

Contractor Health and Safety Requirements - Property

This document outlines key health and safety requirements for contractors working at a Ryman Healthcare village. Please ensure you review this document as soon as possible to prepare for your work with us.



Item	Description	Party(s) Responsible
Health and Safety at Work	<p>All persons must comply with the Health and Safety at Work Act 2015, 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"> • Take reasonable care of their own health and safety. • Take reasonable care that their acts or omissions do not adversely affect the health and safety of themselves and other persons. • Comply as far as reasonably able with any reasonable instruction. • Cooperate with any reasonable policy or procedure such as: <ul style="list-style-type: none"> - Ensure you sign in and out of the village at each visit. - Wear mandatory personal protective equipment whilst on site. - Report any safety incidents. 	All Personnel
Contracts	Contracts (where applicable) must be signed and returned to Ryman before any work can begin. Requirements may vary depending on the village or project.	Contractor
Pre-Commencement Meeting	When applicable, a pre-commencement meeting with Ryman is to occur to ensure requirements and expectations are understood prior to works commencing.	Contractor & Ryman Healthcare
Village Entry Conditions	<p>The following requirements must be in place prior to work being carried out in a village:</p> <ul style="list-style-type: none"> • Contractors must hold a health and safety prequalification with a minimum standard of SiteWise green status, which is a score of 75% or higher, in lieu of this, ISO45001, ISN, +IMPAC Prequal, Totika and SHE PreQual are also accepted. • No worker is to commence work until they have completed the Ryman induction, which can be found at contractors.rymanhealthcare.com. Workers must provide some personal information for emergency purposes. • All workers entering a village must sign in and out using their issued tag at the Assura kiosk. • For major refurbishments, all workers must hold a Site Safe Foundation Passport (ConstructSafe cards are also permitted). 	Contractor
Site Specific Safety Plan (SSSP)	A SSSP must be completed for work carried out in a village. It should outline how health and safety will be managed for the job/s or project and record the basic health and safety actions that companies and individuals will need to follow, a copy can be kept 'on-site' or electronically.	Contractor
Risk Management	Prior to commencement of work, all contractors must plan their works and have a detailed health and safety risk assessment (e.g. SWMS/TA) for the tasks to be undertaken. It must identify hazards, risks, and mitigation controls. Risk assessments are to be regularly reviewed, updated (where required) and signed by all contracted workers. In addition, contractors must undertake regular safety inspections of their work areas and activities, and participate in Ryman health & safety inspections and audits as required. Village risk registers are available at reception for reference.	Contractor
Personal Protective Equipment (PPE)	<p>All mandatory PPE must be worn, be in good condition and fit for purpose:</p> <ul style="list-style-type: none"> • Safety footwear. • High visibility clothing (specific project requirements may vary). <p>Any additional PPE must be worn where required, as determined by the risk assessment, for example:</p> <ul style="list-style-type: none"> • Safety glasses appropriate to task, worn where risks to eyes is identified. • Task appropriate gloves worn where a risk to hands is identified. • Hard hats. 	All Personnel

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Contractor Subcontracting Processes	Contractors who subcontract work are responsible for and must have a system in place to ensure subcontractors are properly managed. Appropriate formal systems, procedures, and safe practices for the management and supervision of subcontractors must be in place.	Contractor
Incident Reporting	Contractors make best efforts to mitigate the potential risks associated with their work. In the event of an incident, accident, near miss or unsafe act relating to the work carried out by the contractor at a Ryman village, this must be reported to Ryman management personnel as soon as reasonably practicable. An incident report must be completed and issued to Ryman, who may request a further investigation report. If an incident is considered notifiable to WorkSafe, a discussion must be held with Ryman prior to notification. Where it is not possible or practicable to discuss the incident prior to notification, Ryman must be informed as soon as possible after the notification has been made. Further information on WorkSafe notifications can be found at worksafe.govt.nz/notifications/notify-worksafe	Contractor
Plant & Equipment	All plant and equipment used at a village must be well maintained, in a fit for purpose condition and certified (where applicable). <ul style="list-style-type: none"> • Power tools and electrical equipment must be tested & tagged on a 3-monthly basis, in good order, with safety guards and protection systems in place (RCD). • 9" grinders are not permitted in Ryman villages. • Ladders must comply with Ryman's ladder usage guidelines, found at contractors.rymanhealthcare.com/resources#villages • Operators must hold the relevant certification for the mobile plant they are operating, and contractors must have a system in place to ensure mobile plant (MEWPs, Hiab's, etc) are certified and checked before use. • Scaffolding (fixed and mobile) must comply with Ryman's scaffold requirements for fixed and mobile scaffold found at contractors.rymanhealthcare.com/resources#villages 	Contractor
Emergency Response Equipment and Lone Workers	Contractors are required to provide their own emergency response equipment which should be easily and quickly accessible from work areas, this includes: <ul style="list-style-type: none"> • First aid equipment. • Fire extinguishers. • Eyewash bottles. Contractors, where possible, need to eliminate the need for a person to work alone. This is defined by Ryman as; <i>persons who work in a Ryman location where they cannot physically see or talk to other persons</i> . If working alone cannot be eliminated, controls and arrangements should be in place to minimise the additional risk lone work presents. These may include but are not limited to: <ul style="list-style-type: none"> • Access to first aid equipment. • Access to a suitable communication device to be carried at all times (e.g. cell phone, radio, lone person alarm, etc). • Suitable emergency procedures are in place and entry/exit routes are clear. • When the work involves a critical risk, lone work is not permitted. 	Contractor
Drug and Alcohol	Ryman Healthcare have the right to carry out post incident, reasonable cause, or random testing. Any person at a village may be subject to this at any time. You can find Ryman's full Drug and Alcohol policy at contractors.rymanhealthcare.com/resources#villages	All Personnel
Occupational Health	Contractors must manage health hazards such as dust, noise and fumes. Controls should be effective in mitigating exposure, not only to workers, but to all other persons. Some examples of controls are as follows: <ul style="list-style-type: none"> • Vacuums and attachments for dust extraction/control when cutting (e.g. fibre cement). • Wet cutting (e.g. hose connected to a concrete cutting saw). • Maintain plant and equipment to reduce noise emissions, or carry out cutting outside. • Adequate ventilation and extraction of fumes. • Use of low-VOC (Volatile Organic Compounds) paints. 	Contractor

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Asbestos	Contractors carrying out work in a Ryman village which contain Asbestos Containing Materials (ACM), must ensure the risks associated with the disturbance of the ACM are appropriately managed. Further information on managing and working with asbestos can be found at worksafe.govt.nz/topic-and-industry/asbestos/ .	Contractor and Ryman Healthcare
Permit to Work	<p>These critical risks require a permit to work;</p> <ul style="list-style-type: none"> • Hot works • Breaking ground • Working at heights • Confined space access • Electrical <p>Permits are issued by a Ryman employee at the village (e.g. Receptionist or Lead Maintenance) electronically through Donesafe. A permit must be in place and approved before work commences.</p> <p>Important to note, work being carried out that exceeds noise levels of 85 decibels over 8 hours, or a peak of 140 decibels, must be notified to Ryman management personnel 48 hours prior to work commencing, so residents can be informed, and alternative arrangements can be made where needed.</p>	Contractor
Isolation Zones and Signage	<p>Work areas should be adequately isolated and secure to prevent unauthorised access. The type of barrier will depend on the task (location, duration, risks, etc), some examples of barriers include:</p> <ul style="list-style-type: none"> • Solid hoardings (e.g. Fastwall Hoarding). • Temporary fencing, which may include scrim, if required. • Cones and cone bars (tiger tales). <p>In addition, health & safety signage should be placed at key points around work areas. It should be easily understood, and the information (e.g. <i>No Entry, Wet Paint, etc</i>) should be clearly visible from no less than 10m away under varying light conditions.</p>	Contractor
Operating Village Environment	<p>Throughout the work planning and risk management process, contractors must consider the unique circumstances that an operating retirement village presents. They may include but are not limited to:</p> <ul style="list-style-type: none"> • Elderly persons who may have reduced levels of mobility, cognition, hearing or eyesight. • Palliative and care patients who are particularly sensitive to noise. • Ryman employees, who staff the village 24/7. • Paying extra care to identify and address potential trip hazards. • Emergency service access - Fire, Police and Ambulance. • Visiting public to the village. • Village emergency response procedures, and (contractors) aiding in an emergency. • Escalation point – typically the Village Manager, or most senior person on site. • Exclusion zones which are effective in isolating work areas from unauthorised access. • Signage is in place and legible. • Working hours – village hours are 8am-5pm. Early and late work should be avoided and only carried out with prior arrangement. • Village spaces are considered part of the residents’ home (e.g. dining rooms are not to be used as a thoroughfare). • Ryman villages are classed as public roads, meaning licence classes and endorsements must align with NZTA requirements. Village speed limits are 10km/h. • All villages are smoke and vape free. 	Contractor