

LOADING DOCK & EVACUATION PLAN

Health and Safety Policy Statement

CORDIS, AUCKLAND IS COMMITTED TO PROVIDING A SAFE AND HEALTHY WORKING ENVIRONMENT THAT WILL CONTRIBUTE TO THE WELL BEING OF ALL COLLEAGUES, CLIENTS, GUESTS, VISITORS, CONTRACTORS AND ANY OTHER PERSONS ON SITE.

1. As an employer and controller of premises where work is performed, Cordis Auckland has legal obligations in relation to occupational health and safety.
2. Cordis Auckland is committed to abiding by occupational health and safety standards and legal requirements as specified in the relevant legislation, regulations, codes of practice, standards and policies.
3. Management of occupational health and safety is an integral part of management responsibilities and applies to all persons and areas of operations within Cordis Auckland.
4. Cordis Auckland has made commitments and taken action to discharge its legislative obligations and fulfil its commitment to occupational health and safety. These commitments and actions are not a comprehensive list of managers' and colleagues' obligations. Accordingly from time to time Cordis Auckland amends or expands upon the actions and commitments required of its colleagues, contractors and managers in relation to occupational health and safety.
5. All senior managers, including all persons concerned in the management of Cordis Auckland have a responsibility to ensure that resources are provided for maintaining and reviewing occupational health and safety programmes and to place the importance of safety and health of colleagues, guests, visitors and contractors ahead of the organisation's assets and services. This may involve assessing and enforcing compliance with Cordis Auckland's occupational health and safety policies, procedures and directions. Colleagues not at senior manager level also have occupational health and safety obligations which are summarised in this policy.
6. Risk management (including risk assessment and hazard identification) and consultation with colleagues are encouraged as key elements of an effective occupational health and safety system and are also required by law. Cordis Auckland will provide structured training, workplace instruction and leadership to our management, trainers, assessors and colleagues to enable them to work safely and assist Cordis Auckland in complying with its occupational health and safety legislative obligations.

7. A system of accurate reporting and recording of occupational health and safety incidents and injuries which is supported by all managers and colleagues shall be maintained in accordance with applicable legislation.
8. All colleagues and contractors have a responsibility to take reasonable care for the safety and health of other people (including contractors and guests) who are at Cordis Auckland's place of work and who may be affected by their actions or omissions. All colleagues are obliged to cooperate with Cordis Auckland or any of its delegated offices to enable compliance with Cordis Auckland's legislative occupational health and safety obligations.
9. Cordis Auckland is committed to continuous improvement in OSH practices through regular self-audits, mechanisms in place to ensure compliance with OSH legislative obligations, and the ongoing participation of all colleagues including management.
10. Disciplinary action, up to and including dismissal, will be taken against any colleague (front line, supervisors and managers) who has been found to have breached this policy.

Packing and un-packing for an event



Potential Hazards:

- Crushing by vehicles
- Blocking evacuation routes
- Unauthorised access to the property
- Injury to hotel colleagues and members of the public or guests



Always

- Contact the call centre to arrange for the appropriate team member to assist you with directions to the correct function space.
- Follow Cordis staff directions for parking and loading or off loading
- Give way to machinery and use the safety mirror to ensure safe passage
- Be mindful of the Wilson parking ramp next to The Great Room roller door. Beware of traffic entering and leaving the parking building and do not block the entrance.
- Wear and use the appropriate personal protective equipment (PPE) when loading and offloading
- Use appropriate restraints when transporting or moving unstable loads or items
- Leave your contact details with the banquets supervisor or Events coordinator if you are leaving your vehicle unattended.
- Obey all signage whilst on the property
- Wear the contractor ID pass at all times
- Isolate/barricade areas to exclude staff and/or public from work areas



Never

- Never access restricted hotel areas without the permission and company of hotel colleagues
- Never block access or egress routes
- Never obstruct access to emergency equipment
- Never leave your vehicle unattended without the authority of Cordis Banquet staff
- Never smoke in any of Cordis function space. Only smoke in designated areas.

Emergency Procedures

Purpose

The hotel will provide the emergency control structure and directions, which will prevent injury to colleagues, visitors and guests on premises in the event of an emergency. All likely emergency situations will be identified with emergency management and response procedures in place. The procedures also aim to minimise damage to the organisations equipment, plant and installations.

Scope

Applies to all Cordis Auckland colleagues, guests, contractors and subcontractors.

Responsibilities

Managing Director

Responsible for ensuring the emergency planning and procedures are implemented within the hotel with regular, documented trial procedures and an annual review of planning and procedures in consultation with the Health and Safety Committee.

Human Resources

Responsible for the ensuring that consultation has taken place, that suitable training has been provided, record keeping.

HOD

To ensure all permanent colleagues have detailed fire and emergency training and all casual colleagues or contractors receives sufficient fire and emergency training suitable for their role.

Chief Engineer

Suitable inspection and testing is carried out to ensure that fire detection and alarm systems are fully functioning. This inspection will include the testing of fire and smoke detection systems on a programmed basis.

Procedure

Procedure should take into account the existing emergency system of each building such as fire protection equipment, communication systems, emergency lighting, exit doors and stairwells. They also take into account colleagues levels during normal working hours as well as after hour's activities and contacts.

A general evacuation plan will be applicable in many emergency situations with procedures being developed to include potential people on site such as visitors, contractors and people who may require assistance due to disability.

Key Principles

- All risks will be continually monitored in order to minimise the potential of an emergency situation.
- The safety of colleagues is foremost.
- Emergency plans will be formulated and reviewed in consultation with OHS Committees, specialist colleagues, emergency service specialists and in line with statutory requirements.
- A central control will also be available.

Specific plans should be drawn up for emergencies created within the site and those caused by external sources.

Internal Emergencies include:

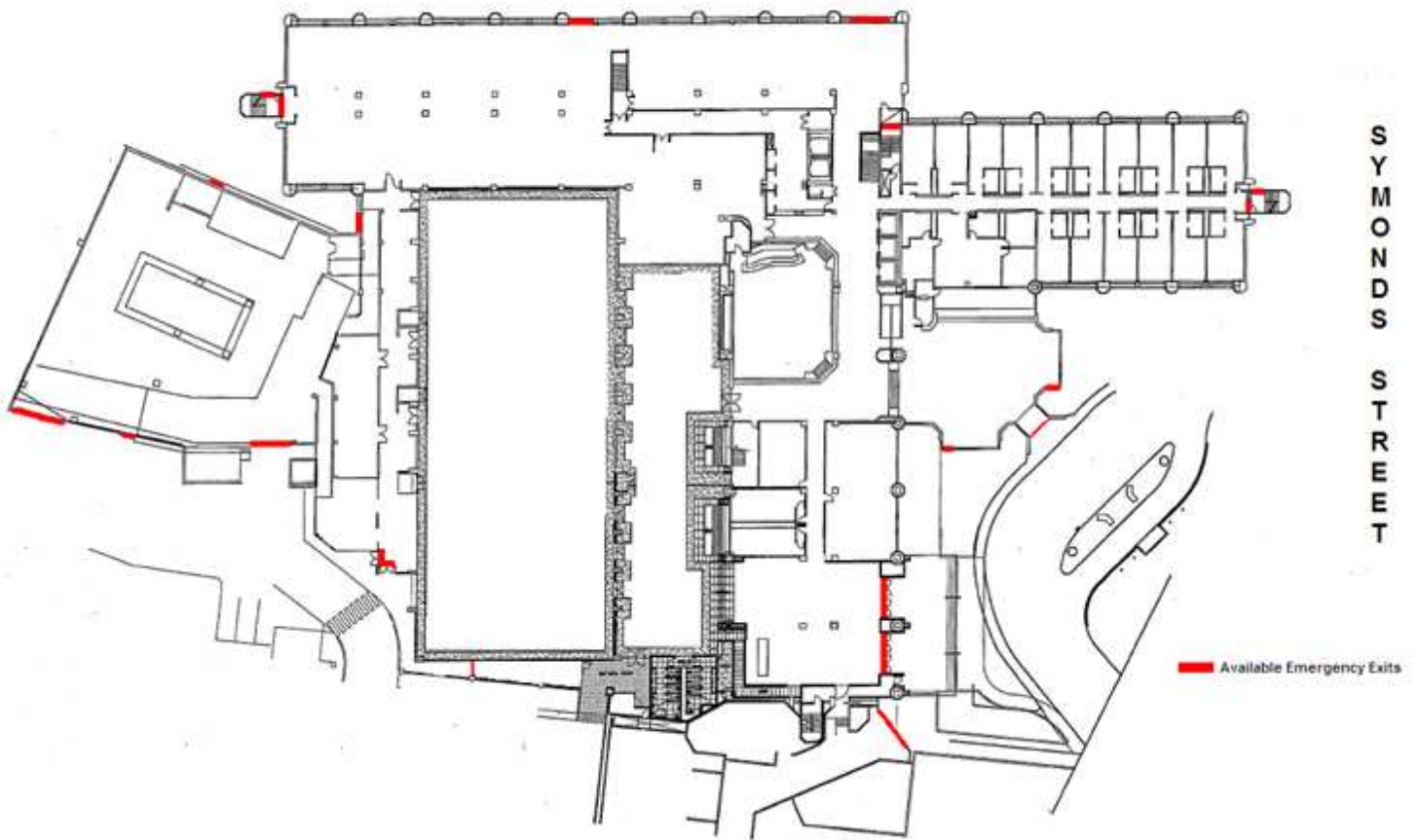
- Fire
- Gas leak
- Bomb threat / suspect package
- Earthquake
- Medical emergency
- Hazardous material spill / toxic fumes
- Armed hold up

External Emergencies include:

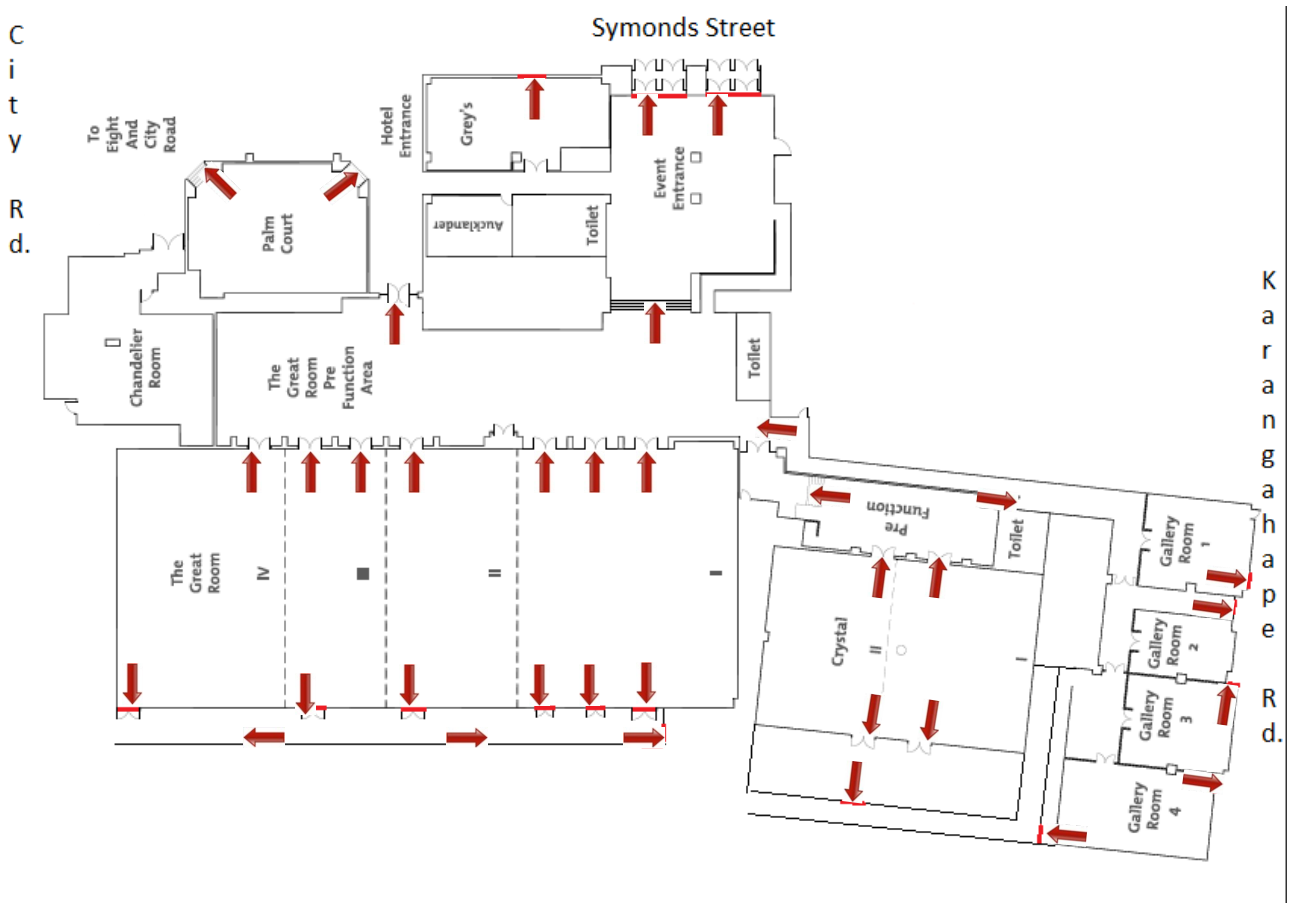
- Hazardous material spill / toxic fumes
- Explosion
- Civil disturbance
- Weather disturbance
- Flood
- Tsunami
- Fire
- Motor vehicle accident
- Water supply disruption

Cordis Lobby Level and The Great Room Evacuation Routes

CITY ROAD - SAFE ASSEMBLY POINT - CITY ROAD



Function Space Evacuation Routes



CORDIS
HOTELS & RESORTS
AUCKLAND

November 16, 2016

To: All Contractors/Sub-Contractors/Suppliers/Event Customers
**Re: Parking, Loading/Unloading, Pack In/Pack Out and Deliveries at Cordis
Auckland Loading Dock Area**

Cordis Auckland takes Health & Safety very seriously and we always encourage our staff, clients and contractors to do the same. At all times we require all contractors, suppliers and visitors to the Cordis Auckland to meet their obligations under the Health and Safety at Work Act 2015(effective 4 April 2016).

Due to the ever increasing volume of traffic that frequents our loading dock area on a daily basis, and in line with the new Health and Safety legislation, we have begun to take the necessary steps, and will continue to manage our processes, to ensure the safety of everybody using this area.

The loading dock shares an entry to a public car park, thus we have to ensure the safety of all pedestrians entering/leaving the car park. At the same time, we need to ensure the safety of our staff, clients and contractors from vehicles entering/leaving the Loading Dock area. As such, we have made a significant investment to improve the lighting, signage and road marking in this area, as highlighted in the photo below.

It is now critical that we have your cooperation to ensure this area is used appropriately, supporting our efforts to maintain a high level of safety.

You may be a new user of this area, or have a long relationship with Cordis Auckland. For both cases the new rules outlines below take precedent over any previous instructions, agreements or exceptions that may have been communicated prior.

Please note that the most significant change to this area is that it is now prioritised as a loading/unloading area with limited parking. Parking is only available during the day to pre-approved contractors working inside the hotel. There is no capacity to allow any vehicles long term parking in this area at any time.

Loading Dock Procedures

Please familiarise yourself, and any person you are responsible for who may visit this area, with the map and the numbered areas designated for use.



1. **PEDESTRIAN WALKWAY.** This pedestrian walkway is for pedestrians entering the car park as well as for our staff and contractors crossing the loading area. Do Not park on, or block any pedestrian walkway. On occasion for large vehicles permission may be granted to temporarily park on a walkway. Only the Security Manager/Officer on Duty, the Purchasing and Banquet Operations Managers, are able to grant this permission
2. **ENGINEERING GARAGE DOOR.** No parking is permitted in front of the Engineering Garage Door without the express permission of the Chief Engineer.
3. **LOADING AREA.** This demarcated area is reserved for vehicles waiting for loading and off-loading product in the Loading Dock only (This does not include loading into event spaces/function rooms). Vans, light vehicles and cars are not permitted to use this area for parking.
4. **LOADING DOCK:** Please do not use this area as a parking bay. This area needs to be kept clear at all times as we accept deliveries 24 hours per day.
5. **2 MINUTE COURIER PARKING.** Only to be used for deliveries by commercial couriers or stop-and-drop deliveries.

6. **THE GREAT ROOM ROLLER DOOR:** Arrangements are to be made with the Banquets Manager for the roller door to be opened when making deliveries /collections. Please note the hotel will only accept one vehicle at a time for loading and unloading into the Great Room or other event space. If multiple vehicles are required for your delivery, you must arrange alternative parking for additional vehicles to wait their turn outside of the hotel loading dock area. The hotel no longer has the space to provide parking for waiting vehicles. No other company vehicles are permitted to park in any area to assist with unloading, only the vehicle being unloaded as indicated. Company personnel assisting with unloading should be dropped off and their vehicles parked elsewhere. One option may be Wilsons Carpark immediately adjacent to the hotel, where applicable daily/hourly rates will need to be paid.

7. **CONTRACTOR PARKING:** This area is only to be used by contractors working at the hotel with arrangements agreed to by Management eg plumbers, electricians, painters etc

It is your responsibility to ensure your company staff and subcontractors are aware of, and follow, these procedures. Non-compliance will cause delays to your deliveries or events.

For enquiries please contact:

Security - 09 300 2862

Hotel Manager – 0272 819 016

For Event Pack In and Deliveries – contact your Event Manager or the Banquet Team on duty on 027 565 9052