

HEALTH AND SAFETY EXTERNAL HIRE CHECKLIST

Completed form should be uploaded into Sharepoint and a copy sent to healthandsafety@nmit.ac.nz

External Hire Full Name:	Event Start Date: End End Date:
Room / Area Booked:	Total number of guests:

HEALTH AND SAFETY POLICIES & RESPONSIBILITIES

I know and understand:

- ☐ Where to find health and safety information, e.g. posters, signs, noticeboards and evacuation maps
- ☐ My responsibilities for supervision of guests onsite
- ☐ Who to contact about health and safety issues.

NMIT onsite contact/s are:

INCIDENTS AND INJURIES

I know and understand:

- ☐ My responsibility to report accidents, injuries and near-miss incidents as soon as practicable to the assigned NMIT onsite contact.
(NMIT onsite contact/staff member responsible for putting this through Assura as soon as reasonably possible)

FACILITIES

I have been shown:

- ☐ The location of bathrooms
- ☐ The location of kitchens
- ☐ The location of water coolers (if applicable)

EMERGENCY PROCEDURES

I am familiar with:

- ☐ Fire evacuation procedures
- ☐ Where the assembly points are for campus and the specific building/area booked
- ☐ Location of all emergency exits for the area/building booked
- ☐ Where fire alarm call points are located
- ☐ Fire extinguisher locations
- ☐ Other emergency procedures, e.g. flipchart
- ☐ Where the first aid kits and defibrillator are located in building and/or campus
- ☐ Who to contact about health and safety issues.

Comments – any specific health and safety matters relating to this area

e.g. health and safety training identified, PPE, health monitoring, chemical awareness, food safety/hygiene, off-site venues

Signature Signoff

NMIT Staff:	Health & Safety:	Date:
External:		