



2024 Event Agenda



In partnership with Connexis and BCITO

9.00am – 12.30pm

Date of Event:	9 May 2024
Co-Host Contact:	Sophie Norton 027 337 5957 Sophie@ranger.co.nz
Address of Event:	7 Theodosia St Timaru
Event Capacity:	20 Students
PPE Gear Required.	Closed toe shoes/boots Long pants, Long Sleeves (No shorts, skirts or short sleeved tops)
PPE Gear Supplied by Co-Host:	Connexis to supply Hi Vis Vests Glasses and Gloves if required
BCITO Attendee:	TBC
Connexis Attendee:	TBC
BCITO SLT Attendee:	TBC
VIP Media Attendee:	TBC
Photographer:	TBC
Schools Attending:	TBC



What does your event look like

Come along and learn about our business and hear from our female staff about their journey. hands on activities include interior stopping, painting and flake floor system. Demonstrations with tools.

Time	Activity (Guide only)	Responsible
9:00am	Students arrive on site. Meet and hand out lanyards, Hi-Vis Vests	Ranger Connexis BCITO
9:05am	Welcome: Introduction, About, Health and Safety for site	Ranger
9:15am	Introducing Girls with Hi-Vis® and BCITO	Connexis BCITO
9.25am	Hear from Women in the industry/company – What they love about their job, how they got into it, what they would encourage students to take away from the day	Ranger
9.45am	Morning Tea	
10.00am	Group One: <i>Interior Stopping and Painting</i> Group Two: <i>Flake floor systems (Concrete driller demos)</i>	Ranger
10.45am	Hear from Resene representative and her role	Resene
11.00am	Group One: <i>Flake floor systems (Concrete driller demos)</i> Group Two: <i>Interior Stopping and Painting</i>	Ranger
11.45am	Lunch GWHV Survey	BCITO
12.15pm	What next? BCITO Apprenticeships, Gateway	BCITO
12:30pm	Presentations MVP Award, Group Photo, collect hi-vis, hand out support packs Students Depart	



2024 HEALTH AND SAFETY



Site Location	7 Theodosia St Timaru
Parking (Available on site)	Parking for 1 or 2 vehicles on site Parking on the road or North St
Event Start Time	9.00am
Event Finish Time	12.30pm
Site Manager (Person meeting students)	Brad Sandri
Site H&S Manager (Person in charge of H&S)	Julie Anderson
Site Medical Officer (Person in charge of medical)	Julie Anderson
Medical Centre (Address and phone number of nearest medical Centre)	Timaru Medical Centre 47a Heaton St Timaru 03 684 7533
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	<p>Sign in as a group at main reception area_</p> <p>All visitors/girls to wear a Hi-Viz Vest so they are visible, no hard hats are required_</p> <p>All visitors will be constantly supervised while on site_</p> <p>Amenities will be shown if needed_</p>	L	Site Escort/Site Manager
Chemicals on site	Main exits out of building will be shown in case of an emergency and where the assembly point is located_	L	Site Escort/Site Manager
Trip / Falling Noise	All trip hazards will be cleared and noise kept to a minimum_ Watch footing around workshop if required_	L	Site Escort/Site Manager
Forklift	Forklift may be working on site during the visit but will be kept away from the area when the visit is taking place	L	Site Escort/Site Manager
Traffic / Trucks	Delivery of goods on site during the visit, visitors will be kept away ' from this area at time of delivery_	L	Site Escort/Site Manager
Departure from site	Sign out as a group at main reception area	L	Site Escort/Site Manager