

Annex 2: CPD HEALTH & SAFETY GUIDELINES

NZPI seeks cooperation from all speakers in achieving our health and safety objectives and expect that the speaker will:

- Have read and understood their obligations as relates to the NZPI Anti-Harassment and Discrimination Policy [Provided previously]
- Have read and understood their obligations as relates to the NZPI Events Policy [Provided previously]
- On arrival at the hotel you will be briefed on the relevant health and safety policies by a representative.
- Pass on the health and safety policies that relate to the function room to all attendees. This includes but is not limited to; Evacuation assembly points, Fire alarm procedures, Earthquake procedures and Emergency exits.
- Have been advised of the name and location of the Duty First Aid Administrator
- Carry out the presentation in a way that does not adversely affect your own health and safety and that of other persons in the vicinity.
- In the event of an incident co-operate with management and any other persons to enable the hotel to fulfil its legal obligations.
- Report any health or safety issues. Record this issue and outcome to NZPI on the form provided.

Please note: NZPI has been advised by the hotel that all electrical equipment that is being used has been tested according to health and safety regulations ie: projectors, wires.

Should you have any questions please do not hesitate to contact the CPD Team on 09 520 6277.

I have read and carried out the instructions above:

CPD Course Name: _____

Read and Understood NZPI Policies: NZPI Anti-Harassment and Discrimination Policy ☐

NZPI Events Policy ☐

Course Facilitator: _____

Signed _____ **Date:** _____