



CONNEXIS
INFRASTRUCTURE TRAINING



2025 Event Agenda

Higgins Contractors – Palmerston North - In partnership with Connexis

All events will be hosted at the Host Company's premises in partnership with Connexis.

Date of Event:	17 June 2025
Time:	9.30am - 2.00pm
Host Company Contact:	Jacqueline Prince j.prince@higgins.co.nz 0272 423 744
Address of Event:	124 Keith St, Roslyn, Palmerston North
Site Manager:	Jacqui Prince and Juana West
Onsite medical Officer:	Juana West
Health & safety person on site for the event:	Juana West
Medical Centre:	City Doctors, 22 Victoria Ave, Palmerston North
Event Capacity:	30 Pax max 25 Students, 3 Teachers, 2 Connexis Staff
PPE Gear Required:	Students are to wear Long Sleeve Tops, Long Pants, Closed in Shoes/Footwear. Warm Clothes. Raincoat/Jacket No Crocs
PPE Gear Supplied by Host Company:	Higgins will supply PPE Gear required. Connexis will supply Hi-Vis Vests
Connexis Customer Service Manager attending:	
Connexis Staff attending:	
What does the event look like:	Welcome, Introduction, about and safety for Higgins site and Connexis presentation Presentation and talks to be done by Women in our industry. Activities - Break up into 3 groups – each group to participate in a different activity. Students have an opportunity to operate a digger, TTM / Truck Harness Activity, Yard walk through with show and tell.
Health & Safety Plan:	Supplied as separate documents

2025 EVENT TEMPLATE
Higgins Contractors – Palmerston North
12 June 2025

Time	Activity (Guide Only)	Who's Responsible
9.30am	Students arrive on site. Register Hand out lanyards, Hi-Vis Vests, Check PPE, Hand out PPE Gear if supplied by Host Company. *Light morning tea on arrival if Host Company feels this is important	Higgins Connexis
9.45am	Host Company Welcome Introduction, About, Health and Safety for site	Higgins
9.55am	Connexis Presentation Introducing Girls with Hi-Vis® This is important as it sets the scene about what the event is about.	Connexis
10.00am	Hear from Women in the Industry / Company What they love about their jobs, their journey to this role, what they would encourage students to take away from the day.	Higgins
10.15am	Rotation 1 - Break out into groups to do hands on activities	Higgins
	Group one: (TTM / Truck Harness)	
	Group two: (Digger)	
	Group three: (Yard Walk)	
11.00am	Rotation 2 - Break out into groups to do hands on activities	Higgins
	Group one: (Digger)	
	Group two: (Yard Walk)	
	Group three: (TTM / Truck Harness)	
11.45am	Lunch Break Lunch is supplied by Host Company	Higgins
12.15pm	Rotation 3 - Break out into groups to do hands on activities	Higgins
	Group one (Yard Walk)	
	Group two: (TTM / Truck Harness)	
	Group three: (Digger)	
12.45pm	What Next Host Company to explain what roles there are within the industry / their business and how they can go about applying for these. Does the Host Company offer Gateway, Cadetships, Work Experience, Apprenticeships	Higgins
1.00pm	Connexis Training Pathways. Gateway and opportunities Survey	Connexis
1.15pm	Wrap up Q&A	Higgins
1.30pm	Presentations MVP Award, Group Photo, hand out support packs	Higgins Connexis
2.00pm	Close and Students Depart	

2025 RISK ASSESSMENT

The following Risk Assessment and Mitigation Plan (RAMP) relates to the site where the event will take place. The Event risks have been assessed and rated as per the following 3 tables; these ratings have then been applied in the RAMP.

Likelihood – Table 1

Descriptor	Description
<i>Rare</i>	The risk may only occur in exceptional circumstances
<i>Unlikely</i>	The risk could occur at some time
<i>Moderate</i>	The risk will occur at some time
<i>Likely</i>	The risk will occur in most circumstances
<i>Almost certain</i>	The risk is expected to occur in most circumstances

Consequences – Table 2

Descriptor	Description
<i>Minor</i>	First aid treatment only
<i>Moderate</i>	Medical treatment required (paramedic or ambulance)
<i>Major</i>	Extensive injuries
<i>Catastrophic</i>	Fatality

Level of risk – Table 3 (likelihood multiplied by consequences)

Likelihood | Consequences

	<i>Insignificant</i>	<i>Minor</i>	<i>Moderate</i>	<i>Major</i>	<i>Catastrophic</i>
<i>Rare</i>	L	L	M	S	S
<i>Unlikely</i>	L	L	M	S	H
<i>Moderate</i>	L	M	S	H	H
<i>Likely</i>	M	S	S	H	H
<i>Almost certain</i>	M	S	H	H	H

H	High Risk
S	Significant Risk
M	Medium Risk
L	Low Risk

Higgins – Palmerston North
2025 RISK ASSESSMENT – supplied as separate documents