



2024 Event Agenda



In partnership with Connexis and BCITO

9.00am – 12.30pm

Date of Event:	7 May 2024
Co-Host Contact:	Sarah Jane Nixon 027 451 6507 Sarah@glacierjoinery.co.nz
Address of Event:	63 Kumara Junction Highway Seaview Hokitika 7882
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
Photographer: <i>Note: Connexis BCITO will provide a professional photographer to some events.</i>	TBC
Schools Attending	TBC



What does your event look like

Split the group in half. One group will go off with our two designers then split off between them. Both designers have done their NZ Diploma in Kitchen and Bathroom design with BCITO.

They are going to have a basic plan up on their computer and get the girls to help design a kitchen on our software programme. This will take about 30 mins for each group. Then they will move onto the colour room to show them different products we use and have some fun with seeing who can remember the hardest surface etc. This will take about 20 mins

The other half of the group will head into the factory, where they will go to the CNC Machine and cut out a preprogrammed plan of cutlery holders which our apprentices will assist them in putting together.

This will take about 50 mins each group

Time	Activity (Guide only)	Responsible
9:00am	Students arrive on site. Meet and hand out lanyards, Hi-Vis Vests	Glacier Joinery Ezy Kitchens Connexis BCITO
9:05am	Welcome: Introduction, About, Health and Safety for site	Glacier Joinery Ezy Kitchens
9:10am	Introducing Girls with Hi-Vis® and BCITO	Connexis BCITO
9:30am	Hear from Glacier Joinery team – What they love about their job, how they got into it, what they would encourage students to take away from the day	Glacier Joinery Ezy Kitchens
9:45am	Group One: <i>Design a kitchen & color room demonstration - hands on activity</i> Group Two: <i>CNC factory – Cut and paint cutlery holders</i>	Glacier Joinery Ezy Kitchens
10.35am	Morning Tea	BCITO
10:50am	Group One: <i>CNC factory – Cut and paint cutlery holders</i> Group Two: <i>Design a kitchen & color room demonstration - hands on activity</i>	Glacier Joinery Ezy Kitchens
11.45am	Lunch	BCITO
12.15pm	What next? BCITO Apprenticeships, Gateway	BCITO
12:35pm	Presentations MVP Award, Group Photo, collect hi-vis, hand out support packs Students Depart	



2024 HEALTH AND SAFETY



Site Location	63 Kumara Junction Hwy Seaview Hokitika 7882
Parking (Available on site)	Yes there is about five parks out the front of the building
Event Start Time	9am
Event Finish Time	12.30pm
Site Manager (Person meeting students)	Sarah-Jane and Matt
Site H&S Manager (Person in charge of H&S)	Lorraine Gibbons
Site Medical Officer (Person in charge of medical)	Sarah - Jane Nixon
Medical Centre (Address and phone number of nearest medical Centre)	Westland Medical Centre 54A Sewwll St Hokitika 7810 03 7558180
Site Map (Please provide a map of the site, showing emergency equipment, Assembly Point and emergency exit routes)	



Identified Risks	Controls (Eliminate, substitute, Isolate, Engineering, Environment, Administration)	Risk Rating after Controls	Person Responsible
Visitors to Site Lack of site/activity risk awareness			
Trip / Falling			
Noise Proximity to plant and machinery operation			
Pedestrian interaction Struck by moving vehicles			
Other:			