



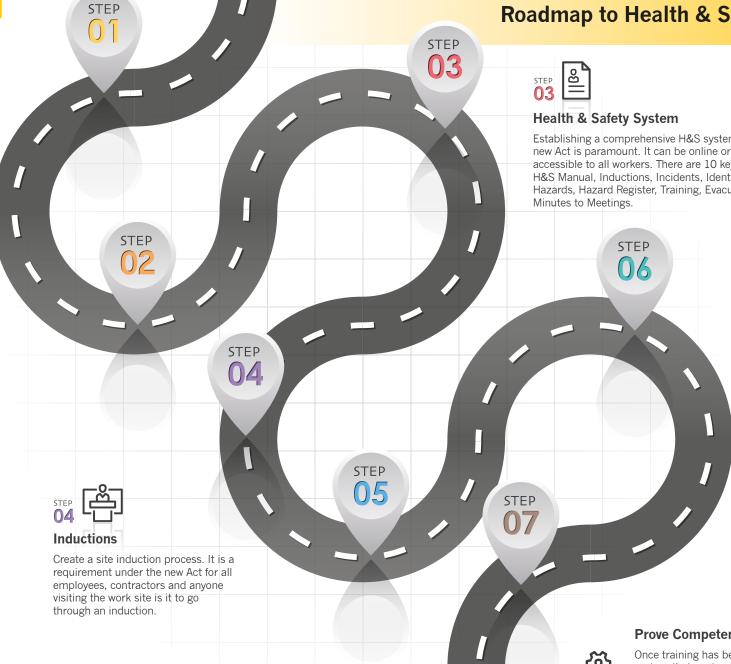
Health & Safety Site Audit

A comprehensive site audit will give you a good indication of the level of compliance you have and what needs to be done to become compliant. A detailed report will be produced and presented back to the company with recommendations



& Safety Committee

The H&S committee is made up of representation from each area of the business. These committee members will have responsibility for H&S within their area. The head of the H&S Committee should be responsible for the overall H&S of the business and H&S committee members.



Roadmap to Health & Safety Compliance

Establishing a comprehensive H&S system satisfying the requirements of the new Act is paramount. It can be online or a physical system and needs to be accessible to all workers. There are 10 key areas the system should focus on: H&S Manual, Inductions, Incidents, Identification & Management of Hazards, Hazard Register, Training, Evacuations, Audits, Contractors and



Training is a very important part of H&S. It is important that any worker performing a task has the necessary qualifications, experiences and training to complete the task.

Training:

Overview of New Act. Recommended for all staff. Health & Safety Representative Course Stage 1. Recommended for all H&S Committee Members. Health & Safety Representative Course Stage 2. Incident Investigation. Recommended for at least 2 H&S Committee Members. Health & Safety Representative Course Stage 3. Managers & Directors. Recommended for Senior Managers

and the Head of the H&S Committee.

Prove Competency



Once training has been completed you need to have a system that captures the facts. A simple test after any training will provide a good indication that the employee has learnt and retained the information. This in turn will give you the opportunity to "prove competency" and remove the cause for plausible deniablity.

info@wsas.co.nz | 09 973 4393 www.wsas.co.nz



SOP's lay the foundation for training and in turn enable companies to prove worker competency and ensuring consistency throughout task management within the organisation.

8 step **05**

SOP's (Standard Operating Procedures)