



Welcome to Century City Conference Centre!

We would like your visit to be a safe one and therefore request that you adhere to the below:

1. Always obey the safety, security and house rules.
2. No contractors shall enter the building nor work inside the venue with caps and or beanies.
3. Smoking is only permitted in designated areas.
4. Ensure that all the relevant permits are in place and submitted.
5. Protective equipment to be used for all required areas you are visiting.
6. No work must be undertaken unless a signed work permit the Operations Manager.
7. Good housekeeping must be practiced in all areas at all times.
8. Know where the fire escapes and evacuation points are located in the area you are working.
9. No cutting, grinding or sawing inside the building. Use designated areas.
10. Fire doors must not be propped open and fire escapes must not be obstructed.
11. Alcohol screening can be conducted on any person entering this site.
12. To help us keep Century City Conference Centre as safe as possible, if you see anything that appears unsafe or dangerous, please report it to Management or security immediately.
13. No goods or contractors are allowed in the guest or goods lifts.
14. No use of foul language or horseplay while on the premises.
15. Safety file must always be accompanied by the contractor Supervisor for inspection.
- 16.. Emergency Instructions:

If an emergency alarm goes off during your visit and an evacuation is ordered, please evacuate to the assembly point situated nearest to you as per the Emergency Evacuation Plan. If this assembly point is not accessible for any reason, you will be directed to the secondary assembly point. It is important that you report to the assembly point so that we know you have evacuated CCCC safely.

THANK YOU FOR YOUR CO-OPERATION AND HAVE A SAFE DAY!

I hereby acknowledge that I have read the above document and understand the contents thereof. I undertake to comply with these rules. It is understood that these rules do not constitute the entirety of legal requirements, and general care must be taken by individuals to protect their health and safety. Individuals enter CCCC at their own risk.

This induction document is valid for a period of 1 year from the date of issue and therefore will have to be reviewed and acknowledged every 6 months or at any such time that changes are made to this document.

Please attach a copy of your ID to assist us in making the process effortless.

I, _____ ID no _____

EMPLOYED BY: _____

Hereby acknowledge that I have read and understood the above content from the CCCC.

I hereby confirm that I have taken note of the HOUSE RULES AND REGULATIONS of CCCC as set out in the induction and that I will abide by it at all times. I further confirm that I will comply at all times with the requirements of the induction and understand the consequences of non-compliance.

_____ SIGNATURE DATE