



2024 Event Agenda

HIGGINS®

In partnership with Connexis

9.00am - 2.00pm

Event Date:	25 June 2024
Co-Host Contact:	Sulandi van Staden 027 216 8797 s.vanstaden@higgins.co.nz
Event Address:	63 Pilkington Way Wigram Christchurch
Event Capacity:	20 Students
PPE Gear Required by attendees:	All attendees will be required to wear closed toe footwear. Long Sleeves, Long Trousers.
PPE Gear Supplied by Co-Host:	HI VIs Vest – Connexis Supply
Connexis Marketing Attendee:	TBC
Connexis CSAM Attendee:	TBC
Connexis SLT Attendee:	TBC
VIP Media Attendee:	TBC
Schools Registered and Attending:	



What does your event look like

Time	Activity	Responsible Co-Host Connexis
9.30am	Students arrive on site. Meet and hand out lanyards, Hi-Vis Vests Check PPE Gear, Hand out PPE Gear if supplied by Co-Host.	Higgins Connexis
9.45am	Welcome: Introduction, About, Health & Safety	Higgins
9.55am	Connexis presentation – introducing Girls with Hi-Vis®	Connexis
10.00am	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. Speakers included – grads, cadets and hiring managers – a mix of field and office staff. Discussion around career pathways and brochures with info around above speakers/topics.	Higgins
10.15am	Group One: Hands on activities/Tour(30mins) Group Two: Hands on activities/Tour (30mins) Group Three: Hands on activities/Tour (30mins)	
11.00am	Group One: Hands on activities/Tour(30mins) Group Two: Hands on activities/Tour (30mins) Group Three: Hands on activities/Tour (30mins)	Higgins
11.45am	Group One: Hands on activities/Tour(30mins) Group Two: Hands on activities/Tour (30mins) Group Three: Hands on activities/Tour (30mins)	Higgins
12.00pm	Lunch (Supplied by Co-Host) GWHV Survey	Higgins
1.45pm	What Next? Roles in the industry within the business Gateway / Cadetships / Work Experience / Apprenticeships	Higgins
1.45pm	Connexis training pathways	Connexis
2.00pm	Wrap Up – Q&A	
2.15pm	Presentations MVP Award, Group Photo	
2.30pm	Close and Students depart	



2024 HEALTH AND SAFETY



Site Location	63 Pilkington Way Wigram Christchurch
Parking (Available on site)	
Event Start Time	9.00am
Event Finish Time	2.00pm
Site Manager (Person meeting students)	
Site H&S Manager (Person in charge of H&S)	
Site Medical Officer (Person in charge of medical)	
Medical Centre (Address and phone number of nearest medical Centre)	



Identified Risks	Controls (Eliminate, substitute, Isolate, Engineering, Environment, Administration)	Risk Rating After Control	Person Responsible
Visitors to Site Lack of site/activity risk awareness	<ol style="list-style-type: none"> 1. Visitors on site are to be briefed in and briefed, upon arrival, of site activities and minimum site/task specific risks and controls. 2. Visitors are to be constantly supervised and monitored, for exposure and proximity to site/task hazards and risks. 	L	
Trip / Falling	<ol style="list-style-type: none"> 1. Visitors shall be protected from tripping or falling through constant supervision and monitoring. 2. Barriers, covers and edge protection will be used in instances where there may be a risk. 3. 3 Points of contact will be used when climbing in and out of machinery. 	L	
Noise Proximity to plant and machinery operation	<ol style="list-style-type: none"> 1. 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. 2. Where this control is unable to be reasonably implemented, visitors must be issued with hearing protection and instructions on its use. 	L	
Pedestrian interaction Struck by moving vehicles	<ol style="list-style-type: none"> 1. Visitors shall be issued and wear hi-vis vests. 2. Visitors shall be issued and wear hard hats if required. 3. Visitors shall be briefed on exclusion zones around mobile plant. 4. Mobile Plant operation shall require the allocation of a spotter & Trainer/Mentor 5. Mobile plant movements shall require the allocation of a spotter. 6. Plant exclusion zones shall be established and communicated to visitors. 	L	
Other: Weather	<ol style="list-style-type: none"> 1. Weather calls will be made prior to and during visit to site, and visitors will be removed if any risks of torrential or down pours. 	L	