

Waikato Tennis Trust – Site Health and Safety Induction Form



Waikato Tennis Trust (WTT) are committed to providing all users of the Waikato Tennis Centre (i.e. the “facility”) a safe and healthy work/recreational environment. As such WTT requires all users of the facility to comply with WTT’s Health and Safety Policy and the Health and Safety at Work Act 2015 at all times. WTT further requires that all parties work with us to ensure its responsibilities under its Policy and the Health and Safety at Work Act 2015 are met.

In the case of any group hosting an event, the group’s representatives are responsible for all its staff, support personal, or any other associated person/party to the event, and ensuring they abide by all health and safety procedures/provisions while at the facility.

Organisations Name:			
Representatives Name:		Mobile No:	
Inducted By:	WTT Centre Manager – Steve Buckmaster		
			Completed / Comment
1. An explanation/briefing on WTT’s Health and Safety Policy.			
3. Review of identified site hazards and any other potential site hazards being introduced through event.			
4. Reporting requirements for injuries, incidents, or near misses?			
5. Introductions (if applicable) to the health and safety representative, fire warden.			
6. An explanation of emergency and evacuation procedures.			
7. Location of First Aid kits, defibrillator, phones, fire extinguishers, fire alarms, emergency exits, emergency meeting points, etc			
8. An explanation of any compulsory personal protective equipment and safety gear, and why it must be used (if any).			
9. Liability – The <organisation> agree to pay for all liability and damages for failing to comply with WTT H&S policies and procedures, including damage to WTT facilities and services. WTT reserves the right to inspect the event at any stage, and in the event of failure to comply with WTT’s Health and safety procedures/provision, and/or the Health and Safety at Work Act 2015, WTT may issue notice requiring the event to cease immediately until any such failure/s have been rectified. WTT shall not be liable for any costs or loss sustained by the group attributable to rectifying any breaches to these rules.			

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Declaration:

We/I hereby agree that We/I have read and understand the above conditions, and comply with all health and safety procedures as required.

Signed by:

Date:

Signature:

For further information or queries during event, please contact the Centre Manager:

Steve Buckmaster

manager@eastlinktennis.org.nz

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