

Kia Ora

With the introduction of the 'Health and Safety at Work Act 2015'; we here at Te Puia|NZMACI, are practicing our duty of care by ensuring that we adhere to those guidelines as set out in the Act.

We now require that all contractors/preferred suppliers carefully read through and sign the 'Contractors/Sub Contractors Health & Safety Manual Te Puia | NZMACI'

There is also a short video to watch which you can access by clicking into the attached link https://www.dropbox.com/s/xdutjhqzufeft3d/Te%20Puia_Contractor%20Video_Final-HD%201080p.mov?dl=0

What you will need to do:

1. As the manager/foreman could you please ensure all your employees who will be coming on to our site (including yourself) each receive a copy of the 'Contractors/Sub Contractors Health & Safety Manual Te Puia | NZMACI' And watch Te Puia's health and safety video.
2. You and all employees are required to carefully read the 'Contractors/Sub Contractors Health & Safety Manual Te Puia | NZMACI' and watch the attached video link in this email.
3. The copies of the 'Contractors/Sub Contractors Health & Safety Manual Te Puia | NZMACI' that you and your employees have read through can be kept on your files or with the employees for their own personal records

Here is an example of the form that needs to be sent back to us either electronically or manually, all other documents are to be kept by you and your employees:



I agree to abide by all the above conditions set out in the Contractors & Sub Contractors Health & Safety Manual which I have retained a copy of for my files. I have also watched the Te Puia|NZMACI Health & Safety Video provided to me.

Business Name: _____

Nature of Business: _____

Employee Name (PRINT): _____

Employee Signature: _____ Date: ___/___/___

Phone: _____

Emergency Contact Name: _____

Phone: _____ (Emergency Contact)

Everyone who now comes onto our site that is not directly employed by Te Puia|NZMACI needs to go through this process before commencing work within our Te Puia|NZMACI premises, we also require that all contractors/sub-contractors sign in and out when entering our site, your help with this would be most appreciated. Can you please send/email me back all signed off sheets to this email address? No work/training is to commence until sign off sheets have been viewed.

Ngā Mihi