

Horizon Hotel Site Induction



WORKING HOURS & SITE OVERVIEW

Site operating hours are:

- 7:00am to 7:00pm
- Deliveries: 7:00am to 3:00pm on pre-arranged times

Those who want to work outside these hours need prior approval from the site manager

- It's mandatory for personnel to sign in and out at site security each day
- No use of the shuttle lift and airbridge
- CCTV in operation

INDUCTION OVERVIEW

- All personnel must complete the online induction.
 - No induction will result in no access to work site
 - Proof of Fletcher's induction and access card will be accepted at security.
- QR code below can be used to access the induction.

The site induction will cover the following:

- Site overview and working hours
- Plan of site and emergency assembly points
- Site Management Team and Welfare Facilities
- Site Rules
- Site Permit Requirements
- Incident Reporting and Fire Safety

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Key contacts relating to the site operations:

- Matt Davidson (Facilities Manager) – Tel: 021 808 313
- Duty Security Manager – Tel: 021 526 993
- Perry Chan (Hotel Operations) – Tel: 021 590 927
- Trevor Atwell (Logistics) – Tel: 021 531 418
- First Aiders: Security – Tel: 093 636363



Contact your relevant SkyCity contact person if more information is needed.