



2024 Event Agenda



In partnership with Connexis and BCITO

8.45am – 1.30pm

Date of Event:	2 May 2024
Co-Host Contact:	Cook Brothers Construction Matt Thompson. 020 4019 4364 Matt.thompson@cookbrothers.co.nz Mitre10 Ashleigh Mitchell. 03 344 2724 Hornby.tradesupport2@mitre10.co.nz
Address of Event:	Cook Brothers Construction McLeans Mansion, 387 Manchester St, Christchurch Mitre10 Mega 54 Harewood Road, Papanui, Christchurch
Event Capacity:	15
PPE Gear Required.	Closed toe shoes/boots
PPE Gear Supplied by Co-Host:	Connexis to supply Hi Vis Vests
BCITO Attendee:	TBC
Connexis Attendee:	TBC
BCITO SLT Attendee:	TBC
VIP Media Attendee:	TBC
Schools Attending:	TBC

Girls with Hi-Vis® is a Connexis Ulimit initiative - encouraging more women to join the industry

What does your event look like - Site visit of McLeans Mansion - opportunity to see a live a site up close & personal; discussing key work phases, trades etc. Discussion with CBC female team members about entering the construction industry and the wide variety of careers within it. Hands on exercise - as a group build 2x picnic tables that will then be donated to a school / play school. The project will repurpose waste materials to give them a new lease of life and highlight that 'waste' is a valuable resource. The session will involve running through how to plan, types and use of tools / equipment, and assembly of the table.

Intro About Mitre10 and who we are, quick intro with the girls.

Walk around the store, chat to people in Power Tools, Hardware & the drive thru. Give a brief rundown of different products and what they are used for. Making it useful information that they could need in any type of build or DIY jobs they do moving forward.

Explain next task, health and Safety. Split into groups. Build Tables within groups, farewell thank you for coming.

Time	Activity (Guide only)	Responsible
8.45am	Students arrive on site. Meet and hand out lanyards, Hi-Vis Vests	Cook Brothers Construction Connexis BCITO
9:05am	Welcome: Introduction, About, Health and Safety for site	Cook Brothers Construction
9:10am	Introducing Girls with Hi-Vis® and BCITO	Connexis BCITO
9:25am	Hear from women in industry – What they love about their job, how they got into it, what they would encourage students to take away from the day	Cook Brothers Construction
9:45am	Tour of McLeans Mansion (25mins)	Cook Brothers Construction
10.15am	Morning Tea	BCITO
10:30am	Hands on activity- Build two picnic tables Hear from the sustainability team	Cook Brothers Construction
11.20am	Wrap up activity, acknowledgements	BCITO
11.30am	Travel to Mitre10	BCITO
11.45am	Introduction to Mitre10 Mega Papanui	Mitre10
12.00pm	Lunch / Power Tool Demo	BCITO Mitre10
12.30pm	Hands on activity	Mitre10
1.15pm	Wrap up, GWHV Survey, Group Photo	BCITO
1.30pm	Students Depart	



2024 HEALTH AND SAFETY



Site Location	Cook Brother Construction Mclean Mansion - 387 Manchester St Mitre10 Mega 54 Harewood Road, Papanui, Christchurch
Parking (Available on site)	On street parking available
Event Start Time	8.45am
Event Finish Time	1.30pm
Site Manager (Person meeting students)	Cook Brother Construction - Michael Mathieson - Site Manager Mitre10 Mega - Ashleigh Mitchell
Site H&S Manager (Person in charge of H&S)	Cook Brother Construction - Mike Mathieson - Site Manager Mitre10 Mega - Barbara Smith
Site Medical Officer (Person in charge of medical)	Cook Brother Construction - Mike Mathieson - Site Manager Mitre10 Mega - Tony Sparks & Jackie Kelleher
Medical Centre (Address and phone number of nearest medical Centre)	Cook Brother Construction - 24hr Surgery - 401 Madras St 03 365 7777 Mitre10 Mega - Papanui Medical Centre- 438 Papanui Road. 033529053



Identified Risks	Controls (Eliminate, substitute, Isolate, Engineering, Environment, Administration)	Risk Rating after Controls	Person Responsible
<p>Visitors to Site</p> <p>Lack of site/activity risk awareness</p>	<p>Visitors on site are to be briefed, upon arrival, of site activities and minimum site/task specific risks and controls.</p> <p>Visitors are to be constantly supervised and monitored, for exposure and proximity to site/task hazards and risks.</p>	L	Ashleigh Mitchell
Trip / Falling	Visitors shall be protected from tripping or falling through constant supervision and monitoring.	L	Ashleigh Mitchell
<p>Noise</p> <p>Proximity to plant and machinery operation</p>	Visitors will be removed from the immediate vicinity of the source of any plant or machinery noise, where there is an immediate risk of hearing damage.	L	Ashleigh Mitchell
<p>Pedestrian interaction</p> <p>Struck by moving vehicles</p>	<p>Visitors will wear Hi-Vis</p> <p>Visitors will be shown the safe areas to walk when forklifts are operating, and cars are driving around the drive thru</p>	L	Ashleigh Mitchell
Other:			