



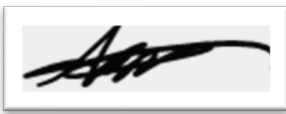

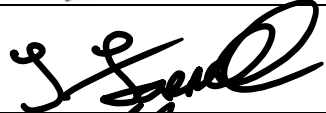






SITE SPECIFIC HEALTH AND SAFETY MANAGEMENT PLAN

**Ryman Construction
(V 3.0 - 02/05/2024)**

DOCUMENT CONTROL		
Document Name	Site Specific Health and Safety Management Plan	
Issue Date	02/05/2024	
	Name and Position	Signature
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	Matt Bell (Regional Construction Manager)	
Distribution	Regional Managers, Project Managers and Contractor Representative	

DOCUMENT REVIEW			
Date	Revision	Description of Change	Author
1-Dec-2021	1	First document	AE, MJ, OG
1-Jun-2022	2	Previous version available on request.	AE, MJ, OG, AVR, JB
02/05/2024	3	<ul style="list-style-type: none"> • Moved Site Based information to after the contents • Added DW to Document Control • Added HSMP signoff column to site-based team list • Removed subsections numbering • Section 1 – Purpose, Updated & consolidated information • Section 1 – Updated Org. Structure in section 1 • Section 2 – Added responsibility matrix link and description • Section 3 – Added Donesafe SharePoint link to – Permit to work • Section 3 – Removed duplicate information • Section 4 – Replaced Legislation, Regulations, Codes of Practice and Guidelines list with Link to SharePoint location • Section 5 – Added “replaced if damaged or faded to General Ryman site signage section • Section 5 – Induction, Driver inductions, Visitor’s – Updated to reflect current practice onsite and align practice • Section 5 – Added Construct Safe card Induction • Section 5 – Altered requirements for Driver inductions • Section 5 – Store/Tool/Electrical Item Guidelines – Added Dust extraction comment/ guidance • Section 5 – Smoking – Consolidated focus on Policy • Section 5 – Emergency Management – Added first aid Comment • Section 5 – Site Meeting and Frequencies – added H&S as mandatory attendance for Pre-commencement Meetings • Section 6 – Added Task observations subsection • Section 6 – Added Table under Health and Safety Audits, altered Mandatory attendance requirements • Section 6 – Critical Risks – added list of Critical Risks • Sections 6 – Risk assessment – Changed Risk Matrix for correct version • Section 7 - Replaced incident management flow chart to current version • Section 7 – Injury Classifications – Updated to reflect recent changes • Section 7 – Reporting Incident in Donesafe – Added PM/ Location manager closeout comment for DoneSafe reviews • Section 7 – Regulator (WorkSafe NZ) Visits – Added informing office-based H&S team of any Worksafe visits to site to section and recording of visits • Section 8 – Contractor Company Requirements – Updated to reflect contract terminology • Section 9 – Consolidated information into Table • Section 12 – Training and competency – Changed “Provided” to “Sighted” for training qualification requirements • Section 12 - Added Training Matrix 	AE, OG, NR, LT, SC

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Site Specific Information

Site/Project Address:	
Project Manager Full Name:	
Site Manager Full Names:	
Health and Safety Full Name:	
Site Hours of Operation:	Monday- Friday Saturday-
Site Inductions:	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
Visitors:	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
Site Safety Meetings (TBTs):	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"> • existing and potential risks • effectiveness of the safety measures • training • emergency procedures • general business
Minimum PPE Requirements:	Mandatory PPE: <ul style="list-style-type: none"> • Hard hat - (AS/NZS 1801:1997) • Hi-visibility (AS/NZS 4602.1) • Safety boots (AS/NZS 2210.3:2002) Additional appropriate PPE must be worn as required
Site Hazard ID Board:	The site hazard ID board is located at and is to be reviewed daily.
Incident and Accident Reporting:	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

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

Hazardous Work Activities associated with this site - tick all that are applicable to site	
<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"/> Other –

WorkSafe Notification:

WorkSafe Notification is to be completed prior to starting any works onsite. The notification form can be found at this [link](#). Once this has been completed it must be displayed onsite in a readily accessible area for all to see and a copy stored with this HSMP.

The Site Specific Health and Safety Management Plan is Prepared By:	
The Site Specific Health and Safety Management Plan is Reviewed and Approved By:	

Office Based		
Name	Position	Contact Number
Chris Evans	Chief Development & Construction Officer	Available on request
Paul Blackler	General Manager - Construction NZ	Available on request
Brian Ward	Construction Manager - Safety, Quality, Systems	027 2981338
Aaron Edwards	NZ Construction Health & Safety Manager	027 598 6971
	Regional Manager	
	Health and Safety Lead	
Natasha Richardson	Trainee Health and Safety Advisor	(03) 336 0924

Site Based			
Name	Position	Contact Number	Sign Off
	Project Manager		
	Site Manager		
	Site Manager		
	Site Manager		
	Site Supervisor		
	Site Supervisor		
	Site Supervisor		
	Site Supervisor		
	Site Supervisor		
	QA Administrator (s)		
	Senior Quantity Surveyor		
	Site Administrator (s)		
	Senior Health & Safety Advisor		
	Health and Safety Coordinator		

I Overview

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.

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.

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.

Application

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

The project manager holds ultimate responsibility for implementing the requirements of this document throughout the project, this can be done through delegation. It is to be used for the introduction of new staff members by the person completing the onboarding process or applicable party and other permitted individuals to outline the current health and safety management approaches of Ryman Healthcare. The HSMP is to be used in conjunction with other relevant management plans.

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](#).

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:

- Everyone home safe and well.
- We do it safely or not at all.
- We are ‘safer together’ by looking after each other.
- We have a positive attitude and a commitment to continuous improvement in health, safety and wellbeing.
- 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.

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.
- Providing reasonable 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, behaviours, and 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, 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.



Dean Hamilton

Dean Hamilton
Executive Chair

Date: 02/05/2024
Next Date for Review: 02/05/2025

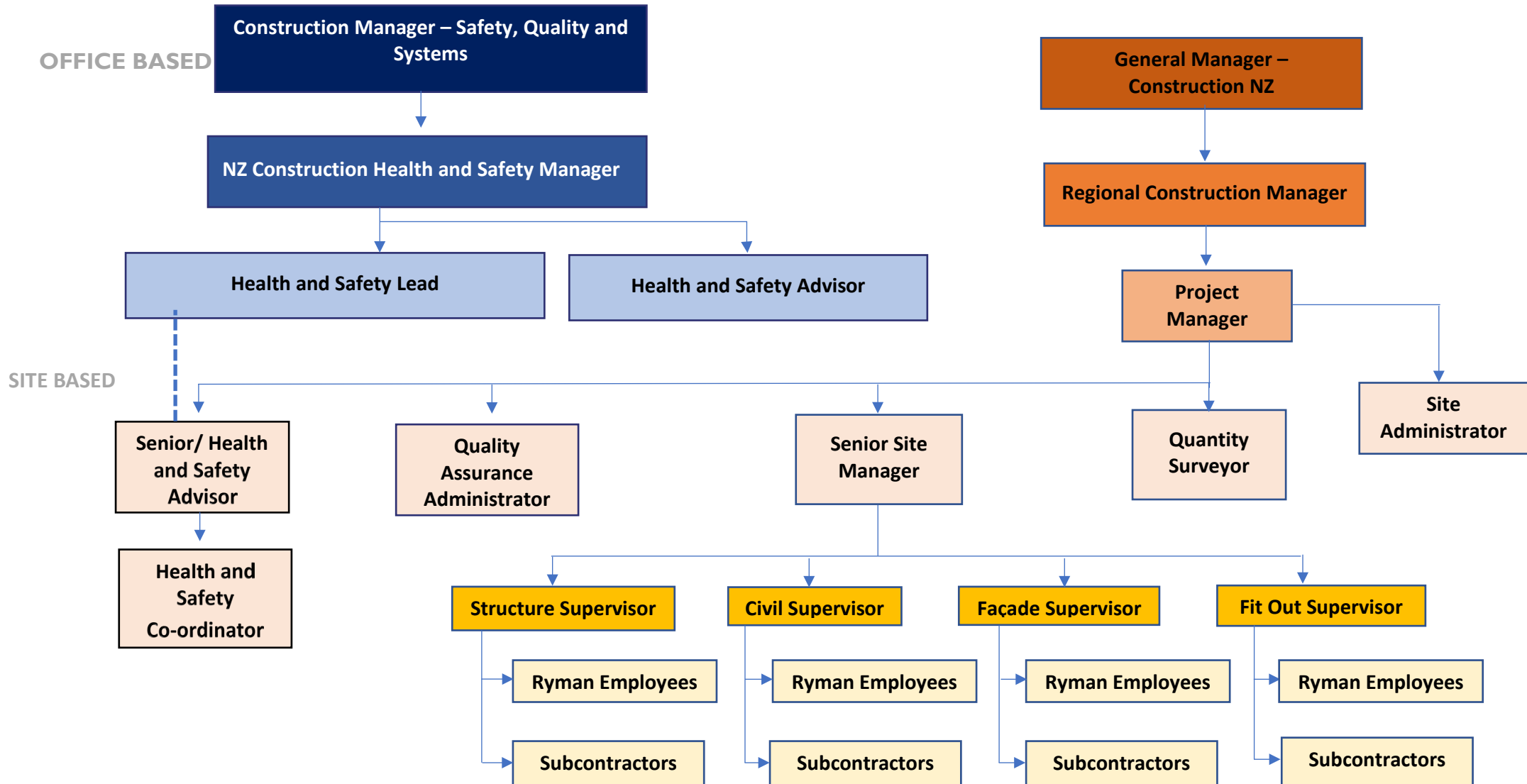
Ryman Construction Golden Rules

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](#).



New Zealand Construction Site Organisational Structure

Health and Safety Support Structure



2 Leadership and Accountability (Responsibilities)

Site Management and Contractor Management:

- Leading Health and Safety in line with the Ryman values and beliefs
- Ensuring Health and Safety issues are considered, planned for and addressed as 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

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

Responsibility Matrix:

The Responsibility matrix can be found by accessing the above link. The person who retains Prime Responsibility for a task 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. All staff as with the HSMP are to sign off the linked document when responsibilities are understood/ on completion of onboarding.

It must be completed/ signed by all team members onsite and appended to this HSMP. Any new starters are to read through and sign on as part of their onboarding through the HSMP familiarisation.

3 Ryman Policies and Standards NZ

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

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

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. For instructions on how to use the Donesafe Permit to Work system visit the Donesafe SharePoint page - [Donesafe](#).

All permitted work must be logged in DoneSafe utilising the Permit module and still require a Safe Work Method Statement [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.

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](#).

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](#).

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](#).

Hazardous substance's stored onsite are to be kept to a minimum, this applies to both Ryman Healthcare and our contractors onsite. Substances that are no longer required or not planned for short term use should be removed from site until needed by the contractor – i.e., to be stored at their premises not ours.

4 Legislation, Regulations, Code of Practice and Guidelines

Ryman Healthcare documentation and resources are developed in accordance with the Health and Safety at Work Act 2015 (HSWA) and all supporting regulations, codes of practice and guidelines. For a list of these resources please see the [Legislation, Regulations, Code of Practice and Guidelines](#) section of the health and safety management SharePoint.

5 General Arrangements for Managing Site Safety

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

General Ryman Site Signage

- All signage on site should be clear, easily identifiable and replaced if damaged or faded
- 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.

Inductions

All workers (except some drivers) completing work at a Ryman Construction site must be inducted the first time they arrive onsite; and a hold a current and Site Safe passport or ConstructSafe.

The inductee will complete an induction via Donesafe followed by a site familiarisation facilitated by the Ryman team on site. The process for completing inductions can be found [here](#).

Training is arranged by request to the office-based H&S team.

Contractors should be provided with access to appropriate information through the [contractors homepage link](#).

Workers must Sign in and out of site with the blue RFID tag issued to them on completion of the site induction daily.

Driver Inductions

All persons accessing site for driving and delivery purposes must complete a Driver Induction and present a valid driver's license. Where a driver's activities on-site extend beyond basic deliveries and are short in duration (<1h), they must be supervised by a member of the Site Management Team and hold a valid SiteSafe card (or equivalent). If supervision isn't possible, a full induction will be required. Activities must comply with Ryman's [Safely Controlling Work](#).

It would be beneficial to complete a full induction for 'drivers' who are routinely accessing site, for example, rubbish management company or bulk fuel supply.

Visitors

Visitors to site who are not completing any physical works onsite do not need to complete an induction or hold a SiteSafe or Constructsafe card. On arriving to site, they must sign in to the visitor register and report directly to the person they intend to meet with. If they wish to access site (for example to take a measurement or view something) they must be escorted by a member or Ryman Site Management whenever not in the compound. Visitors must be briefed on site specific rules, hazards and the emergency evacuation procedures. On completion they are to sign out of the visitors register.

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 always flashing
- 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

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.

Store/Tool/Electrical item Guidelines

All electrical items require a current electrical test and tag.

Ryman Healthcare does not permit the use of 9" grinders on its construction sites, alternative tools are to be used. See more information via this [information sheet - Hand-held Angle Grinders](#) link.

Where dust extraction can be fitted to tools (Circular saw, drop saws etc) a vacuum must be attached or the tools manufacturers dust bag as a minimum. Controls must be in place to remove potential dust during and completion of a task. See Worksafe website for [controlling dust with on tool extraction](#) guidance.

For Gin wheel use and guidance please see [Gin wheels and Pulleys](#) document. This document will outline all requirements and checks before use. Gin wheels are to be installed by a competent scaffolder only and attached to an appropriately designed and constructed support.

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

PPE Requirements

Mandatory PPE must always be worn in the construction site work area. The site work area must be clearly marked and well communicated during the site induction. PPE must be in good repair, not passed expiry and be fit for purpose. In the site offices and welfare facility areas PPE requirements may be relaxed.

The following PPE is mandatory on sites:

- High Visibility Clothing (pink, orange or yellow) meeting the conditions of standard 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

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.

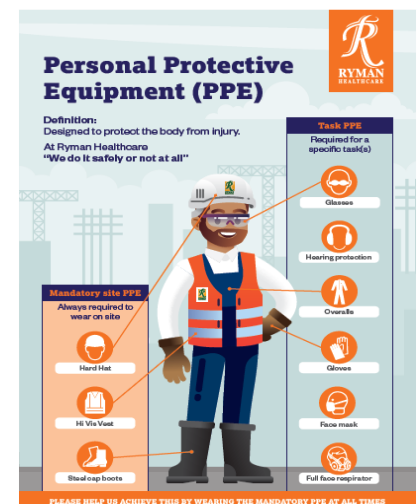
The [Site PPE Poster](#) should be displayed as a visual reminder for workers on Ryman Construction sites. An electronic copy of this can be found on the Health and Safety Management SharePoint and it is also available for order in the [Ryman Construction Signage Manual](#) which can be found in the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



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. For criteria for suitable areas please view the [Smoke Free Policy](#) here.

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

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
Health and Safety Management SharePoint	<ul style="list-style-type: none"> • Policies, standards, resources, forms and templates • Training information and application forms • Donesafe, Assura and QuipCheck guidance 	<ul style="list-style-type: none"> • All Ryman team members 	<ul style="list-style-type: none"> • Office based Health and Safety Team
Donesafe	<ul style="list-style-type: none"> • Health and Safety Management System 	<ul style="list-style-type: none"> • All Ryman team members • Contractor Supervisors 	<ul style="list-style-type: none"> • Office based Health and Safety Team • On-site Health and Safety Team
Assura	<ul style="list-style-type: none"> • Site Access Records (sign-in/out) 	<ul style="list-style-type: none"> • Project Manager • Site Manager • Health and Safety Team • Site Administrator 	<ul style="list-style-type: none"> • Ryman’s internal Contractor Support Team
QuipCheck	<ul style="list-style-type: none"> • Plant and Machinery Pre-start Checks 	<ul style="list-style-type: none"> • Project Manager • Site Manager • Civil Foreman • Machinery Operators (Ryman and contractor) 	<ul style="list-style-type: none"> • Office based Health and Safety Team • On-site Health and Safety Team

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 readily available copies of an Emergency Management Folder and Emergency Flip Charts for all staff and workers.

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 always accessible). 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 evacuation drill is to be held every 6 months 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:

First Aid

All members of the site team (excluding the project manager) should hold a current First Aid qualification for the purpose of incident and emergency management response onsite. Contractors are expected to have at least one first aid representative within their team onsite.

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

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	Relevant site management, Onsite H&S representation and Contractor Management	Once at project start prior to commencing work
Daily Pre-Start Meetings Daily Crane Crew Prestart	To discuss daily work/tasks and controls	Relevant Site Manager / Foreman / Crane Coordinator	Relevant contractors, crane crew and site management.	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

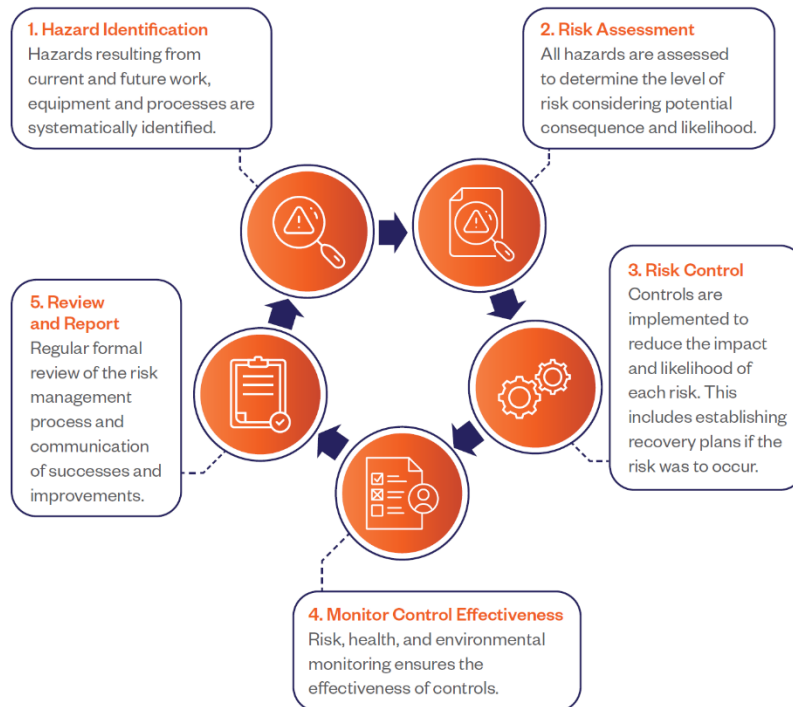
6 Hazard and Risk Management

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).

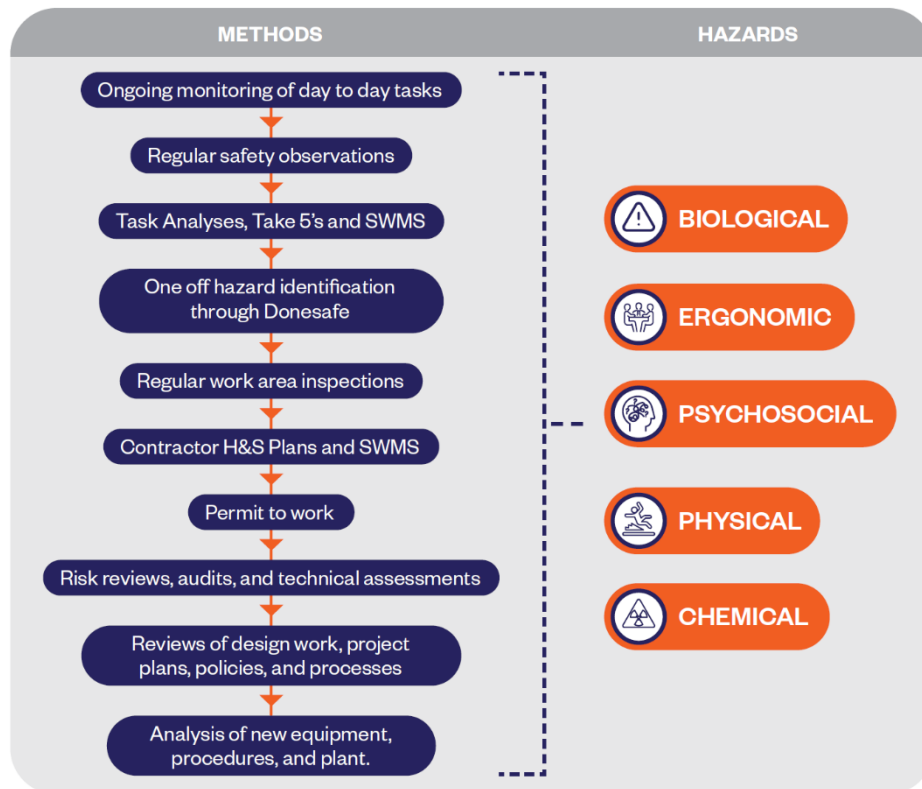
The Hazard and Risk Management Process



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
- Dropped objects
- Elevated work platforms
- Excavations
- Mobile plant
- Mobile scaffold
- Scaffold
- Temporary work platforms
- Underground and overhead services
- Work at height

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](#). These resources were written in line with the HSWA 2015 and all relevant best practice guidelines. ‘

Tools for Identifying, Assessing and Managing Risk

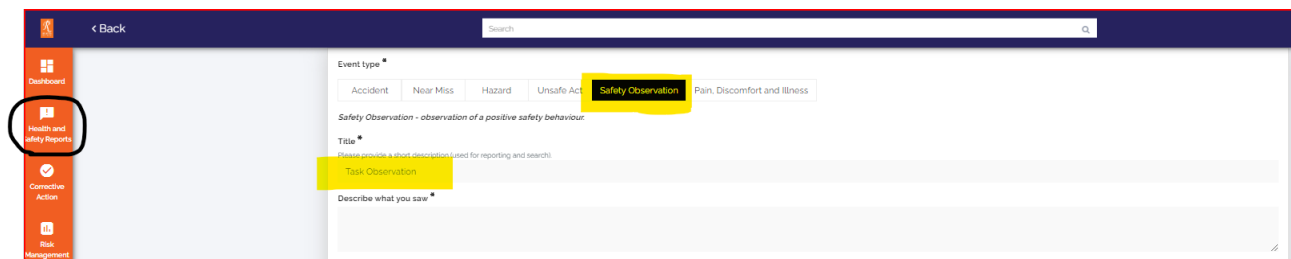
On a Ryman Construction Site this is what this looks like in practice:

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. For further information on task observations please refer to next section.
Task Analyses, Step Back Cards and SWMS	A SWMS , 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 SWMS	A Site-Specific Safety Plan must be submitted to the site Ryman Construction team prior to works commencing. SWMS or similar risk assessment must also be in place for construction work activities. The SWMS 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, risk assessments and site inspections 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.

Task Observations

A task observation is an evaluation process where work is monitored, assessed and reviewed against the documented risk assessment (SWMS or JSA) that a contractor has provided with direction on how a work task will be completed safely. The intention is by utilising this tool that we can confirm works onsite are being completed as per the agreed methodology; the risk assessment should be taken to the location and used to confirm the above.

Following the completion of a Task Observation the outcome of this is to be lodged as a report in Donesafe, under event type 'safety observation' in the Health and Safety reports module (as highlighted below). The report should contain a record of any conversations where changes were required from the original process and any supporting photos should be uploaded as part of the Task Observation. The risk assessment that is uploaded to Donesafe can be linked via the 'related to' function.



Task Observations should be completed by the site management team, especially by those who have control of the works (Supervisors, Foremen etc.) and the Health and Safety team on a regular basis as agreed by site leadership.

By completing a task observation, we are monitoring that any hazards identified in the risk assessment are being controlled appropriately with the controls stated to manage the risk. We are also assessing that there are no additional or new hazards present that could pose a risk to a person's health or safety.

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 ⁸	HIGH ¹⁵	HIGH ¹⁷	EXTREME ²²	EXTREME ²⁵
	LIKELY Could easily happen	MODERATE ⁷	MODERATE ¹⁰	HIGH ¹⁶	EXTREME ²¹	EXTREME ²⁴
	POSSIBLE Has happened and could happen again	LOW ³	MODERATE ⁹	MODERATE ¹²	HIGH ¹⁸	EXTREME ²³
	UNLIKELY Could have happened but unlikely to happen again	LOW ²	LOW ⁵	MODERATE ¹¹	HIGH ¹⁴	HIGH ²⁰
	RARE Conceivable but only in extreme circumstances	LOW ¹	LOW ⁴	LOW ⁶	MODERATE ¹³	HIGH ¹⁹

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 prioritise 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.

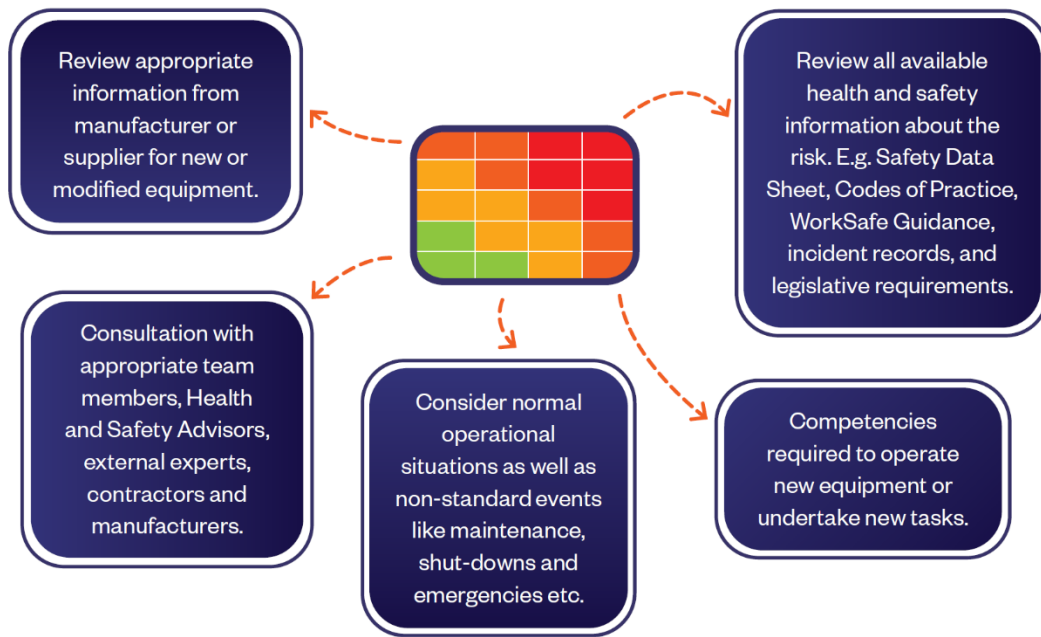
Current risk score

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.

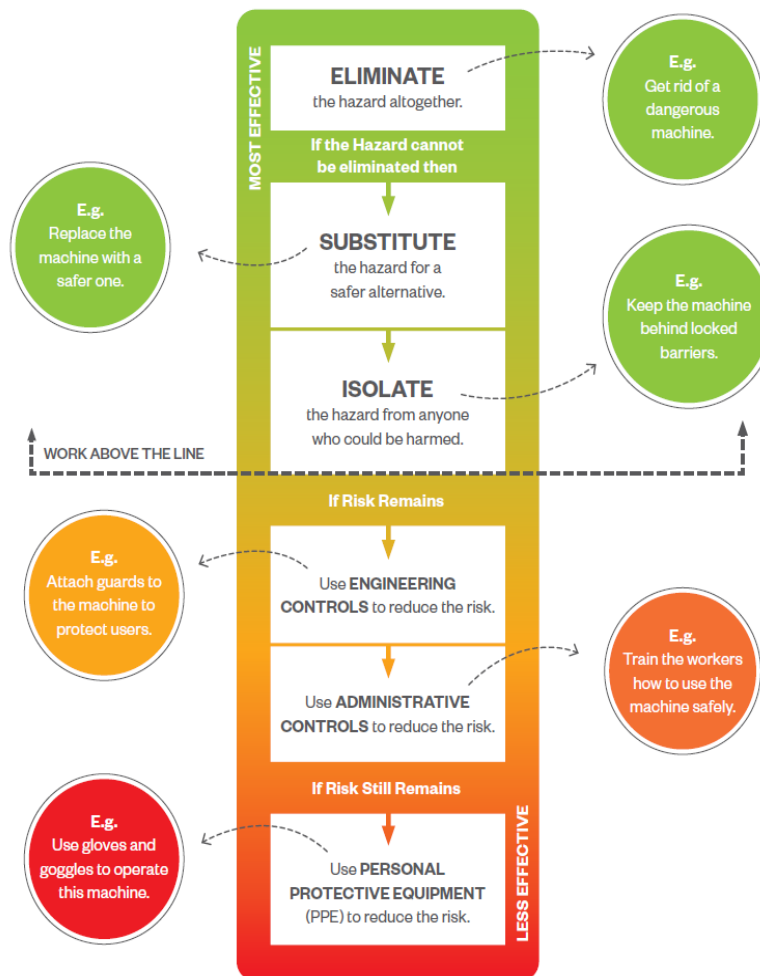
All hazards and risks on a worksite must be identified, assessed and managed. All workers are responsible for identifying and reporting all hazards to a member of the site team immediately and the site leadership team must ensure that reported hazards are safely controlled. Hazard reports can be lodged 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.

Risk Control

The purpose of risk controls is to reduce the level of **residual risk** to as low as reasonably practicable. Controls must be in place to safeguard people in the most effective and practical way. The below table details 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	Stop Activity or Process Immediately Executive management must be satisfied that additional control measures move the risk to the tolerable region before work can commence.
2	HIGH RISK	Manage Activity or Process Closely Executive management must be satisfied that the high-risk hazard is, and remains, effectively controlled.
3	MODERATE RISK	Monitor Activity or Process Regularly Line managers must be satisfied that the moderate risk hazard is effectively controlled.
4	LOW RISK	Manage via Continuous Improvement Process Hazards deemed to be low risk shall be managed by line management and workers as part of the continuous improvement process.

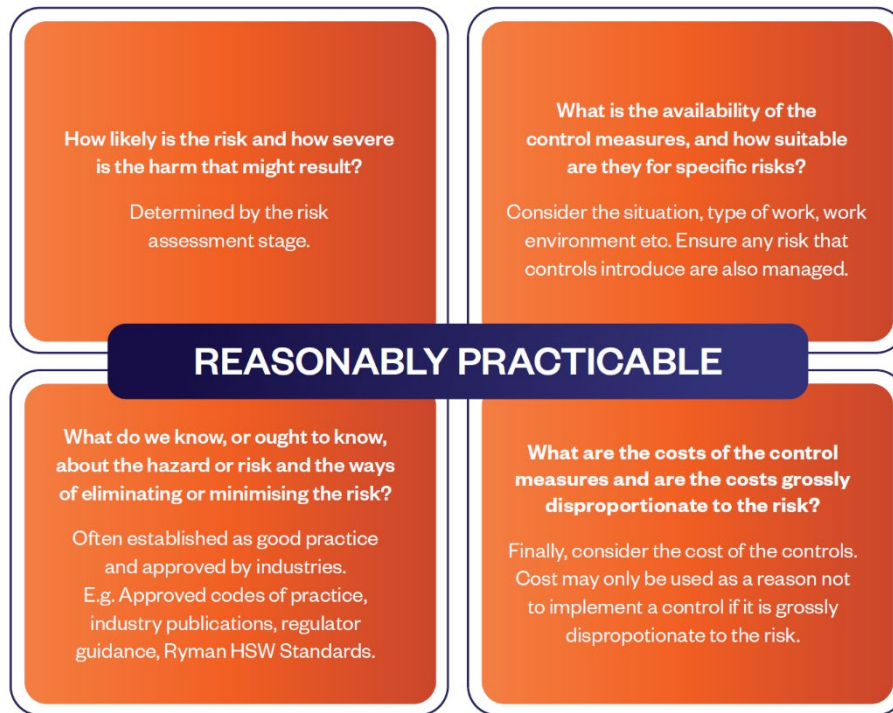
Hierarchy of Controls



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 practicable.

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 of 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 site’s activities. A Ryman Construction risk register is hosted within our electronic Health and Safety platform Donesafe within ‘Risk Management’. Any additional site-specific risks that are not listed within the Ryman Construction risk register must be added as required (e.g. sediment ponds).

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 [Safely Controlling Work](#) documents as a minimum requirement for the management of critical risks. These have been developed in consultation with our team members, contractors and industry experts.

Our Critical risks are as follows:

- Cranes, Hoists and Other Lifting Activities
- Excavations
- Underground and Overhead Services
- Demolition
- Mobile Plant
- Work at Height, Dropped Objects and Temporary work platforms
- Electricity
- Precast elements, concrete pours and Temporary works
- Elevated work platforms and
- Scaffold and Mobile Scaffold

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.

<p>Team members and contractors can report hazards.</p>	<p>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.</p> <p>Real time reporting, investigation and corrective actions ensure any ineffective controls are improved or replaced.</p>
<p>Scheduled audits, safety walks, safety observations.</p>	<p>Audits and safety observations provide a snapshot of the effectiveness of the controls at a point in time.</p> <p>The table below minimum frequencies for some site monitoring activities.</p>
<p>Ryman monitors the health of team members working in environments with exposure to health hazards.</p>	<p>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.</p>
<p>Ryman monitors the conditions of the working environment.</p>	<p>We can immediately assess the effectiveness of controls by monitoring the environment.</p>

Monitoring	Responsibility	Minimum Frequency
Site Walk	Site Management Team	Daily for their respective areas
Weekly Site Inspection (Donesafe Inspection)	Site Health and Safety Team / Site Supervisor	Weekly
Monthly/Critical Risk Review Inspection (Donesafe Inspection)	Site Health and Safety Team / Site Supervisor	Monthly
Project Performance Review	Regional Construction Manager / Project Manager	Monthly
Task Observation	Site Health and Safety Team / Site Manager / Site Supervisor	Regularly
External Site Audits	Health and Safety Consultant	3-monthly

Health and Safety Audits

Ryman conducts quarterly external Health and Safety audits at each construction site.

Audits are scheduled by the NZ Construction Health and Safety Manager. The scheduled audit date is not shared with site. The auditor completes a review of Donesafe the day prior to the site audit as per the audit tool. The remainder of the audit takes place on-site and will typically be completed in a day with a walk around site inspection and systems check.

When the auditor arrives on-site the day of the audit site management team members are expected to take practical measures to make themselves available to assist in the completion of the audit.

Audit Component	Present
Initial briefing session: Site to give overview of the current construction activities	Project Manager Health and Safety Team Others by invitation of Project Manager
Site Inspection	Health and Safety Team Responsible inspection area Site Manager or Civil Supervisor Project Manager (if practical) Others by invitation of Project Manager
Documentation Review	Health and Safety Team Others as required
Audit Debrief	Project Manager Health and Safety Team Others by invitation of Project Manager

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. Corrective actions or audit findings are expected to be closed within the week of the report being received. High risk findings are to be closed within day identified or as soon as reasonably practical. Audit findings will be uploaded to Donesafe under corrective actions module with a link being provided to site team for easy access from Office based H&S team.

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. respond, report, investigate, act and review (as per below flow chart).

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 found at this link - [Ryman Construction NZ Incident Response Flowchart](#). It is recommended to display this in your work area as a prompt.



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. The project manager or allocated site management location manager must review and closeout all incidents in the review status 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.

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](#).

Potential severity of incidents is concluded by selecting yes/no in the fields “did the injury have the potential to cause a serious injury or fatality on a different day or under different circumstances.” The threshold for determining this is detailed below in the injury classifications section but ultimately is Class I injuries or above.

Incidents are to be categorised under a main risk/ hazard type which aligns with our Critical risks, these are highlighted in details in our [Safely Controlling Work](#) documents. Following this selection you can include other contributing risks and hazards which may have influenced the outcome.

Notifiable Events and Injuries

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. Following this the incident will be escalated to the Chief Development and Construction Officer. 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, this will be done on confirmation of approval from WorkSafe. Refer to the [Notifiable Events Poster](#) for guidance which can be found in the [Health and Safety Management SharePoint](#).

Injury Classifications

Ryman is committed to continuously improving our systems for managing health, safety and wellbeing throughout New Zealand and Australia. Our injury classifications hosted within our Health and Safety Management system Donesafe enables us to achieve consistency with our metrics and reporting. This in turn provides us with a clear picture with any potential trends and ultimately ensures we always remain informed about organisational HSW performance.

It is critical to classify injuries correctly as this is reported on and used to gain accurate insights.

The Ryman Healthcare Injury classifications listed in DoneSafe are as follows:

- Class 3 – No Impairment (First aid injuries and other inconvenience injuries)
- Class 2b – Short-term Temporary Impairment (<2 weeks to full recovery)
- Class 2a – Moderate-term Temporary Impairment (<6 months to full recovery)
- Class 1c – Long-term Temporary Impairment (>6 months to full recovery)
- Class 1b – Partial Permanent Disability (Partially Disabled)
- Class 1a – Total Permanent Disability (Completely Disabled)
- Fatality

Ryman healthcare classifies workplace injury into five different categories, they are either a First Aid Injury (FAI), a Medical Treatment Injury (MTI), Restricted Duties, a Lost Time Injury (LTI) or a fatality and the criteria for each is listed below.

Discomfort and First Aid Injury (FAI)

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).

Typical First Aid Injuries are minor scratches, burns and cuts from which the person would usually return to their normal activities. Such treatment is considered first aid even if it is administered by a physician or other medical professional.

Types of treatment that classify an injury as a FAI are:

- Applying hot or cold compresses, soaking, or use of bandages on sprains immediately after injury.
- Initial application of antiseptics.
- Treatment of minor (first degree) burns.
- Application of bandages (including elastic bandages).
- Flushing of eye injuries and removal of non-embedded objects (e.g. eye wash).
- Removal of foreign bodies from a wound using tweezers or other simple first aid techniques (e.g. splinters).
- Use of non-prescription medication (e.g. paracetamol).
- Administration of a single dose of prescription medication (for minor discomfort).

The following are examples of diagnostic procedures that are also classified as a First Aid Injury:

- X-ray examination with a negative diagnosis, (e.g. no fracture detected).
- Physical examination if no condition is identified or no treatment is administered (e.g. minor bruising).

Medical Treatment Injury (MTI)

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.

Types of treatment that classify an injury as a MTI are:

- Admission to hospital or equivalent medical facility for treatment.
- Issue of prescription medication (except for a single dose administered on a first visit for minor injury or discomfort).
- Therapeutic (physiotherapy or chiropractic) treatment, more than once.
- Stitches or sutures (including butterfly adhesive dressing instead of sutures).
- Removal of dead tissue or skin (surgical debridement).
- Treatment of infection.
- Application of antiseptic during a second or subsequent visit to medical personnel.
- Removal of foreign objects embedded in eye.
- Removal of foreign objects embedded in a wound (not small splinters).
- Treatment of deep tissue burns (second or third degree).
- Use of hot or cold soaking therapy during a second or subsequent visit to medical personnel.
- X-ray diagnosis confirming fractures, broken bones, etc.

Restricted Duties

Restricted Duties is where a person can engage in some work with the following support:

- Amended duties - changing duties to take account of a condition.
- Altered hours - changing the times or duration of work.
- Workplace adaptations - changing aspects of the workplace.
- A phased return to work - a gradual increase in work duties or hours.

Lost Time Injury (LTI)

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.

It does not include the day on which the LTI occurs - only if they could not return to work the next day due to that injury. It includes the inability to work the next “calendar day”, whether the injured person was scheduled to work or not.

An LTI should be supported by a medical certificate declaring that the person is fully unfit for any work.

It's important to note that before becoming a LTI, the injury would likely have been classified as either a First Aid Injury or a Medical Treatment Injury. This classification must be updated and changed to Lost Time Injury if the injury meets the criteria in the future.

Please 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.

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 in Donesafe as a safety observation with all applicable corrective actions to be actioned as a matter of urgency.

Any visits to a Ryman Construction site must be brought to the attention of the office-based health and safety team as soon as possible, ideally on arrival. This ensures support can be provided to the site team as required.

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 acts or omissions. 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) for the site team to review and approve prior to any work commencement on site. These documents will be reviewed using this [form](#) and approved by the Project Manager prior to work commencing. The [Ryman Contractor Resources](#) page contains the contractor engagement pack which can be used to details the requirements of the provided SSSP
- Contractors who engage in Subcontractors must have a SSSP between the Contractor and Subcontractor which must be available for review on request from Ryman.
- Upon completion of contracted works or other defined timeframe, contractors may be subjected and required to participate in a review of there health and safety performance.

The general Ryman Construction process for engaging and working with contractors can be found [here](#). Additional information/ detail can be found below for certain sections pertaining to the link.

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.

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.

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.

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 at 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 contractor's 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 a representative on site to manage the subcontracted works as per conditions set in the contract. Ensuring Ryman Healthcare health and safety requirements are communicated to the subcontractor and upheld.
- If a subcontractor is working under their main contractor’s health and safety documentation, an agreement between both parties must be documented to acknowledge responsibilities for health and safety from both parties. If a subcontractor is working under their own health and safety documentation (e.g., risk assessment/safe work method statements, training registers) this must be obtained and reviewed by the parent contractor and approved documents provided to Ryman (prior to works commencing). The contractor is responsible for ensuring these records remain applicable, are kept up to date, and provided to Ryman at the required intervals.
- 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

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

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.

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 testing:

Type	Description
Pre Employment and internal transfer	Team members joining Ryman or transferring within Ryman to safety sensitive roles will be tested prior to joining for the presence of drugs or alcohol.
Reasonable Cause	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	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. You can view the Ryman Post-Incident Drug and Alcohol Process here .
Random	Team members and contractors in safety sensitive roles may be randomly selected for testing for the presence of drugs or alcohol.
Follow up/ Return to Work	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.

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. This should be stored in the [Health and Safety Management SharePoint](#). 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 sighted 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 Supervisor 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.

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.

Training Matrix

Below is the Ryman Construction training matrix. This tool should be used to ensure you have received all minimum required training for your specific role, allowing you to undertake your role onsite to the fullest. If you have not received any of the relevant training or any of your courses/competencies have expired please utilise the [Construction Health and Safety Training Request form](#) for approval.

Once a training has been completed, a copy of certification and competency should be stored in the [site-specific training register](#).

Ryman Construction Training Matrix Version 3 - 19/02/24													
Course Name	Site Safe			H&S Construction Programme (Level 3)	Vertical Horizontz								
	Supervisors (Gold Card)	First Aid in Construction	Advanced Safety Harness Systems	*Site-Specific Safety Planning *Risk Management *Accident Investigation & Prevention *Leadership in Safety	Permit Issuer	Confined Space & Gas	Chemical Handling & Storage	Lock Out & Tagout	Fire Safety & Warden	MEWP	Wheels, Tracks, Rollers	Forklift + F endorsement	Load Slings & Communication
Unit Standard	21970	6400, 6401, 6402	23229, 15757	(NZ Certificate in Workplace & Safety Practice)	17590	17599, 18426, 25510	31290, 31293	25043	3271, 18408, 4647	23966, 23960, 23961, 23962, 23963, 23964, 17259	16071,16702 ,16703,	10851, 18496	3789
Project Manager	✓												
Site Manager	✓	✓						✓		✓			✓
Supervisor	✓	✓	✓		✓			✓	✓	✓			✓
Civil Supervisor	✓	✓	✓		✓	✓		✓	✓	✓	✓	✓	✓
Façade Supervisor	✓	✓	✓		✓			✓	✓	✓			✓
Snr/H&S Advisor	✓	✓	✓		✓	✓	✓	✓	✓				
H&S Coordinator	✓	✓	✓	✓	✓			✓	✓				

**Please note that all other role types are required to hold a minimum of a Site Safe - Foundation Passport to complete works on a Ryman site.