

# Construction Contractor Engagement Pack

This document includes key requirements for health, safety, environment, and quality for contractor companies working on a Ryman Construction site. Make sure you review this document as soon as possible to prepare for your work with us.



Item	Descriptions	Person(s) Responsible
Health and Safety at Work	<p>All persons must comply with the <a href="#">Health &amp; Safety Work Act 2015</a>, Health and Safety Legislation, regulations, and where applicable, Approved Codes of Practice, Best/Good Practice Guidelines, industry standards and Ryman Healthcare's Policies/Procedures.</p> <p>Responsibilities under the Health and Safety at Work Act:</p> <ul style="list-style-type: none"> <li>• Take reasonable care of his or her own health and safety</li> <li>• Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons</li> <li>• Comply as far as reasonably able with any reasonable instruction</li> <li>• Cooperate with any reasonable policy or procedure such as: <ul style="list-style-type: none"> <li>- Complete sign in and out register each for emergency purposes</li> <li>- Wear mandatory protective equipment whilst on site</li> <li>- Report any safety events or personal injury</li> </ul> </li> </ul>	All Personnel
Contracts	Contract's must be fully signed & returned alongside the Contractor Engagement Pack and any warranties, guarantees, or other requested documentation before any work can begin.	Contractor's Management
Site Entry Conditions	<ul style="list-style-type: none"> <li>• Companies must have a form of pre-qualification, with a minimum of SiteWise Green, or approved other (ISO, IMPAC, ISN, SHE)</li> <li>• No worker is to commence work unless inducted - workers must provide some personal information for site records and emergency purposes</li> <li>• All workers entering site must sign in and out using their issued tag at the kiosk</li> <li>• Drivers must complete the 'Driver Induction' process</li> <li>• All workers must hold a minimum of Site Safe Foundation Passport (Construct Safe cards are also be permitted)</li> </ul>	Contractor's Management
Site Specific Safety Planning (SSSP's)	SSSP's must be submitted to Ryman in a minimum of 3 working days before work commences on site (this will allow for any adjustments or followed ups). The <a href="#">SSSP Evaluation Form</a> should be utilized to ensure all Ryman's requirements are adequately covered prior to submission.	Contractor's Management
Personal Protective Equipment (PPE)	<p>All mandatory PPE must be worn and in a fit for use condition:</p> <ul style="list-style-type: none"> <li>• Safety boots with ankle support</li> <li>• High visibility clothing (with day/night reflective strips)</li> <li>• A hardhat or safety helmet – not bump caps</li> </ul> <p>Task specific PPE must be available:</p> <ul style="list-style-type: none"> <li>• Safety glasses appropriate to task, worn where risks to eyes is identified</li> <li>• Task appropriate gloves worn where a risk to hands is identified</li> </ul> <p>Any additional PPE must be worn where required by the task/environment, as determined by risk assessment/safe work method statement e.g. hearing and respiratory protection.</p>	All Personnel
Contractor's Subcontracting Processes	<p>Contractors who subcontract work must provide evidence of a pre-qualification, or their evaluation process for all sub-contracted companies.</p> <ul style="list-style-type: none"> <li>• When work is subcontracted the parent contractor must have representation or a monitoring process in place while the subcontractor is working on site</li> <li>• If a subcontractor is working under their main contractor's health and safety documentation, an agreement between both parties must be documented to acknowledge responsibilities for health and safety from both parties</li> <li>• If a subcontractor is working under their own health and safety documentation (e.g., risk assessment/safe work method statements, training registers) this must be reviewed by the parent contractor and approved documents provided to Ryman</li> </ul>	Contractor's Management
Risk Management and Incident Investigation	<p>All contractors must plan their works and consult, cooperate and coordinate activities:</p> <ul style="list-style-type: none"> <li>• All persons must comply with the Health &amp; Safety Management Plan and Safely Controlling Work documents. You can find all of these on the <a href="#">Ryman Healthcare Contractor website</a>.</li> <li>• Provide competent and adequate levels of worker supervision</li> <li>• Run documented daily pre-starts to plan the day's work with attendance records</li> <li>• Ensure SWMS/JSA/TA's are provided to Ryman, regularly reviewed, updated and signed and understood by all workers</li> <li>• Undertake weekly safety inspections of their work areas and activities and participate in Ryman Healthcare's audits as required</li> <li>• Report to Ryman Healthcare and investigate as soon as practicable all safety events/injuries and maintain a register</li> <li>• Ensure that where an event or injury is considered <a href="#">notifiable to WorkSafe</a>, discussion is held with Ryman Healthcare prior to notification</li> <li>• A record of any incidents or injury will be required by Ryman Healthcare to ensure regulatory compliance is achieved</li> </ul> <p>Provide representation in all scheduled project safety meetings, site safety walks, risk assessments or safety investigations as required</p>	Contractor's Management and Ryman Healthcare Personnel
Pre-Commencement Meeting	All contractors are expected to undertake a site Pre-Commencement Meeting with Ryman site management to ensure requirements and expectations are understood prior to works commencing and all documentation has been reviewed.	Contractor & Ryman Healthcare

Plant & Equipment	<p>All Plant or Equipment on site must be well maintained, in 'fit for purpose' condition, certified if required (maintenance &amp; certifications records to be provided to Ryman).</p> <ul style="list-style-type: none"> <li>• Korean Concrete Pumps (KCP) are not permitted on Ryman sites</li> <li>• 9" grinders are not permitted at Ryman sites</li> <li>• Telehandlers must have braking system information available</li> <li>• Contractors must provide pre-start checks for all major items of plant (excavators, cranes, MEWP's, telehandlers etc)</li> <li>• Ryman sites are classed as public roads meaning that licence classes and endorsements must align with NZTA requirements</li> <li>• Power tools and electrical equipment must be test &amp; tagged on a 3-monthly basis, in good order, with safety guards, protection systems in place (RCD) and where applicable, be fitted with dust controls</li> </ul>	Contractor's Management
Drug and Alcohol	Ryman Healthcare carries out, post incident, reasonable cause and random testing on all sites. Any person on-site may be subject to this at any time. You can find the full policy on the <a href="#">Ryman Healthcare Contractor Website</a> .	All Personnel
Meetings	Contractors must ensure all their workers attend Ryman's weekly toolbox meetings and site daily pre-start meetings and ensure messaging is distributed to all its workers who were not able to attend.	Contractor's Management
Occupational Health	<p>Contractors must manage health hazards such as noise and airborne contaminants. Controls such as, but not limited to:</p> <ul style="list-style-type: none"> <li>• Maintain plant and equipment to reduce noise emissions – engines serviced</li> <li>• Adequately assess and control silica dust from cutting concrete/bricks or demolition</li> <li>• Where reasonably practicable, extraction should be applied at workstations set up for cutting operations</li> </ul> <p>Remember the hierarchy of controls, PPE whilst important is a last resort</p>	Contractor's Management and Ryman Healthcare Personnel
Permit to Work	Some critical risk tasks require permit to work, such as hot works, excavations, working at heights and confined space. Permits are issued by Ryman Healthcare personnel when agreement is in place that subcontractors are competent and trained to complete the work and controls have been implemented to manage the risks created by such works.	Contractor's Management
Environmental	<p>Contractors must comply with resource consent conditions and provide the following:</p> <ul style="list-style-type: none"> <li>• Waste minimisation strategy including management of contaminated waste</li> <li>• Risk assessment of noisy/vibrational works and controls to be implemented</li> <li>• Processes to manage spills of hazardous materials</li> </ul>	Contractor's Management
Quality Control	<p>Contractor must ensure that standards, specifications, and quality assurance requirements are achieved across all facets of work. Contractors must demonstrate they have systems and process that meet Australian/New Zealand Standards A/NZS "Quality Systems – model for quality assurance in design, development, production, installation and servicing. Contractors must:</p> <ul style="list-style-type: none"> <li>• Provide sufficient resources to ensure the built product meets specifications, workmanship standards, and code requirements</li> <li>• Ensure any product identified as non-conforming with specifications, workmanship standards, or codes requirements is rectified to the required specification, workmanship standard and code within time frames set out by Ryman Healthcare</li> <li>• Have documented and implemented inspection and test plans (ITP) to demonstrate product has been built and continuously inspected to meet specifications, workmanship standards, and code requirements as the works have progressed</li> <li>• Attend design and coordination meetings as set by Ryman Healthcare</li> <li>• Provide sufficient level of as built, testing and closeout information to achieve PS3 or PS4 certifications and Building Completion Certifications</li> </ul>	Contractor's Management