

100 YOU WIN!	Your organisation is kept consistent between sites, documentation is complete and tasks are actioned promptly.	ACC WSMP auditor deems the company to not be up to secondary level.	98	97	96	95	94 The company has no SOP's resulting in staff interpreting procedures and taking risks.	93	92 No one is hurt due to preventative measures. Similar Hazards also managed.	91
80	82	83	You receive 20% reduction on ACC Levies and workers are kept healthy, safe and happy.	85	86	87	88	89	90	81
80 Your company invests in WSOL - Work Safe Online, a cloud based H&S management system.	79 The company loses its 15% reduction on ACC Levies.	78	77	76	75	74 Employee is injured due to poor manual handling technique. LTI* 7 weeks.	73	72	71 You identified a potential hazard and put controls in place to minimize the risk.	60
61	62 Company failed to comply with a Prohibition notice.	63	64	65	66	67 The company develops a high level of worker engagement and participation.	68	69	70	50
60	59	58	57	56	55	54	53	52	51 PCBU completes regular site walks and is engaged with workers.	40
41	42 Company develops a continuous improvement plan to keep workers safe.	43	44	45	46	47	48	49	50	30
40	39	38	37	36	35	34	33	32	31 Contractors and sub contractors complete their work safely and help to improve the principal's system.	20
H&S Committee and Representatives complete training and are all allocated time in order to fulfil their roles.	22	23	24 Company has to shut down facility for 2 days in order to complete the task.	25	26	27	28 ACC and Worksafe NZ deem your site as above and beyond compliance.	29	30	10
20	19 Company loses prosecution and fined \$180,000. 3 individuals fined \$42,000.	18	17 Employees found constantly not wearing their PPE.	16	15	14 Gap analysis is completed finding holes in training. More training issued to ensure Workers retain information.	13	12	11	0
START HERE 1	2	3	4 Your Company completes proactive audits on resources and processes.	5	6 Due to the risk exposure the employees all face disciplinary action.	7	8	9 Contractors and Sub-Contractors are inducted correctly.	10	0

Health and Safety Snakes & Ladders

Learn why Health and Safety is important in your workplace

HOW TO PLAY

1. Take it in turns to roll the dice.
2. Move your counter forward the number of spaces shown on the dice.
3. If your counter lands at the bottom of a ladder, you can move up to the top of the ladder.
4. If your counter lands on the head of a snake, you must slide down to the bottom of the snake.
5. The winner is the first counter to reach 100.

* LTI: Lost Time Injury. PCBU: Person conduction business or undertaking. WSMP: ACC Workplace Safety Management Practices



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 (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

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.

Let us help you stay healthy and safe with our courses ...

Health & Safety Representative Course (Stage 1, 2, 3)	
Duration	8 Hours (per Stage/Course)
Outline	<p>Health & Safety Representative Courses:</p> <p>Health & Safety Representative Course Stage 1 - Duties and Responsibilities Stage 1 provides elected or appointed Health & Safety Representatives with the foundation knowledge and skills to enable them to exercise their duties and responsibilities as workplace Health & Safety Representatives.</p> <p>Health & Safety Representative Course Stage 2 - Incident Investigation Stage 2 is for Health & Safety Representatives, Team Leaders, Supervisors and first line Managers.</p> <p>The course enhances the knowledge and skills gained during Stage 1, and develop the personal and written skills required to conduct a formal Incident Investigation.</p> <p>Health & Safety Representative Course Stage 3 - Managers Stage 3 for Managers gives a comprehensive overview of the Health & Safety at Work Act 2015.</p> <p>It provides Directors and Managers with a detailed understanding of the Health & Safety Representatives roles and responsibilities and provides the key knowledge required to manage a Health & Safety system.</p>
Material	Health & Safety Representative training handout booklet + Health & Safety Certificate
Health & Safety Overview of New Act	
Duration	2.5 Hours In-House
Outline	An overview of the Health & Safety at Work Act 2015 and amendments, understanding employer's and employee's Health and Safety responsibilities and the importance of compliance and hazard identification; the role of the Health & Safety Committees and Health & Safety Representatives in the workplace.
Material	Health & Safety overview & changes regarding the new Health & Safety Act - Handout

Health & Safety Audit	
Duration	4-8 Hours depending on the size of the site and the audit requirements
Outline	Comprehensive Health & Safety Audit.
Material	A detailed report will be produced with recommendations regarding compliance with the new Act
Fire Warden	
Duration	2.5 Hours
Outline	The role and duties of fire wardens, preventing fires, the triangle of fire, how fire extinguishers work, and emergency drills.
Material	Warden training booklet handout
Manual Handling	
Duration	2.5 Hours
Outline	Identification and understanding of contributors to manual handling injury, understanding the physical make-up of the spine and spinal injuries, practical lifting and moving skills.
Material	Manual Handling Handout
Health & Safety Manual	
Outline	A comprehensive personalised Health & Safety Manual covering all aspects of the new Health & Safety Act 2015.
Material	Hard copy manual with soft copy templates in Word and Excel
Health & Safety Manual Training	
Duration	2 Hours
Outline	In-depth training on our Health & Safety manual covering all aspects and what is required to keep it up to date and compliant.