



New Zealand Motor Caravan Association Inc.

"Because you'll never be alone on the road again..."

**MUST TO BE COMPLETED AND RETURNED TO NATIONAL OFFICE AFTER THE EVENT**

## HEALTH AND SAFETY FORM

### For use at Event Parking

#### Duties of Parking Wardens

- Fill out Health and Safety Form and return to National Office after Event listing any accidents that may have occurred.
- In the event of an accident, call required medical or other emergency responder.
- If a serious accident has occurred secure the site for investigation and contact President or CEO.
- Hi-Viz vests must be worn when putting out Event signs on road.
- Signs must be positioned to allow plenty of time for vehicles to slow, pull out of the traffic flow and stop without undue effect on other traffic.
- All Event Sites must be checked for hazards and noted on Health and Safety Form.
- All hazards must be eliminated if possible, or minimised if unable to eliminate.
- A hazard register sign must list all site hazards, and be placed in a prominent place for all attending to see.
- All buildings must have an evacuation plan and every rally must have an assembly point.
- Parking Wardens must wear Hi-Viz vests.

**Date:**

**Event (MHFTowns.com):**

**Event Parking Venue:**

**Trip Hazards:**

**Transport Hazards:**

**Water Hazards:**

**Dangerous Objects:**

**All other Hazards:**

**List of any accidents:**

**Name of Parking Warden:** \_\_\_\_\_

**Signature of Parking Warden:** \_\_\_\_\_