevieve Beacroft Theatre

| | | | |
|--------------------|--|---|-----------------------|
| Monthly Inspection | | Z:\VENUE OPERATIONS\TECH\TECH STOCKTAKE (TAB: Lights) | Inspection / / |
|--------------------|--|---|-----------------------|

Stage Lighting, Amphitheatre

| | | | |
|--------------------|--|---|-----------------------|
| Monthly Inspection | | Z:\VENUE OPERATIONS\TECH\TECH STOCKTAKE (TAB: Lights) | Inspection / / |
|--------------------|--|---|-----------------------|

Electrical Cables, Genevieve Beacroft Theatre

| | | | |
|--------------------|--|--|-----------------------|
| Monthly Inspection | | Z:\VENUE OPERATIONS\TECH\TECH STOCKTAKE Non-Compliant items in catwalk: expiry dates go back to 2016/17/18/19 | Inspection / / |
|--------------------|--|--|-----------------------|

Electrical Cables, Amphitheatre

| | | | |
|--------------------|--|---|-----------------------|
| Monthly Inspection | | Z:\VENUE OPERATIONS\TECH\TECH STOCKTAKE | Inspection / / |
|--------------------|--|---|-----------------------|

Electrical Cables, all other areas

| | | | |
|--------------------|--|---|-----------------------|
| Monthly Inspection | | Z:\VENUE OPERATIONS\TECH\TECH STOCKTAKE | Inspection / / |
|--------------------|--|---|-----------------------|

Appliances

| | | | |
|--------------------|--|---|-----------------------|
| Monthly Inspection | | Z:\VENUE OPERATIONS\TECH\TECH STOCKTAKE | Inspection / / |
|--------------------|--|---|-----------------------|

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Drooping cables

| | | | |
|------------|---|---|----------------------------|
| RISKS | Trips; entanglement; bruising; sprains and strains; fractures | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Minimise | <ul style="list-style-type: none"> Cables to be no longer than the length required Excess cable must be stored appropriately and secured. | Low |
| | | | Reviewed: / / |

Lighting Rig(s)

| | | | |
|------------|--|---|----------------------------|
| RISKS | | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Minimise/Engineering Administrative | <ul style="list-style-type: none"> All lights must be safely secured via their clamp mechanism and include the use of safety wires/chains Observe Maximum Loadings: Maximum single point load of 2kN (or approx. 200kg) Lighting bars (Refers only to poles with power outlets fitted) Maximum load rating of 60 kg/m (e.g. 30kg mover rigged every 0.5m) | Low |

Overheating Lights

| | | | |
|------------|--|--|----------------------------|
| RISKS | Fire; smoke inhalation; burns; injuries; death | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Administrative | Stage lights must be rigged so that they cannot heat thereby causing smoke, ignition, and damage or otherwise deteriorate items or materials including the flame-retardant curtains. | Low |
| | | | Reviewed: / / |

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Rig Dropping

| RISKS | Falling objects; bruising; sprains and strains; fractures; head injury | | |
|--|--|---|----------------------------|
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Administrative Minimise/Engineering Administrative | <ul style="list-style-type: none"> Lighting, chain, and cable weights must be calculated and reviewed before any changes made Observe Maximum Loadings Lighting bars (Refers only to poles with power outlets fitted) Maximum load rating of 60 kg/m (e.g. 30kg mover rigged every 0.5m) When raising any heavy objects methodologies such as slings and ropes should be used. This must be carried out by suitably experienced/trained person/s only and this equipment checked before use. | Low |
| To be checked: main theatre, Coal Bunker, and amphitheatre | | | Reviewed: / / |

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Personal Protective Equipment

Hard Hats

| | | | |
|------------|--|--|----------------------------|
| RISKS | Falling objects; hitting head with rig, lights, and/or other objects | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Minimise Administrative | <ul style="list-style-type: none"> • The PumpHouse Theatre has two hard hats available stored in the overhead walkway cupboards. These should be checked by user before use and used only if there is no apparent damage. • Inspected monthly, as scheduled, and replaced if damaged or exceed the expiry date. • New hard hats purchased: June 2020. Replacements due: June 2022 | Low |
| | | | Reviewed: / / |

JOB SAFETY ANALYSIS

| | | | |
|--------------------------------------|--|--|--|
| This page is still a work in process | | | |
|--------------------------------------|--|--|--|

SPECIFIC HAZARDS by Area

Genevieve Beecroft Theatre

Access Steps, to rows AA to C on SL side

| | | | |
|------------|--|---|----------------------------|
| RISKS | Trip/fall hazard; moderate to serious Injury | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Engineering Minimise | <ul style="list-style-type: none"> • Handrails or Bollard installation recommended. • Include in safety briefing and manuals • Logged for maintenance #243 4/12/19 | Moderate |
| | | | Reviewed: / / |

Lighting Bar above seating (row D)

| | | | |
|------------|--|---|----------------------------|
| RISKS | Access to the lighting bar located above row D is generally by using an extension ladder, rather than the preferred mobile scaffold. | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Minimise/Isolate | <ul style="list-style-type: none"> • Hirers are advised (also included in Hirer Documentation) that access to this lighting bar is RESTRICTED. • Should a hirer wish to use this bar, a formal request is to be made to PumpHouse Management. • This will involve formation of and managements approval of a job specific task analysis and safety plan. | Moderate |
| | | | Reviewed: / / |

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Catwalk Access

| | | | |
|------------|---|--|------------------------------|
| RISKS | Fixed ladder: stepping off point is non-compliant | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score |
| High | Minimise Eliminate | <ul style="list-style-type: none"> Stepping-off point MUST EXTEND at least one metre or three rungs above that point Quotation received: awaiting approval | High Non-compliant |
| | | | Reviewed: / / |

Beams protruding into catwalk

| | | | |
|------------|---|--|----------------------------|
| RISKS | Creating a trip hazard at height and in the dark; trips; bruising; sprain/strains | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Minimise/Isolate | <ul style="list-style-type: none"> Illumination strips have been secured to the beams, increasing visibility Signs installed warning people of hazard Ensure cables on the catwalk are tidy | Low |
| | | | Reviewed: / / |

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Fire Protection to Stage Curtains

| | | | |
|------------|--|--|----------------------------|
| RISKS | Fire; smoke inhalation; burns; injuries; death | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Minimise/Engineering | <ul style="list-style-type: none"> • Curtains replaced with fire-retardant option | Moderate |
| | | | Reviewed: / / |

Tech. Booth

| | | | |
|------------|----------------------------|--|----------------------------|
| RISKS | Electrocution; burns; fire | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Administrative | <ul style="list-style-type: none"> • Control desks & other sound, lighting electrical equipment. • Test and Tag as scheduled | Low |
| | | | Reviewed: / / |

Handheld, Corded and Body Mics

| | | | |
|------------|--|---|----------------------------|
| RISKS | Battery Damage; infection; allergic reaction; transmitted diseases | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Minimise/Isolate | <ul style="list-style-type: none"> • Remove batteries when not in use and stored • Clean and disinfectant between each user | Low |
| | | | Reviewed: / / |

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Balcony Railings

| | | | |
|------------|---|---|----------------------------|
| RISKS | Injuries from falling and falling items | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Minimise Engineering | <ul style="list-style-type: none"> "No glasses on edge" signs have been introduced. Redesign and replacement of railings currently planned, to be undertaken by Auckland Council. | Low |
| | | | Reviewed: / / |

Step @ SL to Auditorium level adjacent to Emergency Exit

| | | | |
|------------|--|---|----------------------------|
| RISKS | Trips and falls; moderate to serious injury. | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Minimise | <ul style="list-style-type: none"> Stage edge painted black: limiting visibility Include in safety briefing and manuals | Moderate |
| | | | Reviewed: / / |

Seating does not interlock

| | | | |
|------------|--|--|----------------------------|
| RISKS | Obstruction of exit paths if knocked, pushed, tripped over during evacuation | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Administrative | <ul style="list-style-type: none"> The front seating (rows AA to C) at floor level. Written confirmation received from Dennis Monastra, Senior Advisor Compliance Solutions, stating that the loose seating in the auditorium did not have to be interlocking as the overall capacity was below 250. | Low |
| | | | Reviewed: / / |

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Low doorway to control room

| | | | |
|------------|-----------------------------------|--|----------------------------|
| RISKS | Bruising; laceration; head injury | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Minimise | <ul style="list-style-type: none"> A warning sign installed notifying people of the hazard. | Low |
| | | | Reviewed: / / |

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Backstage / Coal Bunker

Stairs: hallway to Coal Bunker

| | | | |
|------------|---|---|----------------------------|
| RISKS | Non-Compliant i.e. both by height and size (Step heights 260 & 240mm); trip/fall hazard; moderate to serious injury | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Minimise/Engineering | <ul style="list-style-type: none"> Maintenance log#247 4/12/19 Recent renovations include alternative access and Auckland Council to install a grab rail on non-compliant steps, and a caution sign has been added. | High Non-Compliant |
| | | | Reviewed: / / |

Audience seating rostra

| | | | |
|------------|--|---|----------------------------|
| RISKS | Rostra back edge is not protected from people falling off and chair legs going over edge. Falls; moderate/serious injuries | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Engineering | <ul style="list-style-type: none"> Engineer and install appropriate safety barrier Proposal submitted To be actioned in November | High |
| | | | Reviewed: / / |

Kitchen Area

| | | | |
|------------|--|---|----------------------------|
| RISKS | Infection; Allergic reaction; Transmitted diseases | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Eliminate/Minimise | <ul style="list-style-type: none"> To be kept in a clean and hygienic condition. Maintain stock of cleaning and hygiene products including latex gloves on site. Tea towels, towels and mats are laundered and replaced weekly by an outside contractor. | Low |
| | | | Reviewed: / / |

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Steps: kitchen to stair landing

| | | | |
|------------|---|---|----------------------------|
| RISKS | Non-compliant step heights and size (step heights 250 & 260mm); falls; moderate to serious injuries | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Minimise Engineering | <ul style="list-style-type: none"> • Maintenance log #250 4/12/19 • Include in safety briefings • Auckland Council to install a grab rail and caution sign has been added. | High |
| | | | Reviewed: / / |

Hot Water Zip

| | | | |
|------------|--|--|----------------------------|
| RISKS | | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Minimise/Prevent contact Minimise/Engineering | <ul style="list-style-type: none"> • Tap is positioned out of reach of children. • Zip automatically turns off after reaching boiling point. • Test and tag as scheduled. | Low |
| | | | Reviewed: / / |

Mezzanine

Electrical appliances in front of main switchboard

| | | | |
|------------|---|---|----------------------------|
| RISKS | Impeded access (particularly) in an emergency | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Minimise/Isolate | <ul style="list-style-type: none"> Electrical appliances such as heaters, dryers, or fans are not to be placed or operated in front of the main switchboard located on the Mezzanine over the Coal Bunker. | Low |
| | | | Reviewed: / / |

Low beams, archive cupboard

| | | | |
|------------|-----------------------------|--|----------------------------|
| RISKS | Bruising; head injury | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Minimise Engineering | <ul style="list-style-type: none"> Roof beams in archive cupboard have been identified as a hazard. Foam material has been installed on problematic beam and a caution sign added. | Low |
| | | | Reviewed: / / |

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Ledges around mezzanine

| | | | |
|------------|---|---|----------------------------|
| RISKS | Injuries from falling and falling items | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Minimise/Isolate | <ul style="list-style-type: none"> Ledges in mezzanine are often used as a place to sit and/or place items Caution sign installed and included in safety briefing | Low |
| | | | Reviewed: / / |

Office

Office ergonomics

| | | | |
|------------|---|---|----------------------------|
| RISKS | Repetitive strain; soft tissue damage; muscle strain; eye strain; personal injury | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Minimise/Isolate | <ul style="list-style-type: none"> Adjust desk and seat to recommended positions as per ACC guidelines www.acc.govt.nz Take regular breaks When needed, change work patterns to eliminate muscle strain | Low |
| | | | Reviewed: / / |

Extension leads on the floor

| | | | |
|------------|---|--|----------------------------|
| RISKS | Trips; falls; personal injuries | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Eliminate Minimise/Isolate Minimise/Isolate | <ul style="list-style-type: none"> No loose cables across the floor. Where cables do need to cross floor these must be taped or covered with cable floor covers to prevent tripping. Any other cables on floor should be out of the way, run along skirting board/under furniture. | Low |
| | | | Reviewed: |

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Office doorstep

| | | | |
|------------|---|---|----------------------------|
| RISKS | Falls; personal injury due to non-compliant step (height and size); step height 260mm | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Minimise Minimise/Engineering | <ul style="list-style-type: none"> • Caution required. • Caution sign installed and Auckland Council reconfiguration now planned. | High |
| | | | Reviewed: / / |

PumpHouse_Hazard_Register_2020_10

Office Drawers & Filing Cabinet

| | | | |
|------------|---------------------------|---|----------------------------|
| RISKS | Bruising; jamming fingers | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Minimise/Isolate | <ul style="list-style-type: none"> • Ensure drawers are closed after use • Close all drawers carefully and slowly • Open only one drawer at a time | Low |

Photocopier, Fax, Printers

| | | | |
|------------|---|--|----------------------------|
| RISKS | Burns from clearing jammed paper; bright light causing eye injury | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Minimise/Isolate | <ul style="list-style-type: none"> • Follow instructions for clearing jams • Ensure copier lid is closed when using copier | Low |
| | | | Reviewed: / / |

Printers – Toners

| | | | |
|------------|----------------------|---|----------------------------|
| RISKS | Poisoning from toner | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Minimise/Isolate | <ul style="list-style-type: none"> • Ensure follow instructions for changing toners • Dispose of old toner correctly and wash hands | Low |
| | | | Reviewed: / / |

Money Onsite

| | | | |
|------------|----------------------------|--|----------------------------|
| RISKS | Aggressive / Armed hold-up | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Minimise/Isolate | <ul style="list-style-type: none"> • Little to no cash held onsite • Banking done at irregular times and carried in a non-conspicuous bag • In the event of a hold up, staff are not to resist demands, but do as requested | Low |
| | | | Reviewed: / / |

PumpHouse_Hazard_Register_2020_10

Amphitheatre

Storeroom

| | | | |
|------------|---------------------------------|--|----------------------------|
| RISKS | Trips; falls; personal injuries | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Minimise/Isolate | <ul style="list-style-type: none"> To be kept tidy for safety and well organised for safety as well as general efficiencies | Low |
| | | | Reviewed: / / |

Temporary fencing, SR

| | | | |
|------------|--------------------------------------|--|----------------------------|
| RISKS | Falls; personal Injuries | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Minimise/Isolate Minimise/Isolate | <ul style="list-style-type: none"> Fence partly replaced "Keep Off" sign installed | Moderate |
| | | | Reviewed: / / |

Outdoor

Courtyard

| | | | |
|------------|---|---|----------------------------|
| RISKS | Slippery courtyard and decking; slips; bruising; sprains and strains; fractures | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Minimise/Isolate | <ul style="list-style-type: none"> Every 12 months, Wet and Forget or a similar product is applied to remove the moss and lichen | Low |
| | | | Reviewed: / / |

PumpHouse_Hazard_Register_2020_10

Uneven bricked courtyard

| | | | |
|------------|-------------------------------|--|----------------------------|
| RISKS | Trips; falls; personal injury | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Minimise | <ul style="list-style-type: none"> Warning signage installed in courtyard | Moderate |
| | | | Reviewed: / / |

Animals in the park

| | | | |
|------------|------------------|--|----------------------------|
| RISKS | Aggressive birds | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Minimise | <ul style="list-style-type: none"> Signage "do not feed the geese" installed by Auckland Council. | Low |
| | | | Reviewed: / / |

Barn and stairway doors to outside deck

| | | | |
|------------|---|--|----------------------------|
| RISKS | Blocked exits; trapped patrons; smoke inhalation; injury; death | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Isolate Minimise Engineering | <ul style="list-style-type: none"> These doors are Emergency Exits and must be kept clear. Usher control in auditorium "Keep clear" markings now planned (work in progress) | Moderate |
| | | | Reviewed: / / |

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Cars parked in front emergency exit

| | | | |
|------------|---|---|----------------------------|
| RISKS | Blocked exits; trapped patrons; smoke inhalation; injury; death | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Minimise Prevent Contact Engineering | <ul style="list-style-type: none"> • Barn door exit (from foyer) • Hirers/contractors are informed during venue induction to not park in front of this. • Monitor when the theatre is in use. • Signage to be installed. | Moderate |
| | | | Reviewed: / / |

Low clearance under historic water pipe

| | | | |
|------------|---|---|----------------------------|
| RISKS | Bruising; head injury | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Minimise Engineering Minimise | <ul style="list-style-type: none"> • With approval from Auckland Council, striped danger tape has been taped to the underside of the pipe. • An Auckland Council Senior Built Heritage Specialist has recommended to Council that the ramp be rebuilt with greater clearance. • Signage installed. | Low |
| | | | Reviewed: / / |

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Slippery courtyard and decking

| | | | |
|------------|------------------------|---|----------------------------|
| RISKS | Slips; personal injury | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Minimise | <ul style="list-style-type: none"> Every 12 months, Wet and Forget or a similar product is applied to remove the moss and lichen | Low |
| | | | Reviewed: / / |

Water leaking from ceiling in Wet Room

| | | | |
|------------|---|---|----------------------------|
| RISKS | Slips; falls; moderate to serious injury. | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Minimise/engineering | <ul style="list-style-type: none"> Auckland Council has completed some of the planned maintenance which has reduced the amount of water both leaking into and accumulating in the room. Use caution at all times when in this space | Low |
| | | | Reviewed: / / |

OTHER AREAS/GENERAL

Stairs

| | | | |
|------------|-------------------------------------|---|----------------------------|
| RISKS | Slips; falls; personal injuries | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Minimise/Isolate Engineering | <ul style="list-style-type: none"> All stairs are kept clear and checked daily. All surfaces on our stairs should be non-slip. Edging has been installed on all decking steps Handrails are provided as well as adequate lighting. Nearby handrails and pillars eliminate the need to use non-fixed objects (e.g. moveable chairs) as upper body support while traversing stairs and steps. Step lights in the Genevieve Becroft Auditorium and SL stair light are always kept on. | Moderate |
| | | | Reviewed: / / |

Uneven platforms, floors & floor edges

| | | | |
|------------|---------------------------------|--|----------------------------|
| RISKS | Slips; Falls; Personal injuries | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Minimise/Isolate | <ul style="list-style-type: none"> Joints between same-level flooring shall be flush to prevent trip hazards Edges of level flooring to be marked, as necessary. Review on scheduled basis. | Moderate |
| | | | Reviewed: / / |

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First Aid Kits

| | | | |
|------------|----------------------------------|---|----------------------------|
| RISKS | First Aid Kits must be available | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Administrative Administrative | <ul style="list-style-type: none"> • Contents checked quarterly • Supply of all listed items to be maintained and replaced as required. | Low |
| | | | Reviewed: / / |

Temperature

| | | | |
|------------|--------------------------|--|----------------------------|
| RISKS | Dehydration; overheating | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Eliminate/Minimise | <ul style="list-style-type: none"> • Drinking water is provided (from filter in kitchen) • Heating and cooling are provided in all work areas • Air-conditioning/heat-pumps now installed in auditorium | Low |
| | | | Reviewed: / / |

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Use of blocks, raised staging, dim lighting, set construction

| RISKS | Falls; eye strain; personal injuries | | |
|------------|--|---|----------------------------|
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Administrative Administrative Minimise/engineering control Minimise/engineering control Minimise/engineering control | <ul style="list-style-type: none"> Set Construction, Lighting and Changing heights considerations for performance and performers safety. White tape applied to edges of raised staging platforms and stairs Very low blue light may be used to aid visibility When installing items of set these must be well made and supported safely. Maximum Loadings Stage: Maximum evenly distributed load of 5 kPa (or approx. 500kg/m²). Maximum single point load of 2kN (or approx. 200kg) Any significant structures (e.g. elevated platform) must comply with Building Code regulations. | Moderate |

Construction & maintenance work

| RISKS | Noise; dust; working at heights; power tools; falling objects | | |
|------------|---|---|----------------------------|
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Administrative | <ul style="list-style-type: none"> In general, any significant or major works should be contracted to bona fide tradespeople only who have compliant H&S systems in place. | Low |

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Asbestos

Eaves (chimney side of the Green Room)

| | | | |
|------------|--|--|----------------------------|
| RISKS | Toxic material | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Administrative Minimise/Isolate Administrative | <ul style="list-style-type: none"> • Warning label put on this brown painted asbestos-fibre cement sheeting. • If this material is not damaged or disturbed, asbestos release is prevented by the paint. • Managed and monitored by Auckland Council every three years. | Low |
| | | | Reviewed: / / |

Biological Hazards

Unhygienic Areas

| | | | |
|------------|--|---|----------------------------|
| RISKS | Infection; allergic reaction; transmitted diseases | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Administrative Administrative | <ul style="list-style-type: none"> • All facilities, including dressing rooms, backstage, bathroom and all other areas should be kept in a clean and hygienic condition • Maintain stock of cleaning and hygiene products including latex gloves on site. | Low |
| | | | Reviewed: / / |

PumpHouse_Hazard_Register_2020_10

Bathrooms

| RISKS | Infection; Allergic reaction; Transmitted diseases | | |
|--|--|--|----------------------------|
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Eliminate Minimise/Isolate | <ul style="list-style-type: none"> • To be kept in a clean and hygienic condition. • Maintain stock of cleaning and hygiene products including latex gloves on site. • Ensure access to bathrooms for personnel onsite and patrons (e.g. unlock patron bathrooms) • Backstage Toilets cleaned regularly. • Patron Toilets are cleaned every day by an outside contractor. | Low |
| Patron bathroom (between Courtyard & Amphitheatre) Inspection as above | | | Reviewed: / / |
| Backstage bathrooms (adjacent to Gallery/Coal Bunker) Inspection as above | | | Reviewed: / / |

STAFF WELLBEING and ENVIRONMENT

Employees

Overview

| RISKS | Staff wellbeing | | |
|------------|-----------------|---|----------------------------|
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Administrative | <ul style="list-style-type: none"> Employees are responsible for their own health and safety and must also ensure that their actions or inactions do not harm other people. In effect, employees have a responsibility to follow the safe work procedures that have been put in place by their employer. If you witness any breaches of Health and Safety situations, remember doing nothing is not an option. | Low |
| | | | Reviewed: / / |

Working after hours

| RISKS | When staff are the last to leave when it is late/dark and are often on their own. Therefore, potentially possible vulnerable targets. | | |
|------------|---|---|----------------------------|
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Minimise/Isolate | <ul style="list-style-type: none"> When working late, if possible, avoid working alone Try to walk in pairs/groups If unavoidable, ensure all outside doors are locked Use well-lit areas to access car/bus | Moderate |
| | | | Reviewed: / / |

PumpHouse_Hazard_Register_2020_10

Fatigue

| | | | |
|------------|--|---|----------------------------|
| RISKS | Injury due to lack of concentration | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Minimise/Isolate Administrative | <ul style="list-style-type: none"> • Ensure appropriate meal breaks and rest period are taken to ensure individual performance is not adversely affected. • Design rosters safely with adequate regular breaks of at least one hour within any five-hour work period • Also covered in employment contracts. | Low |
| | | | Reviewed: / / |

Manual Handling

| | | | |
|------------|--|--|----------------------------|
| RISKS | Back and/or other moderate to serious injury | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Minimise/Isolate | <ul style="list-style-type: none"> • Use trollies or manual handling aids that are available. • Reduce or split load sizes to manageable weights. • Where possible, use team lifting. • Bend and rotate your knees and not your back | Low |
| | | | Reviewed: / / |

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Harassment and Bullying

| | | | |
|------------|---|---|----------------------------|
| RISKS | Damage to employee's mental and physical health and wellbeing | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Administrative | <ul style="list-style-type: none"> • We are committed to effectively avoid and/or deal with such behaviour should this occur. • Creating a safe environment and Dealing with harassment and bullying is an extensive subject and as such WorkSafe 'Preventing and Responding to Bullying at Work' copy available and available online on WorkSafe NZ site | Low |
| | | | Reviewed: / / |

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Working outdoors; sun protection

| RISKS | | | |
|---|--|---|----------------------------|
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Minimise/Isolate Administrative Minimise/Isolate | <ul style="list-style-type: none"> Identify hazards associated with working in heat and UVR exposure. Plans ensuring all practicable measures for preventing overexposure are implemented. Alter work schedules so that work is done outside of peak UV times. Encourage hydration. Cool drinking water available from kitchen. Ensure all workers are aware of heat stress symptoms so they can monitor themselves and their colleagues. Move work indoors if possible. Take regular breaks or rotate with others where possible to reduce their exposure. Provide SPF 30 or higher broad-spectrum sunscreen protections. Check stock bi-monthly per schedule. Employees are expected to wear suitable sun protective clothing (such as collared tops, long sleeved shirts, and long trousers) and sun protective hats, water resistant and close-fitting sunglasses | Moderate |
| Check SPF 30, or higher broad-spectrum sunscreen is available | | | Reviewed: / / |

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Medical Emergency

| RISKS | Untreated injuries | | |
|------------|--|--|----------------------------|
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Administrative Administrative Administrative Minimise/Isolate | <ul style="list-style-type: none"> • Health & Safety procedures published and made available as detailed in 'emergency procedures' above. • First Aid Kits are available in 6 locations (Foyer Cupboard, Accessible Toilet, Green Room, Office, Dressing Room & Kitchen). • ADD Further medical support is recommended if circumstances warrant. • Ambulance dial 111 • Adequate numbers of first aiders must be available – the ratio must be determined by factoring in the number of people working on site the level of risk involved in the work. | Low |
| | | | Reviewed: / / |

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Fire Procedure

| RISKS | Fire; smoke inhalation; burns; injuries; death | | |
|--|--|---|-------------------------------|
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Administrative Administrative Administrative Administrative Administrative Administrative Administrative | <ul style="list-style-type: none"> • Propriety fire alarm system is installed. This is monitored by council. • All heat and smoke sensors checked monthly by Armitage. • Emergency lighting in event of power cut off activates. • Fire and building wardens are appointed for each performance. • Stage lights rigged so that they will not heat materials that may ignite, smoke, or deteriorate flame retarding materials. • Facility equipped with Health & Safety procedures. These are published and made available as detailed above. • No unprotected open flame is to be used for any purpose (construction or performance) in the PumpHouse Theatre. In some instances however, subject to consultation and agreement with PumpHouse Management, some exceptions for use of a PROTECTED flame use may be considered. For such consideration, the hirer must include in a comprehensive and specific safety plan to be strictly adhered to. | Low |
| Check/verify systems as identified above | | | Reviewed: / / |

PumpHouse_Hazard_Register_2020_10

Earthquake

| | | | |
|------------|--|---|----------------------------|
| RISKS | Falling objects; crushing; multiple injuries | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Administrative Minimise/Isolate | <ul style="list-style-type: none"> • Health & Safety procedures published and made available as detailed in 'emergency procedures' above. • Observe "duck, cover and hold" principle. • Staff to undertake earthquake drills. Signed up for "Shake Out". | Low |
| | | | Reviewed: / / |

PumpHouse_Hazard_Register_2020_10

Gas Leak

| | | | |
|------------|--|---|----------------------------|
| RISKS | Gas service is to the Café. Gas Inhalation; fire | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Minimise/Engineering | <ul style="list-style-type: none"> • Whenever a gas leak is first detected: Evacuate all people from cafe premises, ventilate cafe immediately, and turn off mains at gas meter behind Stage Right tower in Amphitheatre. • Contact Auckland Council (09 301 0101) & Vector Gas Emergency (0800 764 764) and notify them of the critical issue that needs fixing. • Call the Fire Service on 111. No one is to re-enter the cafe until the Fire Service declare it safe. | Low |
| | | | Reviewed: / / |

Power Cut

| | | | |
|------------|---|--|----------------------------|
| RISKS | Lack of visibility; trips; falls; confusion; collision; personal injury | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Minimise/Engineering | <ul style="list-style-type: none"> • Facility is equipped with an emergency (battery operated) back up lighting system (monitored by the Council) in event of power cut off. • There is a torch pinned to the Mezzanine notice board, and in the top drawers of the box office and Venue Operations desks. • Two torches are provided for ushers to use. • A torch is attached to each first aid kit. • Contact: Vector's Power Emergency number is 0508 VECTOR (0508 832 867). | Low |
| | | | Reviewed: / / |

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Unruly members of the public

| RISKS | Vandalism; violence | | |
|------------|--|--|----------------------------|
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Administrative Minimise/Engineering | <ul style="list-style-type: none"> Entry to the venue restricted to the front doors so that visitors are monitored from entrance. Unruly public members causing disturbance are encouraged to leave the venue and staff are to call the Police if they feel unsafe or unruliness increases. A silent panic alarm is available with buttons located under the box office desk and on a lanyard kept in the upstairs office. This connects with Shore Control (i.e. company that also monitors our security alarm). They contact security who despatch an officer. They also alert Business Manager (James Bell) he can review real time venue video monitors (remotely) and attend if appropriate. | Low |
| | | | Reviewed: / / |

PumpHouse_Hazard_Register_2020_10

Theft

| | | | |
|------------|--|--|----------------------------|
| RISKS | Loss of personal property, cash and/or equipment; violence; emotional distress | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Minimise/Engineering | <ul style="list-style-type: none"> • Secure removable items which are not either currently in use or being observed by staff or other designated parties. • Restrict people from accessing parts of the property they have no reasonable purpose for being in. • Activate alarm and lock doors when areas are not in use. • Assigned staff will respond promptly to notifications from Sure Control alarm system monitoring. • Do not confront a thief or would-be thief directly if there is any reasonable concern about violence. • Report theft and other crime to the police, supplying them with any camera footage and other details/evidence available. • Advise hirers and visitors that they will need to take reasonable steps to secure their possessions e.g. not leaving items unattended, keeping the dressing room locked when not in use, restricting access to backstage areas. | Low |
| | | | Reviewed: / / |

PumpHouse_Hazard_Register_2020_10

Incident Register

| | | | |
|------------|---|--|----------------------------|
| RISKS | Not reviewing or implementing follow up actions or hazard controls after an incident. | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Administrative | <ul style="list-style-type: none"> • An incident when it occurs must be reported using the web-based Incident Form. • System generated Incident Report goes to both the Business Mgr. and Operations Coordinator. • On receipt both review and discuss that report. • An investigation and OSHBOX Incident Record are actioned by the Operations Coordinator. • New hazard controls, maintenance actions are determined and implemented. • Maintenance related actions are logged to the Maintenance Register. | Low |
| | | | Reviewed: / / |

Maintenance Register

| | | | |
|---|--|---|----------------------------|
| RISKS | Lack of review or implementation of venue works, some of which relate to H&S hazard control. | | |
| Risk Score | Type of Control | Hazard Controls | Risk Score (with controls) |
| High | Administrative | <ul style="list-style-type: none"> • Maintenance requirements logged in PumpHouse network data base. • This data base reviewed regularly by the Pumphouse Business Mgr. and Operations Coordinator • On this review these are allocated to person or organisation for action unless not for action is determined. • Allocated logged items remain on review until such time it is completed and the closed accordingly. | Low |
| Review any open/outstanding maintenance logged. | | | Reviewed: / / |

Hazard Register Sign Off

| | | |
|----------------------|----------|-----------|
| Review completed by: | | |
| Name | Position | Signature |
| | | |

| | | |
|--------------|----------|-----------|
| Approved by: | | |
| Name | Position | Signature |
| | | |