Additional Topics

✓ as required	Specialised Topics: Based on current Worksafe NZ resources	Standard Hourly Rate applies
○	**Bullying, Sexual Harassment & Violence at Work,** including personalised policies: Anti-bullying, anti-violence & sexual harassment; plus other resources personalised to your business based on Worksafe NZ resources & advice for businesses.	
○	**Driving,** including personalised policies plus ordering NZTA "Driving and Using Medication" resources as required.	
○	**Major Distressing Event/Civil Emergency** including personalised policies.	
○	**Mental Health & Well-being** including "Free Tools!" poster; Tips on how to manage concerns; Personalised well-being calendar (helping your plan an annual well-being calendar of activities/topics for staff) plus other resources personalised to your business based on Worksafe NZ, Good4Work, WorkWell, Wellplace.nz.	
○	**Smokefree** including personalised policies.	
○	**Task Analysis** including worksheet	
○	**Temperature at Work & Sunsmart** including personalised policies.	
○	**Work Related Stress & Fatigue** including personalised policies.	
○	**Other:** *Please specify:*	

✓ as required	Other Services available	Standard Hourly Rate applies
○	**Health & Safety Meetings** (Agenda preparation, chair meeting, minute-taker, preparation of action list)	
○	**Hazardous Substances Inventory, SDS Library and Compilation of Information and Training Guides** (refer to Hazardous Substances flyer)	
○	Development of **additional Risk Registers, Safe Operating Procedures and/or Equipment Maintenance Records** specific to your business and where research by Business Systems Sorted is required	
○	**Annual Review of Health & Safety System and/or On-Site Practical Reviews** and compilation of Action List/s	
○	**Other:** *Please specify:*	

Business Systems Sorted