



## EVLOCITY Ltd

EvLOCITY Ltd PO Box 1660 TAUPŌ 3351

Phone 021-728875

Email [rob@evolocity.co.nz](mailto:rob@evolocity.co.nz)

# Health & Safety Plan

Valid: 1<sup>st</sup> March to 30<sup>th</sup> May 2017

Relating to the EVelocity Launch at **WETEC Build Day #1 on Tuesday 9<sup>th</sup> May 2017**

### Event Authority

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This plan sets out the systems that are in place to maintain the safety of competitors and spectators at the event

The Build Day programme is designed to help students with their build of an EVelocity project. It will involve students in seminars focussed on key aspects of their designs, building considerations and techniques. An emphasis will be placed on making their vehicles structurally safe and being able to perform reliably. EVelocity is a Charitable company which encourages the uptake of electric vehicles in New Zealand and promotes student enthusiasm for the skills and understandings in career areas relating to engineering, sustainability and transport technologies

### Event Control & Safety Briefing

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This will be guided by Les Black, Nada Patek (Regional Coordinator) and Graham Carson (Weltec).

## Emergency Services

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WELTEC staff will be assisting with tutoring and supervision. An appropriate Health and Safety induction will precede any activities and students will be expected abide by instructions including clothing requirements sent out prior to the event.

## Vehicle Access and Egress to Venue

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Vehicles will use public parking in appropriate areas at each venue and a map of areas to be used will be provided.

## Accident Investigation and Reporting

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Accident reporting will be made immediately to Les or Graham or Nada the Regional Coordinator who will take appropriate action(s). An Incident register will be available in the initial meeting room to fully record any incident.

## Safety

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Tutors and teachers guide activities and ensure safe considerations are addressed in a briefing and during activities.

practice is Volunteers assigned to each team will check each vehicle for safety before it is used on the test track. Speeds will be kept low to mitigate risk and inexperience.

*Students will wear:*

- Long trousers (non flammable),
- Long sleeved, non baggy shirt or jumper
- Safety boots or shoes or closed in footwear
- Safety glasses – These will be provided by WELTEC

Students will be inducted into the safe use of tools and equipment and will be supervised when working with them.

Tools and machinery will be maintained and have been inspected for safety.

Workshops will be neat and tidy and set up for the safe use by students.

## Risk Assessment and Mitigation

The purpose of risk assessment is to identify:

- possible hazards
- measures that will eliminate, isolate or minimise identified hazards
- the action to control and minimise the extent of an injury.

**Schools associated with teams entered in this EVelocity event are encouraged to file a RAMs report with their school administration.**

Risk	Action
<b>Electrical equipment</b>	Tools will have to have their cords tagged as tested for safety. Appropriate instructions on how to use designated tools safely will be given.
<b>Fire and Earthquake</b>	In the event of an emergency staff will contact emergency services. <b>Our location is:</b> _____ Our emergency assembly point will be identified at the initial briefing. In the case of an earthquake staff should move people away from structures and insist students DROP, COVER and HOLD. When event is over staff will guide students to the assembly point designated in the H&S induction briefing.
<b>Drugs &amp; Alcohol</b>	EVelocity staff will ensure that volunteers, staff, students have not consumed drugs or alcohol prior to attending.
<b>Unstructured event</b>	All volunteers and students involved will be briefed by Les Black and WELTEC staff prior to the start of events. The induction briefing will include information about emergency evacuation procedures, and pertinent points from this document. Volunteers and staff will be asked to be vigilant about the safety of people arriving and leaving the area in use. Student projects will be parked in a designated area close to activities.
<b>Personal harm &amp; First aid</b>	WELTEC First Aid services and resources will be available to minister to anyone who is injured. In an emergency EVelocity or WELTEC staff will notify the emergency services.
<b>Student projects drop off &amp; pick up</b>	Instructions will be provided on where and when student projects are to be dropped off and picked up.
<b>Medication</b>	Student are asked to attend to their individual medical needs and ensure that their medical requirements are on hand.