



STEP 01 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.



STEP 02 Establish the Health & 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.



STEP 04 Inductions

Create a site induction process. It is a requirement under the new Act for all employees, contractors and anyone visiting the work site is it to go through an induction.



STEP 05 SOP's (Standard Operating Procedures)

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.



STEP 03

Health & Safety System

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 Minutes to Meetings.



STEP 06 Training

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.



STEP 07

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 deniability.