



# Health & Safety Packages

✓	Health & Safety Essentials	Package Rate applies
○	Personalised Health & Safety Company Policy (if current out-of-date eg older than 2 years) (plus frame if required)	
○	Personalised Health & Safety Bring-Up Calendar for next 12 month period (2 copies: 1 for display; 1 for manual)	
○	Health & Safety Standard Meeting Agenda template (x10 copies)	
○	Health & Safety Meeting record template (x10 copies)	
○	Health & Safety discussion record template (x10 copies)	
○	Health & Safety information distribution records (Personalised if required & Template)	
○	Hazard/Risk Identification Form Template (x10 copies)	
○	Risk Register Guide	
○	Risk Register Template (Blank)	
○	Individual Risk Registers (refer to separate <i>List of Risk Registers</i> )	
○	Equipment Maintenance Registers (refer to separate <i>List of Risk Registers</i> for equipment items): - Individual sheets for major items (1 sheet per item) - x10 copies for non-electrical items (many items to 1 sheet) - x10 copies for electrical items (many items to 1 sheet)	
○	Suggested Electrical Testing Chart	
○	In-house Safety Procedure for Hoists (plus laminated copy/ies if required)	
○	Worksafe NZ Inventory Quick Guide	
○	Hazardous Substances Inventory Form (Worksafe template)	
○	Current NZ Hazardous Substance Classification Pictograms & their Meanings (plus laminated copy/ies if required)	
○	Hazardous Substance Classifications (Chemsafety NZ)	
○	Hazardous Substance Thresholds (Chemsafety NZ)	
○	Hazardous Substance Incompatible Substances (Chemsafety NZ)	
○	Hazardous Substance Training and Information Guide Template	
○	Workplace Safety Rules (plus laminated copy/ies if required)	
○	Individual Safe Operating Procedures Templates (refer to separate <i>List of Safe Operating Procedures</i> )	
○	Safe Operating Procedures Signs (laminated copy/ies for specific items)	

<input type="radio"/>	Driver Responsibility Policy
<input type="radio"/>	Personalised Vehicle Accident Report Template (x5 copies)
<input type="radio"/>	Personalised Vehicle Accident Procedure (+laminated copy/ies to be kept in vehicle/s)
<input type="radio"/>	Information on Driver Check
<input type="radio"/>	Accompanied Access to Restricted Areas Policy & laminated copy/ies for display
<input type="radio"/>	Personalised faulty tools and equipment reporting procedure <b>(Also available with tags @ \$18)</b>
<input type="radio"/>	Policy on in-house maintenance of machinery/equipment and vehicles under repair
<input type="radio"/>	Procedure on new employee inductions and identification of training requirements
<input type="radio"/>	Policy on staff working on own vehicles or for no reward
<input type="radio"/>	New Employee Induction Template
<input type="radio"/>	Existing Employee Annual Health & Safety Induction Template (personalised for each current staff member)
<input type="radio"/>	Personalised Annual Competency Levels Register Template
<input type="radio"/>	Individual Employee Training Records & Training Plan Template (personalised for each current staff member)
<input type="radio"/>	Group Training Record & Training Plan Template
<input type="radio"/>	Visiting PCBU Master Register
<input type="radio"/>	Visiting PCBU Worker Induction Template (x5 copies)
<input type="radio"/>	Visiting PCBU Worker Introduction Information (plus laminated copy)
<input type="radio"/>	Visiting PCBU sign-in forms (x5 copies)
<input type="radio"/>	Visiting PCBU Worker Folder
<input type="radio"/>	Off-Site Checklist Template (x5 copies)
<input type="radio"/>	Call-Out Checksheet (x5 copies)
<input type="radio"/>	Personal Protective Equipment (PPE) Register Template (and personalised copy for current year)
<input type="radio"/>	First Aid Risk Assessment Form Template (and personalised copy for current year)
<input type="radio"/>	Workplace First Aid Kit Checklist Templates: Workplace & Vehicle/Lone Worker (and personalised copies for current year)
<input type="radio"/>	Workplace First Aid Kit Use Register
<input type="radio"/>	Emergency Equipment Check Register Template (and personalised copy for current year)
<input type="radio"/>	Emergency Evacuation Drill/Discussion Register Template (and personalised copy for current year)

<input type="radio"/>	Emergency Procedures - Summary ( <b>Sign also available for purchase \$23 including GST</b> ) - Earthquake emergency procedure - Gas leak and chemical spill emergency procedure - Intruder emergency procedure - Medical emergency procedure - Tsunami & flooding emergency procedure - Volcano eruption emergency procedure - Extreme weather emergency procedure - Civil defence emergency procedure
<input type="radio"/>	Personalised Business Procedure for Emergency Evacuations (plus laminated copy/ies)
<input type="radio"/>	Personalised Business Emergency Evacuation Floor Plan (plus laminated copy/ies)
<input type="radio"/>	Personalised Notice: Location of Closest AED (plus laminated copy/ies)
<input type="radio"/>	Worksafe NZ Accident/Incident Report Form Template (x5 copies)
<input type="radio"/>	Record of Notifications for Worksafe NZ Register Template
<input type="radio"/>	Personalised Business Procedure for Reporting, Recording and Investigating Notifiable & Non-Notifiable Events, including link to Worksafe NZ
<input type="radio"/>	Worksafe NZ - Work Related Health Data Infographic
<input type="radio"/>	Initial draft of Anti-Bullying Policy (note: normal hourly rate applies if require assistance to finalise as will require input from all staff)
<input type="radio"/>	Staff Well-Being Survey (Worksafe NZ template)
<input type="radio"/>	Bullying Formal Complaint Form (Worksafe NZ template)
<input type="radio"/>	Bullying Informal Reporting Form (Worksafe NZ template)
<input type="radio"/>	Bullying Workplace Assessment Form (Worksafe NZ template)
<input type="radio"/>	Initial draft of Sexual Harassment Policy (note: normal hourly rate applies if require assistance to finalise as will require input from all staff)
<input type="radio"/>	Sexual harassment reporting form (Worksafe NZ template)
<input type="radio"/>	Mental Health Contacts (plus laminated copy/ies)
<input type="radio"/>	Helplines and Local Mental Health Services (Ministry of Health & Mental Health Foundation booklet) (October 2020)
<input type="radio"/>	Health & Safety System Review Template
<input type="radio"/>	Practical Review Template

✓ <b>Additional Services</b>		
<input type="radio"/>	Annual Health & Safety System and/or On-Site Practical Reviews, compilation of Action List & list of recommended updates (any manual updates required will be charged at normal hourly rate)	<b>\$250+ gst</b>
<input type="radio"/>	Health & Safety Meetings (Agenda preparation, chair meeting, minute-taker, preparation of action list)	<b>Normal Hourly Rate applies</b>
<input type="radio"/>	Hazardous Substances Inventory, SDS Library & Information and Training Guides (this will require meetings with relevant personnel to be able to personalise)	
<input type="radio"/>	Development of other Risk Registers, Safe Operating Procedures and/or Equipment Maintenance Records specific to your business (this will require meetings with relevant personnel to be able to personalise)	
<input type="radio"/>	Other Health & Safety Support (as specified)	
<input type="radio"/>	Additional laminated/printed signage/"out of order" tags, etc	
<input type="radio"/>	Also refer to Business Systems Sorted "Practical Products" available	<b>POA</b>