



# **SITE SPECIFIC HEALTH AND SAFETY MANAGEMENT PLAN**

**Ryman Construction  
(Version 2.0 - 02/12/2022)**

<b>Site/Project Address:</b>	
<b>Project Manager Full Name</b>	
<b>Site Manager Full Names:</b>	
<b>Health and Safety Full Name:</b>	
<b>Site Hours of Operation:</b>	Monday - Friday Saturday
<b>Site Inductions:</b>	All persons commencing work at must complete a Ryman Induction prior to starting work and hold a current Site Safe Passport or approved equivalent.  Inductions are held daily at _____ and _____
<b>Visitors:</b>	All visitors must sign in on the visitor's Register and be escorted or supervised. Visitors must also sign out in the visitor's register when leaving site
<b>Site Safety Meetings (TBTs):</b>	The Site Safety Meetings (TBTs) are held every _____ All workers on site must attend these meetings where topics discussed may include: <ul style="list-style-type: none"> <li>• existing and potential risks</li> <li>• effectiveness of the safety measures</li> <li>• training</li> <li>• emergency procedures</li> <li>• general business</li> </ul>
<b>Minimum PPE Requirements:</b>	<b>Mandatory PPE:</b> <ul style="list-style-type: none"> <li>• Hard hat - (AS/NZS 1801:1997)</li> <li>• Hi-visibility (AS/NZS 4602.1)</li> <li>• Safety boots (AS/NZS 2210.3:2002)</li> </ul> Additional appropriate PPE must be worn as required
<b>Site Hazard ID Board:</b>	The site hazard ID board is located at _____ and is to be reviewed daily.
<b>Incident and Accident Reporting:</b>	All workers must report hazards and incidents to a member of the site team immediately and as per Section 7 of this Health and Safety Management Plan

<b>Location</b>	
<b>Hazardous Substances Register</b>	WorkSafe calculator. The register pin is:
<b>Training and Competency Register</b>	Site SharePoint page
<b>Risk Register</b>	Donesafe Risk Register
<b>Risk Assessments</b>	Donesafe SWMS/JSA/Risk Assessments




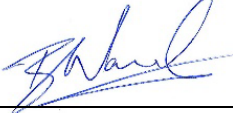



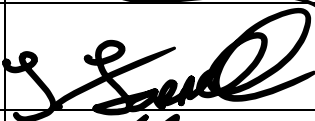

<b>Hazardous Work Activities associated with this site - tick all that are applicable to site</b>	
<input type="checkbox"/> Excavations less than 1.5m deep	<input type="checkbox"/> Excavations more than 1.5m deep
<input type="checkbox"/> Structural demolition	<input type="checkbox"/> Logging or Tree felling
<input type="checkbox"/> Erection / dismantling scaffolds under 5m	<input type="checkbox"/> Erection / dismantling scaffolds over 5m
<input type="checkbox"/> Asbestos related activities	<input type="checkbox"/> Use and / or storage of hazardous products, substances or materials
<input type="checkbox"/> Structural propping & false-works	<input type="checkbox"/> Height activities requiring use of harness
<input type="checkbox"/> Crane lifts	<input type="checkbox"/> Tower crane erection/dismantling
<input type="checkbox"/> Confined space entry	<input type="checkbox"/> Work from a swinging-stage or BMU
<input type="checkbox"/> Where tools/materials could fall from height	<input type="checkbox"/> Live electrical work
<input type="checkbox"/> Generation of silica dust	<input type="checkbox"/> Work creating, removing or adjacent to penetrations or openings with a fall hazard
<input type="checkbox"/> Use of products / machinery requiring spill control	<input type="checkbox"/> Generation of wood dust
<input type="checkbox"/> Hot works, including activities that generate sparks	<input type="checkbox"/> Use of highly toxic, eco-toxic, flammable or explosive products, substances or materials
<input type="checkbox"/> MEWP use (any type)	<input type="checkbox"/> Lead paint removal or coating
<input type="checkbox"/> Operation of plant & machinery	<input type="checkbox"/> Work over or adjacent to deep water or other fluids
<input type="checkbox"/> Concrete pumping	<input type="checkbox"/> Exposure to processes, equipment or power tools that create vibration
<input type="checkbox"/> Generation of noise in excess of 85dB	<input type="checkbox"/> Close approach to above or underground services
<input type="checkbox"/> Use of Power Tool (e.g. nail gun)	<input type="checkbox"/> Creation of slip, trip, fall hazards
<input type="checkbox"/> Use of combustion engine in enclosed space	<input type="checkbox"/> Truck loading and unloading
<input type="checkbox"/> Activities or processes that could affect the public or other workers	<input type="checkbox"/> Work undertaken on steep slopes
<input type="checkbox"/> Manual handling of heavy or repetitive loads	<input type="checkbox"/> <b>Other</b>

<b>Notification to WorkSafe NZ</b> <i>(Tick all that are applicable to your site and have been notified to Worksafe)</i>
<input type="checkbox"/> Construction work with a risk of falling 5 metres or more
<input type="checkbox"/> Erecting or dismantling scaffolding with a risk of falling 5 metres or more
<input type="checkbox"/> Logging or tree felling undertaken for commercial purposes
<input type="checkbox"/> Use of a lifting appliance where the appliance has to lift a mass of 500 kilogrammes or more a vertical distance of 5 metres or more
<input type="checkbox"/> Work in any drive, excavation, or heading in which any person is required to work with a ground cover overhead
<input type="checkbox"/> Work in any excavation in which any face has a vertical height of more than 5 metres and an average slope steeper than a ratio of 1 horizontal to 2 vertical
<input type="checkbox"/> Work in any pit, shaft, trench, or other excavation in which any person is required to work in a space more than 1.5 metres deep and having a depth greater than the horizontal width at the top
<input type="checkbox"/> Work involving the use of explosives, or storage of explosives for use at the worksite
<input type="checkbox"/> Work in which a person breathes compressed air, or a respiratory medium other than air (not diving)

<b>Office Based</b>		
<b>Name</b>	<b>Position</b>	<b>Contact Number</b>
<b>Chris Evans</b>	<b>Chief Development &amp; Construction Officer</b>	<b>(03) 660 1631</b>
<b>Paul Blackler</b>	<b>General Manager - Construction NZ</b>	<b>027 204 7595</b>
<b>Brian Ward</b>	<b>Construction Manager - Safety, Quality, Systems</b>	<b>027 2981338</b>
	<b>Regional Manager</b>	
<b>Mike Gebbie</b>	<b>Group Health Safety Wellbeing Manager</b>	<b>021 355 515</b>
<b>Aaron Edwards</b>	<b>NZ Construction Health &amp; Safety Manager</b>	<b>027 598 6971</b>
	<b>Health and Safety Lead</b>	
<b>Natasha Richardson</b>	<b>Health and Safety Coordinator</b>	<b>(03) 336 0924</b>

<b>Site Based</b>		
<b>Name</b>	<b>Position</b>	<b>Contact Number</b>
	<b>Project Manager</b>	
	<b>Site Manager</b>	
	<b>Site Manager</b>	
	<b>Site Manager</b>	
	<b>Foreman – General</b>	
	<b>Foreman – Structure</b>	
	<b>Foreman – Fit Out</b>	
	<b>Foreman – Façade</b>	
	<b>Foreman – Civil</b>	
	<b>QA Administrator (s)</b>	
	<b>Senior Quantity Surveyor</b>	
	<b>Site Administrator (s)</b>	
	<b>Senior Health &amp; Safety Advisor</b>	
	<b>Health and Safety Coordinator</b>	
	<b>Covid Coordinator</b>	

<b>The Site Specific Health and Safety Management Plan is Prepared By:</b>	<b>First/Last Name:</b>
	<b>Signature:</b>
	<b>Date Prepared:</b>
<b>The Site Specific Health and Safety Management Plan is Reviewed and Approved By:</b> <i>(E.g Project Manager)</i>	<b>First/Last Name:</b>
	<b>Signature:</b>
	<b>Date Prepared:</b>

DOCUMENT CONTROL		
<b>Document Name</b>	<b>Site Specific Health and Safety Management Plan</b>	
<b>Issue Date</b>	<b>02/12/2022</b>	
	<b>Name and Position</b>	<b>Signature</b>
<b>Approved By</b>	<b>Chris Evans (Chief Development &amp; Construction Officer)</b>	
<b>Reviewed By</b>	<b>Paul Blackler (General Manager – Construction NZ)</b>	
	<b>Mike Gebbie (Group Health, Safety &amp; Wellbeing Manager)</b>	
	<b>Brian Ward (Construction Manager – Safety, Quality Systems)</b>	
	<b>Aaron Edwards (NZ Construction Health and Safety Manager)</b>	
	<b>Dave Gibson (Regional Construction Manager)</b>	
	<b>Matt Hutchinson (Regional Construction Manager)</b>	
	<b>Tom Farrell (Regional Construction Manager)</b>	
	<b>Steve Kleehammer (Regional Construction Manager)</b>	
<b>Distribution</b>	<b>Regional Managers, Project Managers and Contractor Representative</b>	

<b>DOCUMENT REVIEW</b>			
<b>Date</b>	<b>Revision</b>	<b>Description of Change</b>	<b>Author</b>
<b>1-Dec-2021</b>	<b>1</b>	<b>First document</b>	<b>AE, MJ, OG</b>
<b>22-Dec-2022</b>	<b>2</b>	<ul style="list-style-type: none"> <li>• Reworded document to Site Specific Health and Safety Management Plan and introduced Page 1 to Page 4 to allow the plan to be site specific</li> <li>• Introduced the golden rules</li> <li>• Linked the LOTO Procedure and LOTO Permit to Work</li> <li>• Included the requirement to Test and Tag electrical items</li> <li>• Adjusted the Incident Management flowchart in Section 7</li> <li>• Added a reference and link to the Ryman Construction NZ Incident Response Flowchart in Section 7</li> <li>• Introduced Post-incident/accident testing flowchart in Drug and Alcohol</li> <li>• Adjusted the sentence to ensure workers hold a current and original Site Safe Passport</li> <li>• Added emergency links in Section 5.11</li> <li>• Added information for the Health and Safety Audit in section 6.5</li> <li>• Added SSSP in Section 8</li> <li>• Added pink, orange or yellow high viz with day/night glow strips in Section 5.8</li> <li>• Adjusted the organization chart to confirm Covid Coordinator reports to Sr. HS Advisor in Section 1.8</li> <li>• Added the requirement to Close Out Donesafe reporting in a timely manner</li> <li>• Add link to Contractor Engagement Page that will be available in Quarter 3, 2022</li> <li>• Added Safely Controlling Work Document changes</li> <li>• Added updated changes to Health and Safety Applications in Section 5.10</li> </ul>	<b>AE, MJ, OG, AVR, JB</b>

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## I Overview

### I.1 Scope

This Health and Safety Management Plan (HSMP) has been developed to assist all team members, workers and visitors involved in Ryman Construction NZ. Any Person Conducting a Business or Undertaking (PCBU) must follow the requirements stipulated in this HSMP, while on a Ryman owned and operated site. This HSMP contains the Health and Safety requirements in Ryman Construction NZ.

### I.2 Purpose

The purpose of this plan is to provide a systematic and consistent approach to the management of Health and Safety across all Ryman Construction NZ sites. It outlines the expectations and requirements for all Ryman Construction NZ sites. This plan has been developed to:

- Record the Health and Safety policies, objectives and basic principles that influence Health and Safety Management
- Clarify and communicate responsibilities and expectations for Health and Safety
- Manage Health and Safety incidents
- Stipulate the Site Safety rules applicable to Ryman Construction; and
- Promote continuous improvement in Health & Safety performance.
- The Project Manager is responsible for implementing the requirements of this document throughout the project. It can also be used to introduce new staff members and other permitted parties to the current Health and Safety Management approaches for the project. This plan should be implemented in conjunction with other relevant management plans.

The HSMP should be made available throughout the duration of the works to any PCBU, or person engaged to or about to perform construction work for Ryman Construction NZ. Revisions of the HSMP will be conducted by the office-based Health and Safety team in conjunction with the Construction Leadership team and notified to the wider team in due process.

### I.3 Application

This HSMP applies to all Ryman team members, contractors, subcontractors and visitors of Ryman Construction.

### I.4 Person Conducting a Business or Undertaking (PCBU)

As the principal PCBU at the sites owned and operated by Ryman Construction NZ, Ryman has the responsibilities of a PCBU that manages or controls the workplace. This means Ryman has the primary responsibility for the health and safety of workers and others influenced by work in Ryman Construction NZ projects. Ryman must consult with other PCBU's who also has the primary duty of care and must ensure, so far as is reasonably practicable, the health and safety of:

- its workers
- any other workers who are influenced or directed by the business; and
- any people who could be at risk by the work of the business, e.g., Visitors or general public.

More information on the primary duty of care for a PCBU and PCBU that manages or controls the workplace can be found in the [Health and Safety at Work Act 2015](#).

## 1.5 Ryman's Commitment to Health, Safety & Wellbeing

The Policy Statement is to be displayed in a prominent place on site. It can be found in the [Health and Safety Management SharePoint](#) and outlines our vision of everyone home safe and well, by doing it safely or not at all.

### Ryman Healthcare's Commitment to Health, Safety & Wellbeing



We are committed to maintaining an environment that promotes the health, safety, and wellbeing of all people who work at, live in, and visit one of our retirement villages, construction sites, or offices. Our commitment extends to everyone within our workplaces, including our team members, residents, contractors, and visitors.

Caring for people is part of our DNA. The Ryman philosophy of 'good enough for mum and dad' guides the care we provide residents and drives our dedication to keeping the wider Ryman family safe, happy, and well.

Our guiding principles that we 'do it safely or not at all' and get 'everyone home safe and well' are the foundation of our approach to health, safety, and wellbeing. They are the standards we set for, and expect of, each other.

The Ryman commitments are:

- We have a positive attitude and commitment towards health, safety, and wellbeing.
- We are 'safer together' by looking after each other.
- We drive continuous improvement so we can avoid adverse health effects to workers and others.
- We don't compromise on health, safety, and wellbeing and our people are supported by their leaders to act and work safely.
- We speak up about health, safety, and wellbeing and never walk past a situation or accept anything that doesn't meet our standards.
- We do it safely or not at all.

#### Ryman Healthcare is also committed to:

- Continuously improving our systems for managing health, safety, and wellbeing throughout New Zealand and Australia, taking reasonably practicable steps to prevent harm.
- Ensuring that appropriate resources and processes are in place to effectively identify, manage, and monitor health and safety risks including the effective communication of risk controls.
- Ensuring processes are in place to remain informed about organisational health, safety, and wellbeing performance.
- Supporting our people to be responsible and accountable for the health, safety, and wellbeing of themselves and others.
- Providing education, training, and supervision to our people to allow them to return home safe and well.
- Ensuring that our people's views on health and safety matters are asked for and considered and there are opportunities for our people to effectively participate in health, safety, and wellbeing system improvements.
- Ensuring accidents and incidents are recorded and appropriate investigations carried out.
- Supporting the safe and early return to work of any injured or ill team members.
- Promoting and actively leading wellbeing initiatives to ensure a healthy and safe workplace.
- Promoting a workplace that values diverse and inclusive thinking, behaviour, and people.
- Providing adequate facilities for the welfare of our people.
- Ensuring compliance with health, safety & wellbeing duties and obligations.

#### All workers are expected to support Health, Safety and Wellbeing by:

- Consistently demonstrating the Ryman Characteristics by looking out for themselves and others.
- Reporting health, safety & wellbeing risks, accidents, illness, discomfort, and incidents.
- Taking action when they see unsafe situations - "Stop, Intervene and Speak up".
- Following all applicable health, safety & wellbeing instructions, policy, and procedures.
- Completing and applying relevant training, certification and induction as required.



*Richard Umbers*

Richard Umbers  
Group Chief Executive

Date: 30/11/2022  
Next Date for Review: 30/11/2023

## 1.6 Ryman Construction Golden Rules

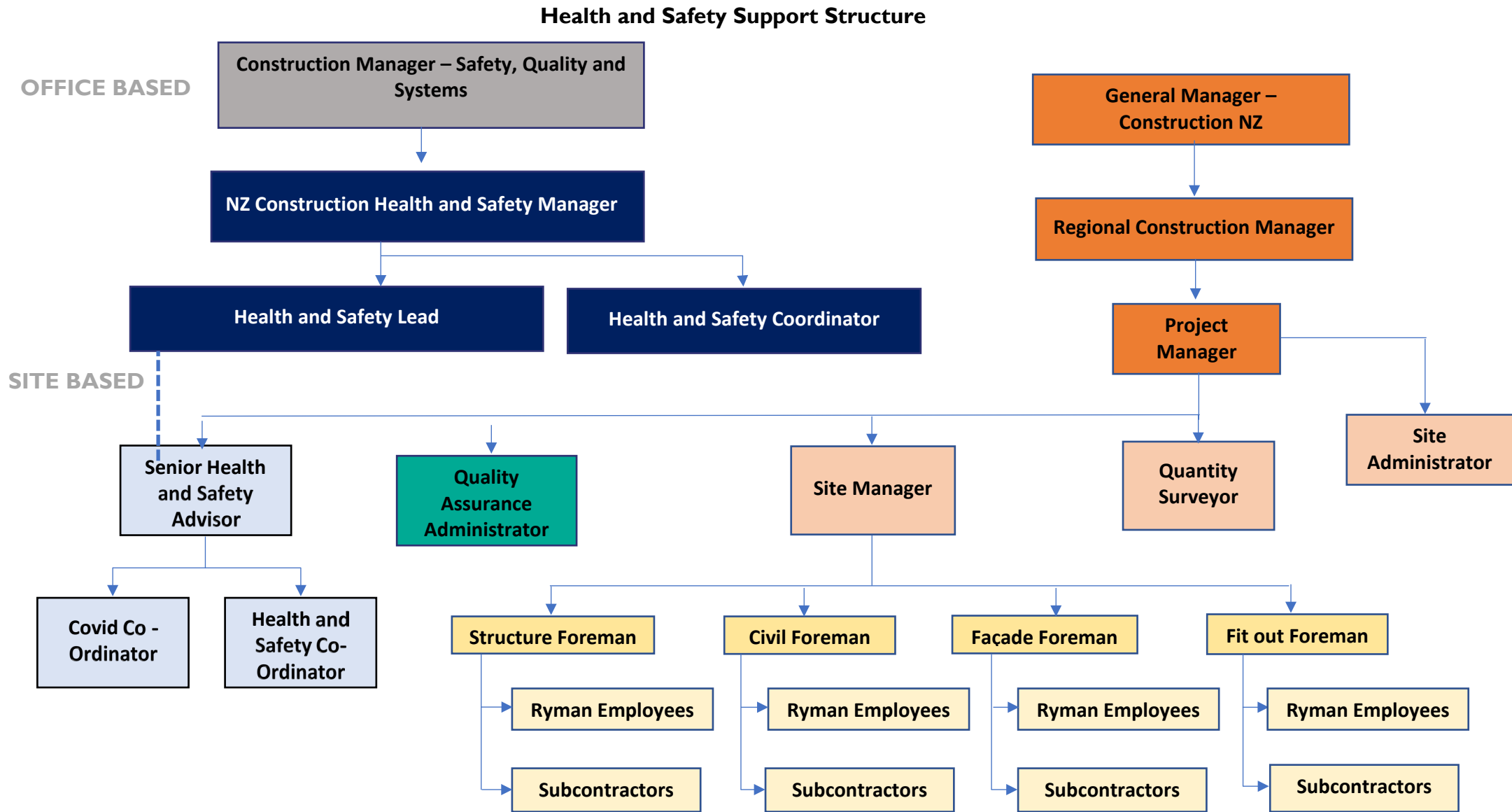
The Ryman Construction Golden Rules were released in July 2022. The rules have been established to help create awareness around critical risk and foster safe working practices. The rules are a tool to communicate and visualize the expected requirements when entering and working on a Ryman Construction Site. The purpose of the rules is to ultimately prevent harm to people on our construction sites. All Ryman team members and contractors must understand and adhere to these rules. An overview of the rules and how to work with them will be included in the Construction Induction and the [Golden Rules Health and Safety Management SharePoint](#).

**RYMAN CONSTRUCTION GOLDEN RULES**

-  We are always licenced and competent when operating plant
-  We always isolate all energy sources before working on equipment and systems
-  We come to work free from impairment, alcohol and drugs
-  We ensure plant and equipment is safe to use
-  We work safely at height
-  We store, handle and control hazardous substances safely
-  We always observe walkways, safe zones and exclusion zones
-  We always make sure loads are secure and within safe working load limits before moving them
-  We always follow the Permit process when a Permit is required
-  Our temporary works are appropriately designed, engineered and installed

 **We do it safely or not at all** | **RYMAN CONSTRUCTION GOLDEN RULES**

### I.7 New Zealand Construction Site Organisational Structure



## 2 Leadership and Accountability (Responsibilities)

### 2.1 Regional, Project and Site Managers, Ryman and Contractors Foremen and Supervisors Responsibilities:

- Leading Health and Safety in line with the Ryman values and beliefs
- Ensuring Health and Safety issues are considered, planned for and addressed when they arise
- Ensuring that all team members and all contractor staff are inducted, trained and/or supervised, that Health, Safety and Wellbeing information is supplied to them, and that employee participation is actively encouraged
- Ensuring incidents are accurately reported, recorded and investigated to identify and address contributing and underlying causes
- Contributing to the shared learning process
- Ensuring injury or illness rehabilitation processes are successfully implemented in their areas if such intervention is required
- Ensuring the coordination and implementation of this HSMP so that risks are managed so far as reasonably practicable

### 2.2 All Personnel Responsibilities:

- Protecting themselves, their fellow workers and any other party from unsafe situations by carrying out their duties in a safe and responsible manner, in accordance with legislative requirements, and by monitoring the safety of the workplace
- Actively encouraging safe behaviour from their work colleagues
- Reporting all hazards and incidents, including near misses, whether or not these incidents involve injury
- Engaging in injury management
- Engaging in training and practicing safe work methods including the proper use of safety equipment
- Requires that conscious leaders embrace above the line thinking for themselves and lead by example to affect change from the top down

### 2.3 Responsibility Matrix:

The following table sets out Prime Responsibility for tasks. The person who retains Prime Responsibility may delegate duties to the relevant team members where applicable. While duties can be delegated, accountability for the task sits with the Prime Responsibility holder.

Team members with Associated Responsibilities should provide support to the Prime Responsibility holders.

Ryman Duties and Responsibilities Table								
<b>Responsibility Definitions:</b> <b>R</b> = Prime responsibility with authority to delegate but must verify completion of task <b>S</b> = Associated responsibility to support person with prime responsibility	General Manager – Construction NZ	Regional Construction Manager	Project Manager	Site Manager	Foreman	Senior Health and Safety Advisor	NZ Construction Health and Safety Manager	Construction Manager – Safety, Quality & Systems
Weekly Site Safety Meetings			R	S		S		
Review of the HSMP	R	S	S				R	S
Project Risk Assessment completion and review		R	R			S		
Monitoring of construction activities and compliance to safety req.			R	S	S	S	S	
Identifying and monitoring of site traffic management			R	S	S	S		
Traffic control			R	R	S			
Monitoring of on-site electrical requirements			R	S	S	S		
Distribution, training and monitoring of PPE requirements			S	S	S	R	S	
Monitoring of working in inclement weather			R	R				
Monitoring of workplace amenities			R	R				
Monitoring of workplace emergency control procedures/evac.			S	S		R		
Monitoring of first aid requirements			S			R		
Monitoring of workplace policies			R	S		S		
Supervision of works and monitoring of subcontractor supervision			R	R	R	S		
Monitoring of adequate site resources		S	R					
Issuing of Non-Conformance Notices			R	R	R	R	S	
Risk Assessment for Purchasing/Hiring			R			S	S	

Ryman Duties and Responsibilities Table								
<b>Responsibility Definitions:</b> <b>R</b> = Prime responsibility with authority to delegate but must verify completion of task <b>S</b> = Associated responsibility to support person with prime responsibility	General Manager – Construction NZ	Regional Construction Manager	Project Manager	Site Manager	Foreman	Senior Health and Safety Advisor	NZ Construction Health and Safety Manager	Construction Manager – Safety, Quality & Systems
Site Signage				R		S		
Public Protection			R	R				
Permit issuing and monitoring				S	R	S		
Monitoring of changes to Health and Safety Legislation							R	S
Site Establishment Checklist		S	R			S		
Formal Notification of incidents to Snr management		S	R	S	S	S	S	
Incident Investigation			S	S	S	R	S	
Incident Investigation – Critical Incidents		S	R	S	S	S	R	
Monitoring of injury management and rehabilitation			R			S		
Company induction						R		
Induction of workers on site						R		
Monitoring of training requirements			S			R	S	
Approval of high risk works on site (where risk cannot be reduced using Hierarchy of control) *Through consultation with SET	R							
SWMS's review and monitoring			S	S	R	S		
Site Safety Inspections action closeout			R	S	S	S		
Safety Walks and action closeout	R	R	R	R	R	R	R	R



Ryman Duties and Responsibilities Table								
<b>Responsibility Definitions:</b> <b>R</b> = Prime responsibility with authority to delegate but must verify completion of task <b>S</b> = Associated responsibility to support person with prime responsibility	General Manager – Construction NZ	Regional Construction Manager	Project Manager	Site Manager	Foreman	Senior Health and Safety Advisor	NZ Construction Health and Safety Manager	Construction Manager – Safety, Quality & Systems
Site Safety Audits		<b>S</b>	<b>S</b>	<b>S</b>		<b>S</b>	<b>R</b>	
Closing Out team Ryman Action Points			<b>R</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	

### 3 Ryman Policies and Standards

Below are policies and standards applicable to Ryman Construction. The full documents can be found in the [Health and Safety Management SharePoint](#)

#### 3.1 Permit to Work

A permit to work is a formal means of communication for all parties involved in the management, supervision, and actual carrying out of the activities. On a Ryman Construction site permits are required for the below works:

- Hot Work
- Height Permit
- Permit to Dig
- LOTO
- Confined Space Entry (This procedure is in development and will be released in early 2023)

For details around Ryman Construction’s permit to work and the procedure outline, refer to the procedures (e.g. LOTO procedure) which can be found on the [Health and Safety Management SharePoint](#).

All permitted work must be placed in the Permit Register and still requires a [SWMS](#) or similar risk assessment to be in place and reviewed by a member of Ryman Site Management (works manager) prior to works commencing. All Permits must be closed out once the work is complete.

#### 3.2 Bullying and Undesirable Behaviour

Ryman is committed to fostering a working environment where everyone is treated with kindness and respect and demonstrates the Ryman Characteristics so bullying will not be tolerated. Bullying is defined as "Repeated unreasonable behaviour directed towards a person or group that can lead to physical or psychological harm. This repeated behaviour is persistent and can involve a range of actions such as victimising, humiliating, intimidating or threatening a person." You can find the full policy on the [Health and Safety Management SharePoint](#).

### **3.3 Company Vehicles and Safe Driving**

The correct and safe use of Ryman company vehicles, including mobile plant, is important to ensure that the health and safety of the driver, passengers and other people is protected. The purpose of this policy is to provide guidelines for the correct use and maintenance of Ryman company vehicles to ensure that the vehicles are kept in a clean, sound and safe condition, and are being used safely and correctly, and for the purposes intended. You can find the full policy on the [Health and Safety Management SharePoint](#).

### **3.4 Drug and Alcohol Testing**

See the 'Alcohol and Drugs' section of this document for further information on emergency management and related procedures, forms and processes.

### **3.5 Emergency Management Overview**

See the 'Emergency Management' section of this document for further information on emergency management and related procedures, forms and processes.

### **3.6 Hazardous Substances/Chemicals**

Ryman is committed to maintaining the health, safety and well-being of all workers by managing hazardous substances used or stored on construction sites. All hazardous substances with intrinsic properties will be documented in the inventory and have a physical copy of the current Safety Data Sheet (SDS) available at site. Workers using hazardous substances must assess the risks suggested in the SDS and employ suitable control measures to ensure hazardous substances are safely used and stored. You can find the full policy on the [Health and Safety Management SharePoint](#).

### **3.7 Incident Reporting and Investigation Standard**

This standard is a framework for the systematic reporting and investigation of incidents and near misses to help prevent future occupational related illness and injuries. See the 'Incident Management' section of this document for further information on incident reporting and investigation.

### **3.8 Risk Management Standard**

This Standard provides a framework for the systematic identification, assessment, control, and monitoring of hazards to prevent work related illness and injuries. This Standard applies to all Ryman operations. Refer to the 'Hazard and Risk Management' section of this document for further information on risk management within Ryman Construction.

## 4 Legislation, Regulations, Code of Practice and Guidelines

### 4.1 Legislation and Regulation

- [Health and Safety at Work Act 2015](#)
- [Hazardous Substances and New Organisms Act 1996](#)
- [Electricity Act 1992](#)
- [Gas Act 1992](#)
- [Health and Safety at Work \(General Risk and Workplace Management\) Regulations 2016](#)
- [Health and Safety at Work \(Worker Engagement, Participation and Representation\) Regulations](#)
- [Health and Safety in Employment Pressure Equipment Cranes and Passenger Ropeways Regulations 1999](#)
- [Health and Safety at Work \(Asbestos\) Regulations 2016](#)
- [Health and Safety at Work \(Asbestos\) Amendment Regulations 2017](#)
- [Health and Safety at Work \(Hazardous Substances\) Regulation 2017](#)
- [Health and Safety in Employment \(Mining – Underground\) Regulations 1999](#)
- [Health and Safety in Employment \(Pressure Equipment, Cranes and Passenger Ropeways\) Regulations 1999](#)
- 

### 4.2 Codes of Practice and Guidelines

- [Approved Code of Practice for Cranes 3rd Edition](#)
- [Approved Code of Practice for Load-Lifting Rigging 5th Edition](#)
- [Approved Code of Practice for Management and Removal of Asbestos](#)
- [Approved Code of Practice for the management of noise in the workplace](#)
- [Approved Code of Practice for power-actuated, hand-held fastening tools](#)
- [Approved Code of Practice for manual handling 2001](#)
- [Approved Code of Practice for the Management of Substances Hazardous to Health \(MOSHH\) in the Place of Work](#)
- [Approved Code of Practice for the Safe Handling, Transportation and Erection of Precast Concrete 2002](#)
- [AS/NZS 4801:2001: Occupational Health and Safety Management Systems - Specification with Guidance for Use](#)
- ACC
- [Best Practice Guidelines for Working at Height in New Zealand 2012](#)
- [Good Practice Guideline for Scaffolding in New Zealand 2016](#)
- [Safe use of safety nets Best Practice guidelines 2013](#)
- [Best Practice Guidelines for Concrete pumping Health and Safety guidelines 2013](#)
- [Mobile Elevated work platform Best practice guideline 2014](#)
- [Guidelines for the provision of Facilities and general safety in the construction industry NZ guide](#)
- [Good Practice Guide for First Aid for Workplaces 2011](#)
- [Best Practice Guideline for Industrial Rope Access in New Zealand 2013](#)
- [Good Practice Guidelines for Excavation Safety 2016](#)
- [Good Practice Guidelines for Work Engagement, Participation and Representation 2016](#)
- [Good Practice Guidelines for working on roofs 2017](#)

## 5 General Arrangements for Managing Site Safety

### 5.1 Site Security and Entry Arrangement should include: Site Security and Entry Arrangements

- Controlled site entry points are to be maintained to ensure only authorised and inducted persons can access to the construction site
- Construction sites must be fully fenced and have effective security systems with regular monitoring in place.
- Display the Ryman Construction Hazard ID Board and ensure that the board is updated to reflect current construction hazards and risks

All access between the village and construction site must be secured and well managed to ensure resident safety:

- A senior Ryman staff management team member, or their Ryman delegate, is responsible for securing all access points at the end of work each day
- Ensure construction vehicles/plant access routes and foot traffic walkways are well segregated at entry points
- No pets or children under 16 are allowed on any Ryman Construction sites at any time

### 5.2 General Ryman Site Signage

- All signage on site needs to be clear and easily identifiable
- The [Ryman Construction Signage Manual](#) can be found on the [Health and Safety Management SharePoint](#). It contains instruction for ordering signage as well as information on different mandatory, prohibition, fire, directional, emergency and other (e.g. offices, toilets) signage than can be utilized on site.

### 5.3 Inductions

All workers (except some drivers) completing work at a Ryman Construction site must:

- be inducted the first time they arrive on site; and
- hold a current and original Site Safe Passport or approved equivalent. Site Safe bookings may be acceptable at the discrepancy of the Site Management Team

The inductee will complete the Ryman Site Induction form, which is loaded into Assura by the person inducting the worker. The worker is then assigned an RFID key tag which must be used to sign in and out of site using the sign in/out kiosk daily. If someone already have a blue RFID tag already, then register the worker with the RFID tag that they already have. The [Ryman Site Induction Form](#) can be found in the [Health and Safety Management SharePoint](#).

#### Driver Inductions

Drivers who are only delivering material or collecting a load from site should complete a [Driver induction](#) and do not require a Site Safe Passport. The driver induction is a short two-page familiarization document. If the driver is **completing ANY physical work activities (e.g. rigging or operating a Hiab)** then they must complete the full induction and hold a current Site Safe Passport (or approved equivalent). A signed copy should be retained in their cab and a copy at site. The Driver Induction Form can be found in the [Health and Safety Management SharePoint](#).

### 5.4 Site Attendance

All persons entering site must sign in and out using the sign in/out Kiosk using the RFID tag issued during the site induction. If a RFID tag is lost or stops working, approach a Ryman team member to get a new tag issued.

Stakeholder	Induction Required	Ryman Employee Induction	Construction Induction Card
Ryman employees undertaking work in the offices (etc.) Ryman employees undertaking physical work on the site	Full Site Induction	Required	Site Safe Passport or approved equivalent
Contractors	Full Site Induction	N/A	Site Safe Passport or approved equivalent
Site Visitors (not performing any physical tasks)	Visitor Induction Required. (This will be prepared in the third quarter of 2022).	N/A	Must sign in and out of the Visitor Register and must be escorted by someone inducted in site who has a Site Safe Passport or approved equivalent
People who are delivering to the site (delivery drivers etc.)	Driver Induction required for Delivery only drivers. A full site induction is required for delivery drivers performing non-delivery activities.	N/A	Delivery ONLY drivers are not required to hold a current Site Safe Passport. Any other work requirements will require the worker to hold a current Site Safe Passport or approved equivalent

\* Site Safe Foundation Passport (or higher) is the preferred minimum requirement for entry to Ryman Construction sites. Construct Safe cards are also accepted.

### 5.5 Vehicle Parking and Speed Limits

All vehicles on site must be safe to use and follow Ryman’s site parking and vehicle requirements:

- Parking is permitted in designated areas only identified by the Ryman site team
- When traveling on site vehicles and plant should have beacons/hazard lights flashing at all times
- Parked vehicles should reverse park and must have the parking/handbrakes applied
- When driving on a Ryman construction site the relevant speed limits no greater than 10km and any other traffic rules must always be obeyed
- Parking should be on firm level ground. If this is not possible the risk is to be assessed, and controls used to reduce the risk of unplanned movement

## 5.6 General Conduct and Housekeeping

All workers on Ryman sites are to keep their work areas clean, tidy and hygienic. Any concerns or queries should be directed immediately to the worker's immediate Supervisor or the Site Foreman. The Project Manager is to be advised immediately of any issues.

## 5.7 Store/Tool/Electrical item Guidelines

All electrical items require a current electrical test and tag.

- Ryman does not permit the use of 9" grinders on site, alternative tools are to be used

Only suitably trained and competent workers are to use hand and power tools. Tools borrowed from the store are to be signed for by the competent person who is using the tool. This also includes any add-ons, e.g. batteries for nail guns, dyna bits for Ramset tools. The worker using the tool must:

- Inspect the tool and ensure they're in good condition/safe to use, prior to being signed out and operated
- Ensure the tool collected is not damaged. The worker borrowing the tool is responsible for returning the tool in good working condition. The site Storeman is to sign when a tool, and any add-on, are returned
- High risk power tools (e.g. concrete saw, PAT) are only to be released to workers with approval from the Project Manager once the tool has been approved for the task and the person operating the tool deemed competent to operate the tool

## 5.8 PPE Requirements

Mandatory PPE must always be worn in the construction site work area. This does not include the site offices or welfare facilities. The site work area needs to be clearly marked and well communicated during the site induction.

The following PPE is mandatory on sites:

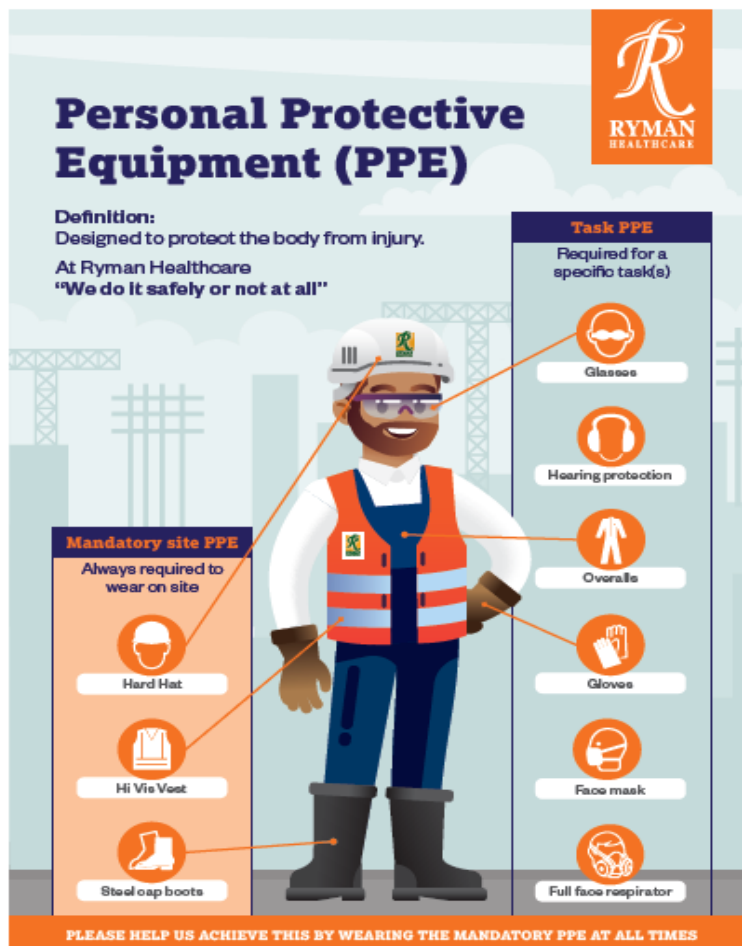
- High Visibility vest (pink, orange or yellow) with day/night glow strips and complying with AS/NZS 4602.1
- Hard Hat complying with AS/NZS 1801:1997 Bump hats are not permitted
- Safety footwear complying with AS/NZS 2210.3:2002
- All PPE used on Ryman construction sites must:
- Be in good and safe condition, including not being past its expiry date, if relevant.
- Be fit-for-purpose and appropriate for the work being undertaken.

Workers may also require task specific personal protective equipment such as:

- Safety Glasses / Face Shields complying with AS/NZS 1337.1
- Hearing Protection complying with AS/NZS 1270:2002
- Overalls
- Gloves complying with AS/NZS 2161
- Face Mask complying with AS/NZS 1716 and 1715
- Respiratory Protection complying with AS/NZS 1716 and 1715
- Safety Harness complying with AS/NZS 1891

All PPE requirements should be stipulated in the [SWMS](#) and communicated to all workers involved in the task.

The [Site PPE Poster](#) should be displayed as a visual reminder for workers on Ryman Construction sites. An electronic copy of this can be found on the Health and Safety Management SharePoint and it is also available for order in the [Ryman Construction Signage Manual](#) which can be found in the [Health and Safety Management SharePoint](#).



### Guidance regarding cultural headwear

The Health and Safety at Work Act 2015 (HSWA) does not exempt workers from wearing personal protective equipment on religious or cultural grounds. Workers must not be exposed to increased risks due to their religious or cultural attire. This can be a delicate issue and requires a very careful approach due to the obvious sensitivities around perceived religious discrimination.

However, if it is possible to delegate activities where the worker can be outside any danger zone, then some concessions could be made to cultural headwear.

Work activities must be risk assessed to identify any potential risks workers will be exposed to. If a worker is completing works in an area where something could fall from height, then they **must** wear head protection that meets AS/NZS 1801:1997 standard, to manage the risk of injury.

## 5.9 Smoking

A designated smoking area for smoking during breaks will be identified adjacent to the site facilities. The smoking designated areas will be the only location that workers/personnel can smoke.

The following criteria apply to all smoking areas:

- The designated area chosen should not affect any non-smoking workers and be clear of flammable equipment/materials
- A receptacle is to be provided for cigarette butts, matches, etc., and able to contain any hot ash and other flammable items
- The designated smoking area must be kept away from flammable and combustible materials

Anyone not complying with the above criteria may be removed from site.

The [Smoke Free Policy](#) can be found on the [Health and Safety Management SharePoint](#).

## 5.10 Health and Safety Technology Systems

On Ryman Construction sites health and safety information, record keeping, and management is split across several systems that offer different functionality.

Below is a basic overview of each system, login and training arrangements. A more detailed overview of each system and training material can be found on the [Health and Safety Management SharePoint](#).

Training on systems is provided as part of the induction process for relevant roles. Additional training can be requested if this cannot be provided locally by another team member.

System	Functionality	General Site Users	Training Provider
<a href="#">Health and Safety Management SharePoint</a>	<ul style="list-style-type: none"> <li>• Policies, standards, resources, forms and templates</li> <li>• Training information and application forms</li> <li>• Donesafe, Assura and QuipCheck guidance</li> </ul>	<ul style="list-style-type: none"> <li>• All Ryman team members</li> </ul>	<ul style="list-style-type: none"> <li>• Office based Health and Safety Team</li> </ul>
<a href="#">Donesafe</a>	<ul style="list-style-type: none"> <li>• Health and Safety Management System</li> <li>• Injury Management</li> <li>• Meetings</li> <li>• Crane Crew Prestart</li> </ul>	<ul style="list-style-type: none"> <li>• All Ryman team members</li> <li>• Contractor Supervisors</li> </ul>	<ul style="list-style-type: none"> <li>• Office based Health and Safety Team</li> <li>• On-site Health and Safety Team</li> </ul>
<a href="#">Assura</a>	<ul style="list-style-type: none"> <li>• Site Access Records (sign-in/out)</li> <li>• Competency Records</li> </ul>	<ul style="list-style-type: none"> <li>• Project Manager</li> <li>• Site Manager</li> <li>• Health and Safety Team</li> <li>• Site Administrator</li> </ul>	<ul style="list-style-type: none"> <li>• Ryman’s internal Contractor Support Team</li> </ul>



<a href="#">QuipCheck</a>	<ul style="list-style-type: none"> <li>Plant and Machinery Pre-start Checks</li> </ul>	<ul style="list-style-type: none"> <li>Project Manager</li> <li>Site Manager</li> <li>Civil Foreman</li> <li>Machinery Operators (Ryman and contractor)</li> </ul>	<ul style="list-style-type: none"> <li>Office based Health and Safety Team</li> <li>On-site Health and Safety Team</li> </ul>
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### 5.11 Emergency Management

Successfully responding to, and recovering from an emergency requires a predetermined plan, appropriate emergency equipment and training to prepare for the most likely emergency events. The site will be expected to prepare, plan and implement emergency plans as appropriate to ensure the safety and care of all people on site. The most senior person on-site and the Health and Safety Team at the time of an emergency or disaster will coordinate the response until relieved/assisted by Project Manager or recognised emergency service provider. Rapid decision-making and prioritisation are often necessary in an emergency. Those managing the response locally are empowered to make quick decisions when required. Each site is to have the below resources:

1. Emergency Management Folder
2. Emergency Flip Charts

All staff and contractors have access to relevant emergency procedures and response plans in either the online Ryman Library, the Emergency Action Flip Charts or via the on-site Emergency Management Folder (kept in a location that is accessible at all times). The Emergency Management Folder should contain the following procedures and resources:

- [Emergency Management](#)
- [Training and Preparation](#)
- [Pandemic Management](#)
- [Emergency Lockdown](#)
- [Emergency Site-specific Workbook](#)
- [Emergency Evacuation Plan](#)
- [Supplies and Equipment](#)
- [Emergency Utilities and Site Map](#)
- [Emergency Contractor List](#)

Other potential emergencies related to the sites works/hazards must also be planned for by the relevant works manager, such as vehicle roll-over, height rescue or trench collapse rescue. Copies of these emergency plans should be kept within the Emergency Management Folder. More information on the types of emergency plans required is located within the Safely Controlling Work documents.

#### Emergency drills

An emergency trial evacuation or drill is to be held each quarter and an Evacuation Audit completed. 'Other emergency scenario' drills are selected based on appropriate hazard being on-site at the time. The drills requirement includes:

- Fire – 6 monthly
  - Other emergency scenario – 6 monthly

## 5.12 Communication, Consultation and Cooperation

Communication is the process of giving information from one party to another. The correct information should be provided to the right person in a timely manner to allow them to plan and organise their works adequately. Consultation is a **two-way process** whereby the input of each party is considered. **The Health and Safety at Work Act 2015** lays out regulations for PCBU’s, to consult with other PCBU’s and any relevant stakeholders when dealing with risks that could cause harm. The Site Management Team need to consult with team members, contractors and visitors regarding works that may affect their health and safety. There should be cooperation between the different PCBUs to eliminate or minimize health and safety risks as far as reasonably practicable and determining risk control measures. Communication and worker engagement should be encouraged.

Methods of communication, consultation, and cooperation on on-site include:

- Induction
- Notice boards and digital noticeboards
- Committee Meeting
- Toolbox meetings
- Pre-start meetings
- Last Planner Progress meetings
- SWMS/JSA/PTW/TA/RA or other safe systems of work induction/sign off
- Directly with workers via safety discussions
- Emails, phone, chattR or Zoom
- Safer Together Forum
- teamRyman
- Internal and External Health and Safety Notices and Shares

## 5.13 Site Meetings and Frequencies

Frequency is dependent on-site requirements and at the discretion of the Site Management Team - minutes should be taken at each meeting and recorded or thereafter uploaded in Donesafe.

Type of Meeting	Purpose	Responsible	Attendance	Frequency
Contractor Pre-Commencement Meeting	To meet with new contractors and set expectations	Project Manager/Health and Safety team	New contractor supervisors/management	Once at project start prior to commencing work
<a href="#">Daily Pre-Start Meetings</a> <a href="#">Daily Crane Crew Prestart</a>	To discuss daily work/tasks and controls	Relevant Site Manager / Foreman / Crane Coordinator	All site personnel	Daily
Site Toolbox Meeting	Full site meeting to discuss Health and Safety	Project Manager / Site Manager / Health and Safety Team / Others	All site personnel	Weekly
PPR	Project Performance Review	Project Manager	Project Manager	Monthly

PCG Meeting	Project Control Group meeting	Regional Construction Manager / Project Manager	Regional Construction Manager	Monthly
Subcontractor Progress Meeting	Last Planner	Site Manager	Ryman Site Management team and contractor supervisors	Weekly

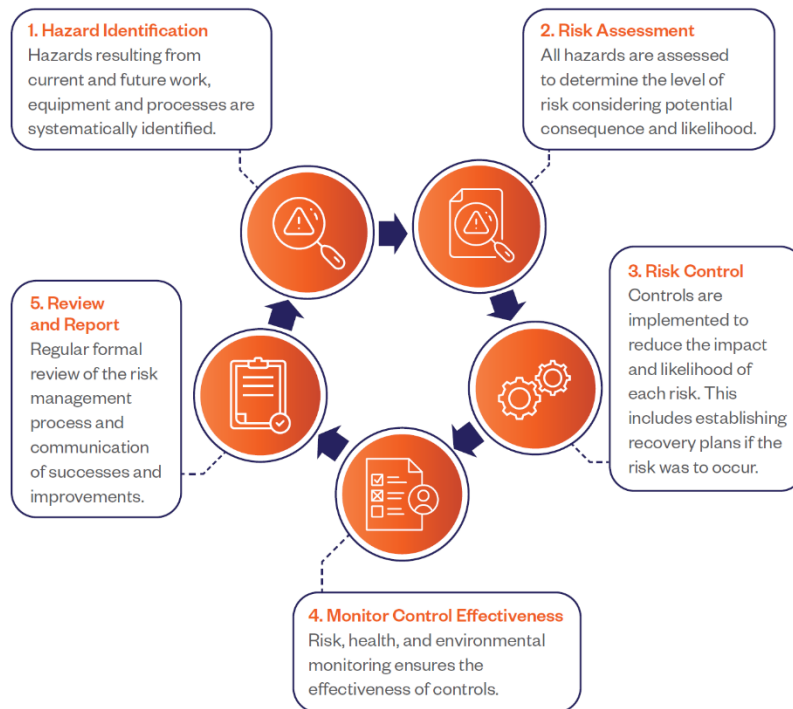
## 6 Hazard and Risk Management

Everyone is responsible for risk management at Ryman. The Board of Directors have identified requirements for risk management that must be met across all parts of Ryman, including our construction sites.

The following information details the risk management methodology and tools used in Ryman Construction. This information can also be found in the [Risk Management Standard](#) which is linked in the [Health and Safety Management SharePoint](#).

All hazards that have the potential to cause harm must be managed. This applies to those risks created by Ryman and those created by our contractors. Contractors tools for managing risk may vary than Ryman tools, however they must follow the same basic principles outlined below and within the Health and Safety at Work Act (2015).

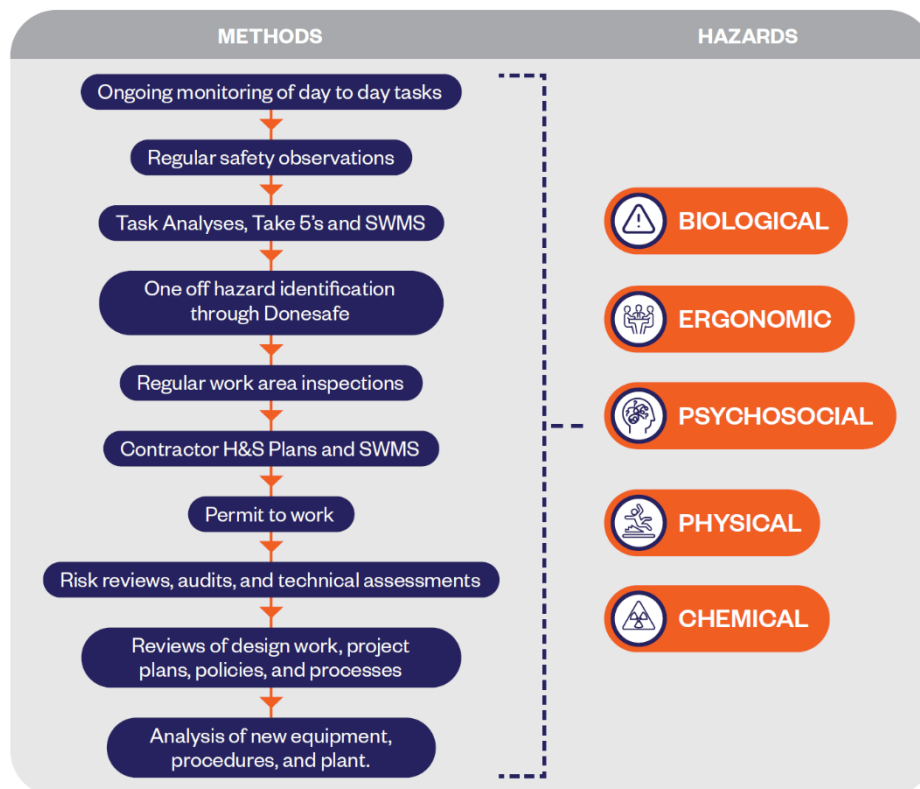
### 6.1 The Hazard and Risk Management Process



## 6.2 Hazard Identification

Hazard identification is the systematic approach to assessing the work we do, the tools we use and the in the environments we work in to understand the hazards that may harm the health or endanger the safety of our team members, contractors, visitors or residents.

All our operations must utilise the following methods to identify hazards from all categories:



There are numerous types of hazards that can impact on personnel while working on our sites.

The following is a list of some hazards located within our sites.

- [Cranes, Hoists and Other Lifting Activities](#)
- [Demolition](#)
- [Electricity](#)
- [Elevated Work Platforms](#)
- [Excavations](#)
- [Mobile plant](#)
- [Precast Elements, Concrete Pours and Temporary Works](#)
- [Scaffold and Mobile Scaffold](#)
- [Underground and overhead services](#)
- [Work at Height, Dropped Objects and Temporary Work Platforms](#)

We have developed resources outlining the risks, available controls and minimum control requirements for many of our critical risks. These documents are called 'Safely Controlling Work' and can be found on the [Health and Safety Management SharePoint](#). Further information on these resources is also available within the 'Safely Controlling Work' section of this management plan.

**Tools for Identifying, Assessing and Managing Risk**

On a Ryman Construction Site this is what this looks like in practice:

Risk Management Tool	Description
Ongoing monitoring of day to day tasks	Monitoring the work environment to look out for themselves and others Reporting health, safety and wellbeing hazards, accidents and incidents. Taking action when they see unsafe situations - “Stop, Intervene and Speak up”
Regular safety observations, task observation and hazard reporting	Observation of safe activities (safety observations) to recognize good performance and create learning opportunities from when things go well. Observation, management and reporting of uncontrolled hazards.
Task Analyses, Step Back Cards and <a href="#">SWMS</a>	A <a href="#">SWMS</a> , task analysis or similar risk assessment must be in place for construction work activities.  For lower-risk tasks a step back card may be suitable. For example, light manual handling tasks or operation of non-powered hand tools.  All workers involved in the task need to read, understand and sign onto the risk assessment.
Regular work area inspections	Regular work inspections by Ryman Site Management, contractor management and all workers to ensure a safe working environment and that risk is being managed.
Contractor Health and Safety Plans and <a href="#">SWMS</a>	A Site-Specific Safety Plan must be submitted to the site Ryman Construction team prior to works commencing. <a href="#">SWMS</a> or similar risk assessment must also be in place for construction work activities. The <a href="#">SWMS</a> or similar risk assessment is to be reviewed by a member of Ryman Site Management (works manager) prior to works commencing.  All workers involved in the task need to read, understand and sign onto the risk assessment.  No construction work can commence onsite unless the risk assessments has been received, reviewed and signed off by a member of Ryman Site Management.
Permit to Work	Permit to work processes and monitoring. See ‘Permit to Work’ under the ‘Ryman Policies and Standards’ section for further detail.
Risk Reviews, audits, and technical assessments	Regular scheduled reviews of risk management practices such as the risk register, and risk assessments to ensure controls are effective and appropriately implemented.
Analysis of new equipment, procedures and plant	Analysis of new equipment, procedures and plant to ensure health and safety is considered as part of the selection process, and that relevant controls are put in place before use.

### 6.3 Risk Assessment

Once a hazard has been identified a formal assessment of the risk must take place. This Risk Matrix assists in determining the overall risk score of the hazard by assessing the potential consequences of the hazard and the likelihood of these consequences occurring.

Assessing risk allows us to prioritise where we put our effort – meaning we can focus on the hazards that are the greater risk to our team members, contractors, visitors and residents.

		1. CONSEQUENCE				
		INSIGNIFICANT Discomfort or first aid injuries	MINOR Medical treatment (registered practitioner)	MODERATE Restricted duties or LTI/illness	MAJOR Serious harm or permanent disability	CATASTROPHIC One or more fatalities
2. LIKELIHOOD	ALMOST CERTAIN Often occurs	MODERATE <sup>8</sup>	HIGH <sup>15</sup>	HIGH <sup>17</sup>	EXTREME <sup>22</sup>	EXTREME <sup>25</sup>
	LIKELY Could easily happen	MODERATE <sup>7</sup>	MODERATE <sup>10</sup>	HIGH <sup>16</sup>	EXTREME <sup>21</sup>	EXTREME <sup>24</sup>
	POSSIBLE Has happened and could happen again	LOW <sup>3</sup>	MODERATE <sup>9</sup>	MODERATE <sup>12</sup>	HIGH <sup>18</sup>	EXTREME <sup>23</sup>
	UNLIKELY Could have happened but unlikely to happen again	LOW <sup>2</sup>	LOW <sup>5</sup>	MODERATE <sup>11</sup>	HIGH <sup>14</sup>	HIGH <sup>20</sup>
	RARE Conceivable but only in extreme circumstances	LOW <sup>1</sup>	LOW <sup>4</sup>	LOW <sup>6</sup>	MODERATE <sup>13</sup>	HIGH <sup>19</sup>

Rate the risk by cross-referencing the consequence and likelihood to find the risk rating and score. For every hazard an initial risk score and residual risk score will be documented in the risk register. The risk score allows us to priorities the risks that we need to manage.

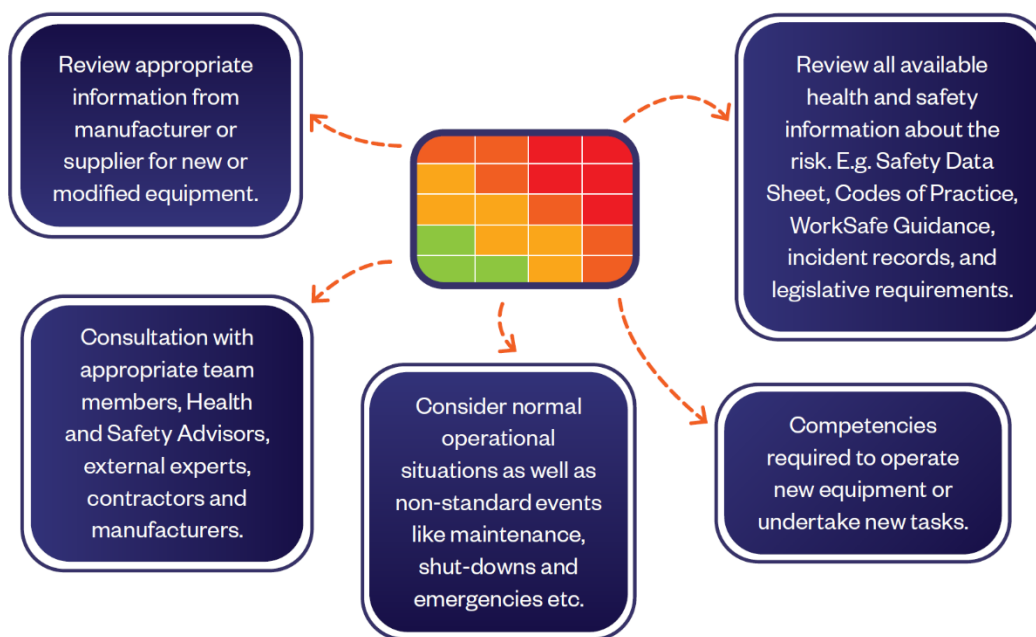
The **red band** signifies those risks with catastrophic consequences on the Risk Matrix, which are referred to as Critical Risks.

**Initial Risk Score**  
The risk score associated with the hazard without any controls in place. The level of risk is used to determine the controls, communication, and monitoring requirements of the hazard.

**Current risk score**  
The risk score associated with the hazard with existing controls in place.

**Residual Risk Score**  
The risk score associated with the hazard after all possible controls are put in place.

## Factors to consider when conducting a risk assessment:



## Basic Requirements for a [SWMS](#) or similar risk assessment

A [SWMS](#), Task Analysis or similar risk assessment must:

- identify the type of construction work
- state the hazards and risks of that work
- sufficiently describe measures to control those risks
- describe how the control measures are to be implemented
- be set out and expressed in a way that is readily accessible and comprehensible to the persons using it
- SWMS to be signed by all involved in the job/work

[SWMS](#) or similar risk assessments must be reviewed and revised:

- by a member of Ryman Site Management (works manager) prior to works commencing;
- whenever the construction work changes; or
- if there's an indication that risk controls are not controlling the risks adequately including after an incident.

All hazards and risks on a worksite must be identified, assessed and managed. Extreme risks should be managed as a priority, followed by high risks and so on. All workers are responsible for identifying and reporting all hazards to a member of the site team immediately and the site leadership team must ensure that reported hazards are safely controlled. Hazard reports can be lodged and managed through our Health and Safety electronic platform, Donesafe. Contractors must advise Ryman of any hazards and risks they bring to site. A risk register is a useful tool to keep a list of current hazards, the risk they pose, and their controls. See 'Risk Register' in the following section for information.

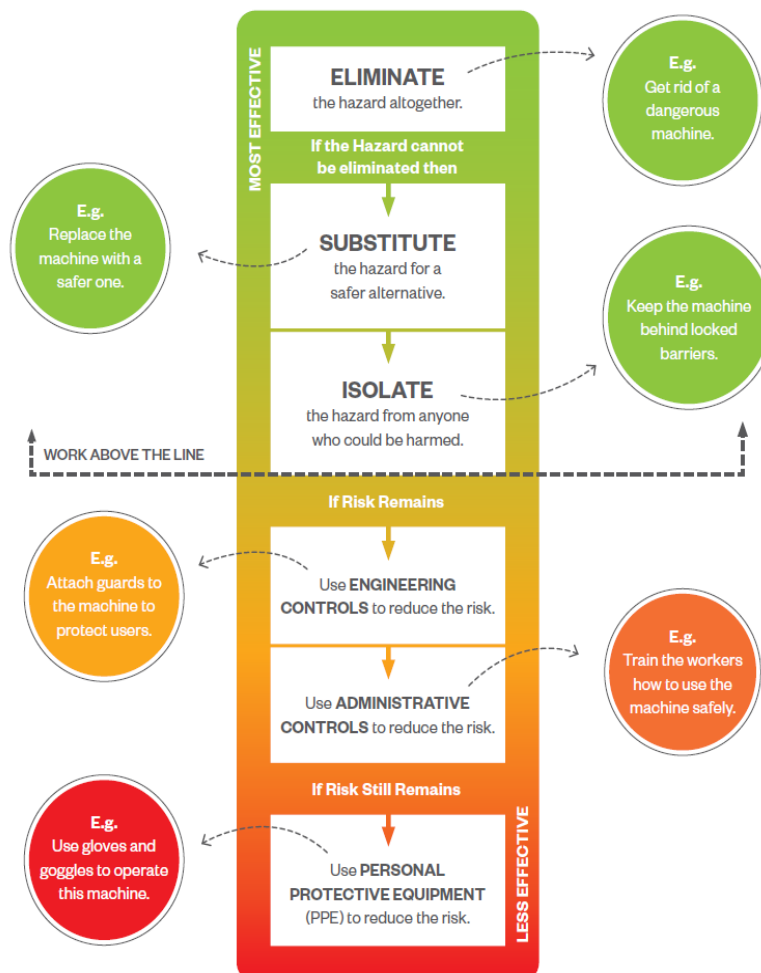
## 6.4 Risk Control

The purpose of risk controls is to reduce the level of **residual risk** to as low as reasonably practicable. Controls are in place to safeguard people in the most effective and practical way. The table describes the required control activity associated with each risk level. It should be noted that the risk score that determines the activity is the **current risk score**.

PRIORITY LEVEL	LEVEL OF CURRENT RISK	IMMEDIATE ACTION
1	EXTREME RISK	<b>Stop Activity or Process Immediately</b> Executive management must be satisfied that additional control measures move the risk to the tolerable region before work can commence.
2	HIGH RISK	<b>Manage Activity or Process Closely</b> Executive management must be satisfied that the high-risk hazard is, and remains, effectively controlled.
3	MODERATE RISK	<b>Monitor Activity or Process Regularly</b> Line managers must be satisfied that the moderate risk hazard is effectively controlled.
4	LOW RISK	<b>Manage via Continuous Improvement Process</b> Hazards deemed to be low risk shall be managed by line management and workers as part of the continuous improvement process.

### Hierarchy of Controls

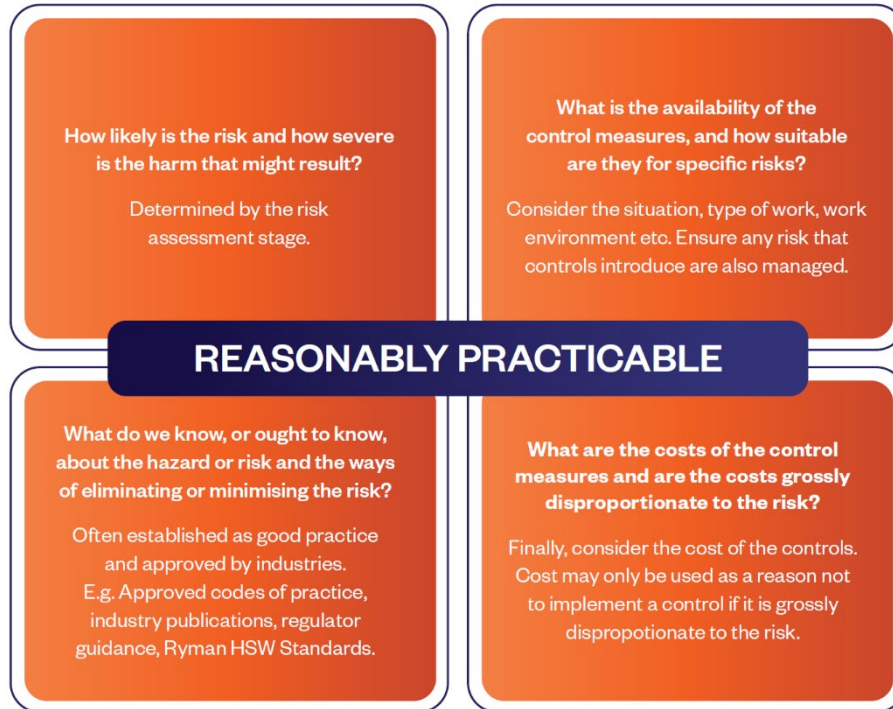
Ideally, controls should endeavour to eliminate the risk. If this is not possible, controls are to be considered and implemented in order of the hierarchy of control focusing on the most effective controls first with the aim of reducing the risk to as low as reasonably possible.





### Reasonably Practicable

Risks that arise from work must be eliminated so far as is reasonably practicable. If a risk can't be eliminated, it must be minimised so far as is reasonably practicable. When determining “reasonably practicable” we consider the following areas:



However, even if a level of risk for a hazard has been judged to be in the tolerable or so far as reasonably practicable region, it is still necessary to consider introducing further risk reduction measures to drive the remaining, or “residual”, risk downwards.

A combination of measures may be required to minimize the risk to the lowest level reasonably practicable if no single measure is enough for that purpose. It should be noted that the best solutions possible should be implemented, as the further you move down the hierarchy of control measures the opportunity for human error, mistakes and violations tends to increase.

### Project Risk Assessment

The Health and Safety project risk assessment details key health and safety risks associated with the sites activities. A risk register is hosted within our electronic Health and Safety platform Donesafe within ‘Risk Management’. Information entered here includes hazards, their associated risks, inherent risk, residual risk and controls.

It is the responsibility of the Regional Construction Manager and Project Manager to make sure an up to date project risk assessment is completed and maintained. This is supported by the site Health and Safety Team.

### Critical Risks

The nature of work at Ryman means that our people work with and around many critical risks. Ryman has developed critical risk standards as a minimum requirement for the management of critical risks. These have been developed in consultation with our team members, contractors and industry experts. The standards help us ensure that the controls are in place every time.

## Recovery Controls and Failing Safety

Despite our best efforts, there is still the potential for the risk controls to fail and the event to occur. We need to have methods in place to reduce the consequence if the event is to occur. These are called recovery controls.

### 6.5 Monitoring Controls

It is essential to review the effectiveness of control measures on a regular basis. This may be through a combination of hazard reporting, scheduled walks/audits, health monitoring and workplace monitoring.

Team members and contractors can report hazards.	Hazard reporting is conducted through Donesafe. All team members have access to a reporting system and are informed in its use. Contractors are to report hazards to a member of Ryman Site Management.  Real time reporting, investigation and corrective actions ensure any ineffective controls are improved or replaced.
Scheduled audits, safety walks, safety observations.	Audits and safety observations provide a snapshot of the effectiveness of the controls at a point in time.  The table below minimum frequencies for some site monitoring activities.
Ryman monitors the health of team members working in environments with exposure to health hazards.	Health monitoring means we can ensure the risks our team members are exposed to are not causing long term harm. If controls are effective, we should see no impact on the health of our team members. Health monitoring is completed annually.
Ryman monitors the conditions of the working environment.	We can immediately assess the effectiveness of controls by monitoring the environment.

Monitoring	Responsibility	Minimum Frequency
Site Walk	Site Management Team	Daily for their respective areas
<a href="#">Site Inspection</a> (form can be found on the Health and Safety Management SharePoint)	Site Health and Safety Team/Site Foreman	Weekly
Project Performance Review	Regional Construction Manager / Project Manager	Monthly
Internal Site Audit	Health and Safety Lead	6-monthly
External Site Audit	Health and Safety Consultant	6-monthly

### Health and Safety Audits

Ryman conducts quarterly Health and Safety audits at each construction site, which are delivered internally and externally.

Project Managers are given notice in advance of their sites audit, with the expectation that they make themselves available for the walk around site inspection. If this is not possible, please liaise with the office base Health and Safety team to arrange a time and date when the PM is available. If a project doesn't have a current PM, the delegated senior person on site is required to attend the site inspection.

Audits will typically be completed in a day with a walk around site inspection and systems check focused around risk assessments and data accuracy (including sign-in/out records, incident reports and site inspection).

All audit findings are to be assigned to the Project Manager (or delegated senior person) in Donesafe. The Construction Health and Safety Leads will support the close out of corrective actions.

**Risk Review**

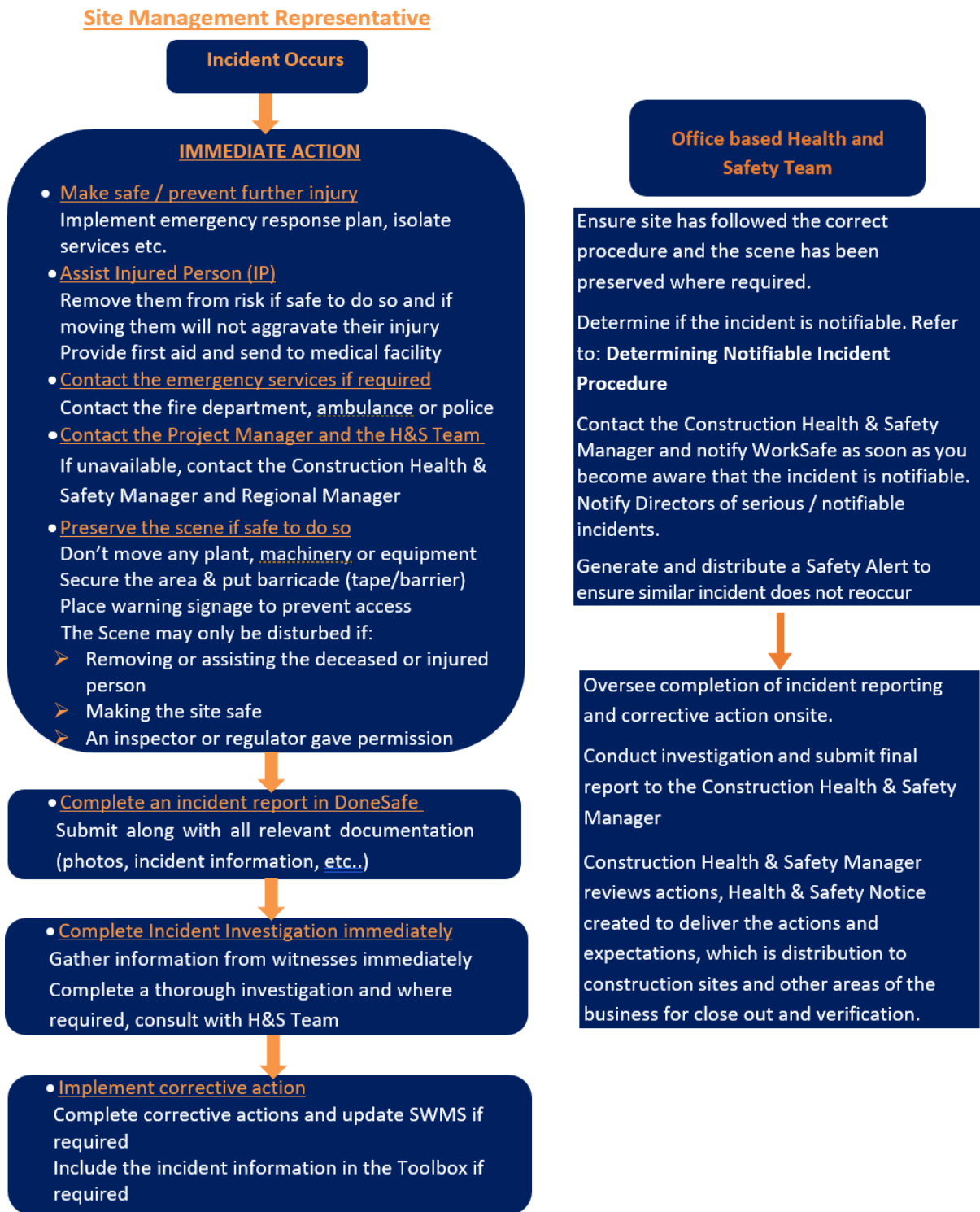
Any risk that has not been eliminated must have the specific controls reviewed to ensure the controls are effective (in place and working). This can be completed by scheduling a review of the risk register. The timeframes for reviews should be based upon the initial risk matrix score.

**7 Incident Management**

It is important that all incidents are reported so steps can be taken to control risk and prevent further similar reoccurrence. Those immediately in the area must take appropriate action, e.g. notify Ryman, report, control risks, administer first-aid or contact emergency services.

Incident Types	
Accident	An event resulting in harm, injury, illness, or damage to a person, property, or the environment
Near Miss	An event that did not result in harm or damage, but could have
Unsafe Act	A violation of an accepted practice or procedure that could result in harm or damage
Pain and Discomfort	Accumulated wear or pain, which cannot be attributed to a specific incident
Safety Observation	Observation of a positive safety behaviour or an opportunity for improvement
Hazard	Anything that could cause harm

All workers will be provided the procedures for Health and Safety Reporting at induction and reminded regularly at site Toolbox meetings. The flow chart below details the Incident Management process and actions required post-incident. A copy of this flowchart can be displayed on site along with the [Ryman Construction NZ Incident Response Flowchart](#).



## 7.1 Reporting Incidents in Donesafe

[DoneSafe](#) is used to record reported incidents, track investigation progress and assign corrective actions. [DoneSafe](#) can be accessed by any Ryman computer or phone (weblink or offline app). Any person onsite without access to [DoneSafe](#) or who requires assistance to report an incident can report to the site Health and Safety Office or a member of the Site Management Team. Closeout of Injury classifications, Incident reports and Corrective Actions are to be completed in a timely manner. Serious incidents must be reported to Ryman Construction Health and Safety Manager and the Regional Construction Manager immediately by phone. They will advise you of further reporting actions if required.

## 7.2 Incident Investigations

All reported incidents will be investigated onsite and serious incidents investigated by the site designated Health and Safety Lead in conjunction with the Project Manager and/or Regional Construction Manager. Site teams are required to promptly provide information requested by the investigator. Workers are required to cooperate with investigations and provide statements or involved equipment / tools when requested. All investigations should be completed within 5 working days, if practical, in Donesafe. A [witness statement form](#) can be found on the [Health and Safety Management SharePoint](#).

## 7.3 Notifiable Events

The Site team must immediately contact the Construction Health and Safety Manager (or the office-based Health and Safety team in their absence) to determine if an incident is notifiable to WorkSafe. All Worksafe Notifications are to be completed by the Ryman Construction Health and Safety Manager or delegated authority. Other members of the project team are not authorized to determine if an incident is notifiable nor notify an incident to WorkSafe.

In the event of a notifiable event, the scenes must be preserved and the area, equipment or involved plant must not be tampered with until approved by the investigation team to do so. Refer to the [Notifiable Events Poster](#) for guidance which can be found in the [Health and Safety Management SharePoint](#).

## 7.4 Injury Classifications

Details on [Ryman Construction Injury Classifications](#) can be found within the Donesafe injury management module and on the [Health and Safety Management SharePoint](#).

- **First Aid Injury:** A First Aid Injury (FAI) is an injury that requires a single first aid treatment. This can also include a single follow up visit for observation only (e.g. wound checking).
- **Medical Treatment Injury:** A Medical Treatment Injury (MTI) is defined as an injury that resulted in a certain level of treatment given by a physician, or other medical personnel under standing orders of a physician.
- **Lost Time Injury:** A Lost Time Injury (LTI) is a work-related injury that resulted in at least one full day of time lost from work. E.g. Injured on Tuesday, and off work for the whole of Wednesday.

Refer to the [Incident Reporting and Investigation Standard](#) for additional information on Incident Reporting and Investigation.

See the 'Injury Management' section of this management plan for information on injury management.

## 7.5 Regulator (WorkSafe NZ) Visits

WorkSafe Inspectors can visit a Ryman Construction site via an announced, unannounced or post-incident. The WorkSafe Representative must sign in and out of the Visitor Register and show his WorkSafe Identification.

The WorkSafe Inspector must be escorted by a Ryman Team member. Any issues raised by WorkSafe inspectors should be rectified immediately as a priority using whatever resources

necessary. The Site Management Representative will take all reasonable action to remedy the contravention at the time of the inspection and avoid notices being issued by WorkSafe. The Site Management Representative should seek input from the WorkSafe Inspector on what can be done to achieve compliance. It is expected that all persons working under the management and control of Ryman, including contractors, conduct themselves in a professional and respectful manner when dealing with WorkSafe Inspectors.

All documentation received from WorkSafe must be sent immediately to the Regional Construction Manager, Construction Health and Safety Manager and Project Manager. Each WorkSafe visit is to be logged onto the “WorkSafe Visits” Register in Assura.

Refer to the [Incident Reporting and Investigation Standard](#) and the [Ryman Construction NZ Incident Response Flowchart](#) for additional information.

## 8 Contractor Management

The Contractor Management requirement is guided by the Ryman’s [Contractor Management Standard](#), which applies across all Ryman operations. The standard can be found on the Health and Safety Management SharePoint.

Any Supplier, Contractor, Subcontractor, "one-man band," or Self-Employed person that is engaged to carry out work for Ryman has a primary duty of care and ensure all workers take reasonable care of their own health and safety and others working in their work area. They also need to comply with any reasonable instruction that is given by Ryman, to allow Ryman to comply with the Act or regulations.

The contractor management requirements includes:

- Contractors must provide Ryman evidence that they have a current and acceptable Health and Safety Management System in place. This can include SiteWise ‘Green’, or approved other (ISO, IMPAC, ISN, SHE)
- Contractors must provide Ryman a Site-Specific Safety Plan (SSSP) and a Covid Contractor Management Plan for the site team to review and approve prior to any work commencement on site. These documents will be reviewed and approved by the Project Manager prior to work commencing. Contractors who engage in Subcontractors must have a SSSP between the Contractor and Subcontractor which will be reviewed by Ryman prior to the Subcontractor starting works.
- Contractor workers must complete the Ryman site induction prior to starting work
- Contractor workers must sign in to site every day that they are on site. If there are any pandemic procedures or records to complete, these will occur at the entry point to the location
- Contractors must participate in the Ryman Review of Health and Safety Performance, against the agreed standards and activities, at the end of the contract or other defined timeframes

The general Ryman Construction process for engaging and working with contractors is detailed as below.

## 8.1 Scope the work

Determine the risks associated with the project and if these risks can be eliminated through design, work methods, materials, and access. Consider what works need to be contracted out and the wider impact of those works on the health and safety of the project.

On our construction sites, contractors must have SiteWise 'Green', or approved other (ISO, IMPAC, ISN, SHE).

## 8.2 Prequalify the contractor

Contractors submit their approved prequalification. Ryman has an approved list of pre-qualified contractors.

### **Emergency and Urgent Contractors:**

In case of emergency, Ryman has an Emergency Contractor database. If no one on the database is available – there are no restrictions to the contractor engaged for emergency work.

If there is urgent work to be conducted a “two-tier” approval is required if the contractor does not have pre-qualification and is not on the preferred contractor list. A senior member from the site or village and a member of the office health and safety team.

### **New Contractors:**

If there are no contractors available on the Approved contractor list (which can be checked on [Ryman SiteWise](#)), then a New Contractor Form is to be submitted through the Contractor Support Team. A contract can be awarded to a contractor who does not have prequalification – but they must have prequalification prior to commencing work on Ryman locations. The Contractor Support Team will support contractors and the Ryman relationship holder through the process of prequalification.

Health and Safety documents submitted in prequalification do not override the requirement to submit site and works specific documents prior to the commencement of work on location.

## 8.3 Tendering and selecting the contractor

Ryman selects contractors based on prequalification scores, experience with similar works, previous works with Ryman, and a positive health and safety history. We set clear expectations which helps everyone understand what is required of all parties, from the beginning of the project.

This process is overseen by the Quantity Surveying Team.

Low risk work and work without tendering:

Low risk work will generally not be tendered. Contractors should be selected from the Approved Contractor List. If no contractor is available or suitable a New Contractor Form must be completed through the Contractor Support Team.

## 8.4 Pre-commencement and induction

Development of project specific safety plans and the agreement of Health and Safety standards, accountabilities, responsibilities, and methods of communication in conjunction with the contractor.

### 8.5 Information Sharing

As soon as the contract is awarded, we should begin information sharing. This allows the contractor to be as prepared as possible before they arrive out our location. We must ensure that contractors have everything they need in advance of arriving to location to promote the success of the contract/work/project. This may include induction training specific to the site or type of work, and an opportunity to ask about health and safety risks. The type of information sharing will depend on the nature of the work to be conducted.

Information to be shared with the contractor includes:

- [Ryman Contractor Resources page](#)
- All Safely Controlling Work documents relevant to the contractors works, or associated works (e.g. adjacent or overlapping works that introduce hazards)

A pre-commencement meeting is to be held between the Ryman Site Management Team and the contractor. The Contractor Pre-commencement Meeting Template should be used, and the meeting minutes uploaded into Donesafe immediately after completing the pre-commencement meeting. This is a great opportunity for Ryman team members and contractors working on a project to discuss health and safety issues and project issues.

#### Contractor Company Requirements

Any Contractor that is a Person Conducting a Business or Undertaking (PCBU) must provide a Site Specific Safety Plan (SSSP). The SSSP must be submitted to Ryman for the site team to review and approve prior to any work commencement on site. These documents will be reviewed and approved by the Project Manager prior to work commencing. See the ‘Hazard and Risk Management’ section of this plan for further information on risk management requirements.

Information to be supplied in the SSSP should include the below and revisions provided to Ryman to review as per the review timeframe specified, following significant change, or at the request of Ryman.

Information	Minimum Review Timeframe
Agreement	Annually or at the start of a new stage (whichever is sooner)
Site/Job Hazard and Risk Register	Annually or at the start of a new stage (whichever is sooner)
Hazardous Products and Substances Inventory Register	3 months
Training and Qualification Register	1 month
Site Inspection Checklist	1 month
Toolbox Talk Minutes	Weekly



Site Emergency Response Plan	Annually or at the start of a new stage (whichever is sooner)
Incident and Injury Register	Following incident or injury
Task Analysis/SWMS	3 months or following significant change in the work methodology and risk management

**Sub-Contractor Company Requirements**

The contractor is responsible for notifying Ryman of the intention to use any sub-contractors. The contractor is also responsible for:

- Ensuring their sub-contractors follow all policy, procedural and training requirements (including requirements for risk management) specified by Ryman
- Always having some form of representation on site, while the subcontractor is working
- Reviewing all health and safety documentation such as training registers, plant and equipment registers, and SWMS or similar risk assessments are in place and are adequate to manage risk. Some international recognized trainings may be accepted at the discretion of the Ryman Construction reviewer.
- Providing copies of reviewed SWMS or similar risk assessments to Ryman
- Ensuring ongoing interaction between themselves and the sub-contractor, monitoring the sub-contractor’s compliance to the agreed standards and activities and health and safety practices
- Leading or participating in the investigation of any health and safety events relating to their sub-contractor

**Contractor and Sub-Contractor Worker Requirements**

**Induction**

Contractor and sub-contractor workers must sign in with the blue Assura tag every day that they are on site. If there are any pandemic procedures or records to complete, these will occur at the entry point to the location.

See the ‘Induction’ section of this document for further information.

**Pre-start Meetings**

Contractor and sub-contractor workers are to attend a daily pre-start meeting. If the contractor arrives later in the day, they are expected to review and acknowledge the pre-start meeting for their respective work areas.

Further detail on contractor company and worker requirements are detailed within contracts and the contractor pre-commencement information.

**8.6 Monitoring**

Ongoing interaction between Ryman and the Contractor, and the monitoring of the Contractors compliance to the agreed standards and activities and health and safety practices.

Ryman engages regularly while the contractor is working on site. The aim is to keep open and effective communication and to be able to resolve any issues immediately. Monitoring may look

different depending on the nature of the work and the operational area of work. Some examples of monitoring are included below:

- Meetings, Pre-starts, Full Site
- Safety Observations
- Risk Assessments, Site walk arounds
- Incident and Hazard reporting
- Health and Safety Audits

## 8.7 Resolving Issues

Like all work, if there is an issue with health and safety performance, this must be addressed with priority. If there is a risk of serious harm to a worker, visitor or member of the public, work must be stopped. Work can recommence when all parties are satisfied that the health and safety issue has been resolved. If Safety Issues are not able to be resolved, escalate the concerns to the appropriate Health and Safety Manager. All safety issues will be reported and recorded in Donesafe.

## 8.8 Performance review

The review of health and safety performance, against the agreed standards and activities, at the end of the contract or other defined timeframes

When the work has been completed, we will review the quality of the work against the job specifications and health and safety performance.

If the work is ongoing – formal reviews may be scheduled.

We consider the following in a review process:

- How well the contractor fulfilled the health and safety plan
- How well the contractor managed health and safety while completing the work
- Any improvements that could be made
- Whether the contractor is suitable for future contracts

The final review is an excellent opportunity to discuss how Ryman performed as the main PCBU.

## 9 Alcohol and Drugs

Ryman is committed to providing and maintaining an environment free from the effects of alcohol and drugs. Workers are prohibited from possessing or using illegal drugs and/or alcohol on site or being under the influence of drugs and/or alcohol. To ensure this, Ryman can utilize the following:

- Pre-employment and Internal transfer testing

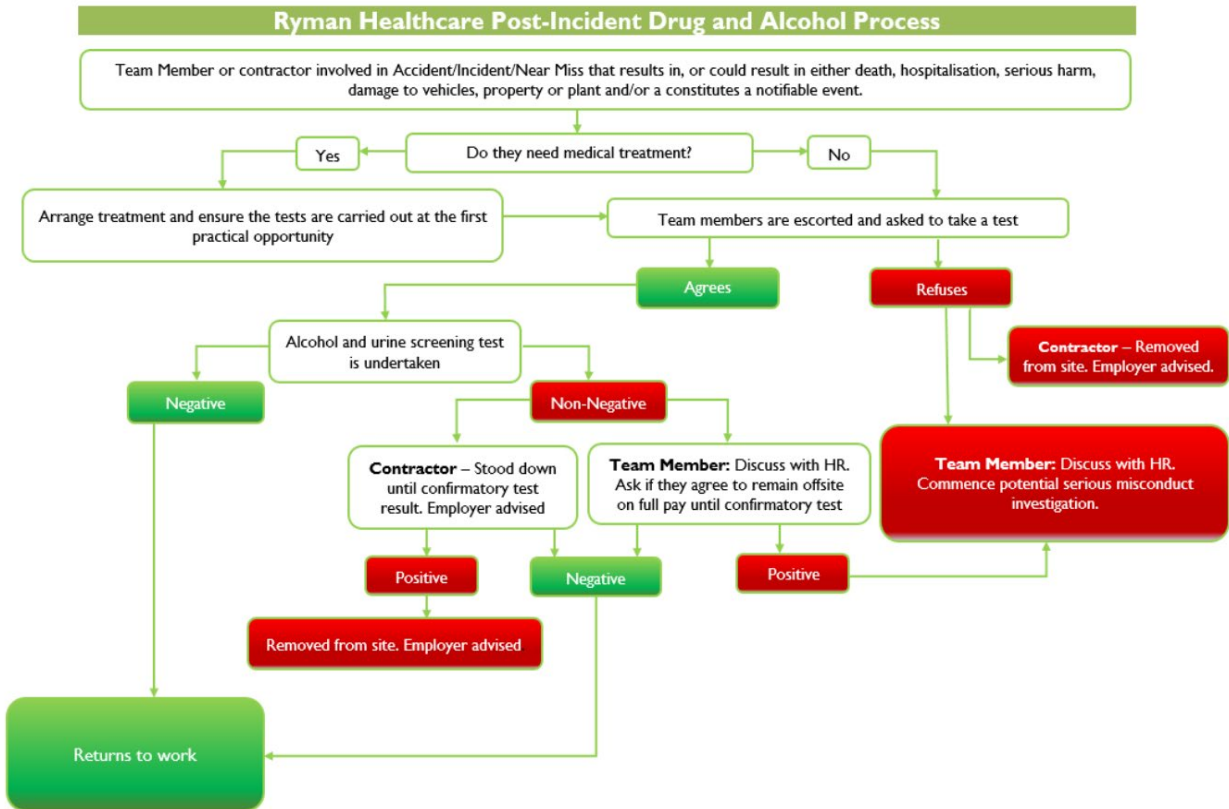
Team members joining Ryman in safety sensitive roles or transferring within Ryman to safety sensitive roles will be tested prior to joining for the presence of drugs or alcohol.

- Reasonable cause testing

Reasonable cause testing will occur when there is reasonable cause to believe that a team member or contractor may be affected or impaired by drugs and/or alcohol at work.

- Post-incident/accident testing

Post-incident/accident testing will occur when a Ryman Team Member or Contractor is involved in an Accident/Incident/Near Miss that results in, or could result in either death, hospitalisation, serious harm, damage to vehicles, property or plant and/or constitutes a notifiable event. The diagram below provides details about the Ryman Post-Incident Drug and Alcohol Process.



- Random testing

Team members and contractors in safety sensitive roles may be randomly selected for testing for the presence of drugs or alcohol.

- Follow up/back to work testing

Where a team member has admitted drug or alcohol use, returned a non-negative result from testing and was not dismissed and/or subjected to disciplinary procedures for other alcohol or drug related misconduct that did not result in their dismissal, the team member may be required to undergo follow-up / back to work testing.

Any worker having a non-negative result will be removed from site immediately until the lab confirms the result. Ryman has a process to ensure that the worker may receive support from effective drug and alcohol assessment and rehabilitation services where appropriate.

If any worker suspects that another worker is under the influence of drugs and/or alcohol, it is their responsibility to communicate this to their Supervisor or the Site Foreman immediately. The full policy on Drug and Alcohol Testing and associated procedures and guidance documents can be found within the [Health and Safety Management SharePoint](#).

## 10 Health Monitoring

Construction workers may experience greater exposure to potential health-risks. Risk management processes, including implementing controls and monitoring their effectiveness, are

designed to protect the workers from exposure to harm. To aid in monitoring the effectiveness of risk controls, Ryman conducts an annual programme of health monitoring for all Ryman construction site employees. Ryman engages an independent specialist to conduct this health screening including audiometry (hearing), spirometry (lung-function) and vision testing. Individual results and recommendations are discussed with each worker following their test. This is followed up with a printed copy of their results. Any results which may require further attention, assessment or treatment will be raised with the Project Manager and managed accordingly. All contractors are responsible of ensuring all contractor employees undertake the necessary health monitoring test on a regular basis.

## 11 Injury Management

All injuries resulting from accidents must be reported and recorded within Donesafe. Injuries of an unknown cause or injuries that occur over time (gradual process injuries) that may be attributed to work on a Ryman Construction site must also be reported and recorded.

On reporting of/occurrence of an injury (following any immediate first aid and incident response) a Donesafe Health and Safety Report must be made, and the details of the injured person/s entered. Closeout of Injury classifications, Incident reports and Corrective Actions is to be completed in a timely manner.

If the worker (contractor or Ryman Construction) requires medical treatment, best efforts must be made for a member of the Ryman Site Management team to accompany the worker to the medical centre. If the injured worker is a Ryman Construction team member, this is a mandatory requirement. If the worker is a contractor, the contractor's supervisor should attend also.

If the incident and/or injury is or may be notifiable the scene must be frozen, and the incident notified to the Regional Construction Manager and Construction Health and Safety Manager immediately when it is safe to do so. See the section 'Notifiable Events' within this document for information on what incidents and injuries are notifiable and procedures.

As soon as practical the ACC45 form must be provided to the Ryman Site Management Team so the injury can be accurately recorded, and any appropriate subsequent steps taken to manage the injury.

Where a worker has to complete modified duties, this shall be assessed on a case by case basis with consultation with the Project Manager and Health and Safety Team.

### **Ryman Construction Team Member Injuries**

Ryman is an accredited employer within the Accredited Employers Programme (AEP). This means that we manage our own work injury claims.

We pay for all costs associated with a work-injury claim, such as weekly compensation for time off, social assistance, doctors' appointments and physio and surgery costs in-line with ACC legislation.

Information on how work injuries are managed and responsibilities for team members and managers can be found within the [Work Injuries Brochure](#) which is linked within the [Health and Safety Management SharePoint](#).

If a team member is injured at work, they are to be provided with an injured worker's pack. These packs can be ordered via the [Health and Safety Supply Order Form](#) on the [Health and Safety Management SharePoint](#).



## 12 Training and Competency

Ryman owes a moral duty of reasonable care to our team members, contractors and site visitors to ensure supervision of all workers, so that they follow reasonable instructions where there is an element of risk. Personnel must adhere to all identified risk control measures implemented by the company to eliminate or minimise the likelihood of harm.

A Training and Competency Register must be kept for all Ryman team members. Contractors are to provide Training and Competency Registers with their SSSP, and ensure they monitor the training and competency of any of their sub-contractors. A copy of the training certificate/Certificate of Competency must be provided for work at height, Elevated Work Platform (EWP), scaffold, mobile scaffold, mobile plant, rigging and lifting activities. Some international recognized trainings may be accepted at the discretion of the Ryman Construction reviewer.

Ryman also have a legal obligation to ensure all workers have been briefed in the management of all risks associated to their operations. This is particularly important when operating any plant, equipment, company vehicles or when working within a hazardous environment.

It is the responsibility of every worker to ensure they do not undertake any work that they have not been trained for or given the appropriate equipment and/or information for.

For tasks requiring certified/licensed operators, only workers with the appropriate and current certification/license are permitted to undertake those tasks.

A worker needs to advise their Supervisor or the Site Foreman of any concerns that they have about their ability to carry out a task, whether due to a lack of training, competency or any other reason, prior to commencing the task.

Requirements for Training and Competency are included for each topic below within the relevant Safely Controlling Work document. These can be found on the [Health and Safety Management SharePoint](#).

- [Cranes, Hoists and Other Lifting Activities](#)
- [Demolition](#)
- [Elevated Work Platforms \(EWP\)](#)
- [Electricity](#)
- [Excavations](#)
- [Mobile Plant](#)
- [Precast elements, concrete pours and temporary works](#)

- [Scaffold and Mobile Scaffold](#)
- [Underground and Overhead Services](#)
- [Working at Height, Dropped Objects and Temporary Work Platforms](#)

For those plant, equipment or other work tasks not listed the requirements for training and competency set out by legislation, regulations and industry guidance (e.g. good practice guidelines) must be referred to.

## 12.1 Supervision

Persons training, or supervising inexperienced workers, must be deemed appropriately trained and competent by their company to train or supervise others within that field.

When assessing the level of supervision required by a trainee, the supervisor or trainer must assess several factors, including but not limited to;

- The worker's experience and competency
- The nature of the work
- The nature of the risks associated with the work including the worksite
- The control measures in place while the worker being supervised is carrying out the work

Inexperienced workers require 'close supervision', this means there must be direct and constant one-on-one management in place.

Approval must be sought from the Project Manager prior to any inexperienced workers operating plant. There are some works where training and/or supervision may not be appropriate due to risk. See the relevant Safely Controlling Work document for further detail on training, competency and supervision.