

**I Love
Paperwork**
So you don't have to.



Health & Safety

Working with small businesses to personalise their health and safety records to ensure they accurately reflect their actual business operations:



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Health & Safety

Working with small businesses to personalise their health and safety records to ensure they accurately reflect their actual business operations:

- Compiling health and safety documentation, personalised to your business;
- Personalising any health and safety templates to reflect your business operations;
- Reviewing and updating current health and safety records.

Health & safety policy

Personalised framed Company Health & Safety Policy for display.

Personalised health and safety bring-up calendar

Personalised bring-up calendar covering all aspects of your health and safety system to ensure nothing gets missed.

Health and safety meetings

Agenda for health and safety meetings and records of meetings and discussions. Assistance with meetings as required.

Risk/hazard identification, control and review

Record keeping and documentation of risk/hazard identification and the required controls, including compilation of risk registers and safe operating procedures reflective of your business operations.

Machinery, tools and equipment

Record keeping and documentation for the servicing and maintenance of machinery, tools and equipment used in your business.

Hazardous substances

Explanation of requirements and how to implement in your business. Introduction to Hazardous Substances service if required.

Policies and procedures

Documented policies and procedures reflective of your business.

Training records

Documentation for new employee inductions, training competency levels, training records and ongoing training plans.

Interaction with other PCBU's

Documentation for visiting PCBU workers including personalised site introductory information and induction checklist.

Emergencies

Personal protective equipment (PPE) register including record keeping and documentation for servicing and maintenance. First aid assessment and kit contents checklists. Emergency equipment checklist and personalised emergency evacuation procedures, including site plan.

Notifiable and non-notifiable events

Worksafe NZ record keeping and documentation for notifiable and non-notifiable events and personalised business procedure.

Health and safety reviews

System documentation and practical review checklists and compilation of "to do" list including suggested timeframes. Regular follow-up contact as required to ensure you stay on track and everything is completed and documented accurately.

