

Health & Safety 7 Step Programme



Working with you to personalise to YOUR business - available in hard copy - electronically - both - It's YOUR Decision!

Health and Safety Seven (7) Step Programme

1 Introduction to Health and Safety

A Internal H&S Management(PCBU) Review

- ☐ Internal H&S Management (PCBU) Review Checksheet (To identify where are you currently "at" with H&S? What do you need to improve?)

B H&S Business Policy

- ☐ Personalised H&S Business Policy (if current out-of-date eg older than 2 years) (including complimentary frame & additional copy for display)

C H&S Bring-Up Calendar

- ☐ Personalised H&S Bring-Up Calendar for next 12 month period (tailored to your specific business requirements - including additional copy for display)

D Worker Engagement & Participation

- ☐ Personalised Formal H&S standard meeting agenda template (developed to fit your business requirements)
- ☐ Personalised Formal H&S meeting record template (developed to fit your business requirements)
- ☐ Personalised Informal H&S discussion record template (developed to fit your business requirements)(+additional copies)
- ☐ H&S information distribution records template (developed to fit your business requirements))

E Hazard/Risk Management "What are YOUR STKYs? (eg s#@t that harms or kills!) "

- ☐ Individual Hazard/Risk Registers as identified by YOU as applicable to your business (over 150 individual hazard/risk registers to select from to get you started on what your STKYs are)
- ☐ Hazard/risk identification form template (to help you and your workers identify any other STKYs applicable to your business)
- ☐ Hazard/risk register guide
- ☐ Hazard/risk register template

2 Equipment, Tools & Machinery

- ☐ In-House Equipment Maintenance Registers (applicable to your business equipment, tools & machinery):
- Individual sheets for major items (as required)
- Combined template covering electrical and non-electrical items
- Checksheet templates for internal maintenance/service checks: Business/courtesy vehicles; Hoists; Jacks
- ☐ Suggested Electrical Testing Chart
- ☐ In-house Safety Procedure for Hoists (plus laminated copy/ies if required)
- ☐ Trouble-shooting Suggestions: 2-post Hoist

Choice of 2 options:
Option 1:

Std Hourly \$ plus one-off \$950+gst for Base BSS H&S Manual

PLUS Contribution towards travel & accommodation

Refer to Schedule on Page 4 OR

Option 2:

Package Rate Non-Blackfern Member rate: \$5,000 +gst

Blackfern Member Rate: \$4,950 +gst

PLUS Contribution towards travel & accommodation

Refer to Schedule on Page 4

3	Hazardous Substances
	IMPORTANT NOTE: This package DOES NOT include the preparation of your hazsub inventory - only guidance on how to complete. If you require Business Systems Sorted to complete your hazsub inventory, the normal hourly rate will apply separately from this package. Refer below <i>Additional Services</i>.
	<input type="radio"/> Worksafe NZ Quick Guide “What the Hazardous Substances Regulations mean for you”
	<input type="radio"/> Current NZ Hazardous Substance Classification Pictograms & their Meanings (plus laminated copy/ies if required)
	<input type="radio"/> Hazardous Substance Classifications (Chemsafety NZ)
	<input type="radio"/> Hazardous Substance Thresholds (Chemsafety NZ)
	<input type="radio"/> Hazardous Substance Incompatible Substances (Chemsafety NZ)
	<input type="radio"/> Hazardous Substances Inventory Form (Worksafe NZ template)(Including time-saving tips on how to prepare and maintain your inventory)
	<input type="radio"/> Hazardous Substance Training and Information Guide Template
4	Your Business Policies & Procedures
<input type="radio"/>	Workplace Safety Rules (+laminated copy/ies if required)
<input type="radio"/>	Individual Safe Operating Procedures Templates (as per your identified business Hazards/Risks)
<input type="radio"/>	Safe Operating Procedures Signs (+laminated copy/ies of up to six (6) of your identified highest risk - your STKYs)
<input type="radio"/>	Driver Responsibility Policy & Drivers’ Licence Register Template
<input type="radio"/>	Personalised Vehicle Accident Procedure (+laminated copy/ies to be kept in vehicle/s)
<input type="radio"/>	Personalised Vehicle Accident Report Template (+additional copies)
<input type="radio"/>	Personalised Accompanied Access to Restricted Areas Policy & laminated copy/ies for display
<input type="radio"/>	Personalised faulty tools and equipment reporting procedure <i>(Also available with tags @ \$18)</i>
<input type="radio"/>	Personalised policy on in-house maintenance of machinery/equipment and vehicles under repair
<input type="radio"/>	Personalised procedure on new employee inductions and identification of training requirements
<input type="radio"/>	Personalised policy on staff working on own vehicles or for no reward
<input type="radio"/>	Personalised “End of Day” Checklist (+laminated copy/ies if required)
5	Employee & Worker Records and Interactions with Other PCBU's
A	Your Employees/Workers
<input type="radio"/>	Next of Kin/Emergency Contact Details Register Template
<input type="radio"/>	New Employee Induction Template
<input type="radio"/>	Existing Employee Annual Health & Safety Review Template
<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

B	Interactions with other PCBU's
<input type="radio"/>	Visiting PCBU Master Register
<input type="radio"/>	Visiting PCBU Worker Introduction Information (plus laminated copy)
<input type="radio"/>	Visiting PCBU Worker Induction Template
<input type="radio"/>	Visiting PCBU sign-in forms (+additional copies and clipboard folder for reception - if required)
<input type="radio"/>	Off-Site Checklist Template
<input type="radio"/>	Call-Out Checksheet
C	Health
<input type="radio"/>	Initial draft of Anti-Bullying Policy (Important Note: this topic may require you to take specialised HR advice - not available through Business Systems Sorted)
<input type="radio"/>	Bullying Informal Reporting Form (Worksafe NZ template)
<input type="radio"/>	Bullying Formal Complaint Form (Worksafe NZ template)
<input type="radio"/>	Bullying Workplace Features Assessment Form (Worksafe NZ template)
<input type="radio"/>	Staff Well-Being Survey (NAQ-R & Leymann Inventory template - via Worksafe NZ)
<input type="radio"/>	Initial draft of Sexual Harassment Policy (Important Note: this topic may require you to take specialised HR advice - not available through Business Systems Sorted)
<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"/>	Stress: Healthy Work Assessments (Worksafe NZ template)
<input type="radio"/>	Fatigue: Questionnaire (Worksafe NZ template)
<input type="radio"/>	Hydration & Nutrition Tips
6	Emergency Planning & Notifiable and Non-Notifiable Events IMPORTANT NOTE FOR BUSINESSES PROVIDING EMPLOYMENT FACILITIES FOR 10 OR MORE PERSONS: This package DOES NOT include the preparation of your EVACUATION SCHEME APPLICATION - only guidance on how to complete. If you require Business Systems Sorted to complete your Evacuation Scheme Application, the normal hourly rate will apply separately from this package. Refer below Additional Services.
A	Emergencies
<input type="radio"/>	Personal Protective Equipment (PPE) Register Template (including personalised copy for current year)
<input type="radio"/>	Spill Kit Register (including your local Pollution Hot Line details)
<input type="radio"/>	First Aid Risk Assessment Form Template
<input type="radio"/>	Workplace First Aid Kit Checklist Templates: Workplace & Vehicle/Lone Worker
<input type="radio"/>	Workplace First Aid Kit Use Register
<input type="radio"/>	Personalised Emergency Equipment Check Register Template
<input type="radio"/>	Personalised Emergency Evacuation Drill/Discussion Register Template

<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"/>	Specific Emergency Procedures - Summary (Sign also available for purchase \$23 including GST - suitable for outside display - durable, flexible, lightweight & versatile foamed PVC) - 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 - Remote vehicle & vehicle accident emergency procedure - Forest fire emergency procedure	
B	Notifiable and Non-Notifiable Events (Accident/incident reporting and investigation)	
<input type="radio"/>	Worksafe NZ Accident/Incident Report Form Template (+additional 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	
7	Annual Reviews	
<input type="radio"/>	Internal Annual H&S Management (PCBU) Review Checksheet (as above)(Worksafe NZ template: What are the strengths and areas for improvement at your workplace?)	
<input type="radio"/>	Internal Personalised Annual H&S System Review Checksheet Template	
<input type="radio"/>	Internal Personalised Annual On-Site Practical "Walk-Around" Review Checksheet Template	
<input type="radio"/>	Personalised Business Staff Handbook of Health & Safety Policies and Procedures - PDF version only	
<input type="radio"/>	Electronic access to all H&S documents via OneDrive/Google Drive/Dropbox (please specify)	
APPLIES IN ADDITION TO H&S Package Rate (and invoiced for each on-site meeting) Contribution towards travel & accommodation:		
<input type="radio"/>	If able to schedule visit in conjunction with other client visits: - Within Taranaki (defined as Urenui north; Hawera south; along coast): \$n/a - Outside Taranaki: \$200-\$500+gst per visit (depending on other client visits)	As per schedule
<input type="radio"/>	If unable to schedule visit in conjunction with other client visits - Within Taranaki (defined as Urenui north; Hawera south; along coast): \$n/a - Outside Taranaki (as defined above): Current IRD Mileage Rate per km to and from New Plymouth	
✓	Additional Services	
<input type="radio"/>	Internal Annual H&S Management, 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)	Normal Hourly Rate applies
<input type="radio"/>	Health & Safety Meetings (Agenda preparation, &/ chair meeting, &/minute-taker, &/ preparation of action list)	
<input type="radio"/>	Completion of 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"/>	Completion of Evacuation Scheme Application Form (for businesses providing employment facilities for 10 or more persons)	

<input type="radio"/>	Other Health & Safety Support (to be specified by client)	
<input type="radio"/>	Additional laminated/printed signage/"out of order" tags, etc	
<input type="radio"/>	Also refer to Business Systems Sorted "Practical Products" available	POA
<input type="radio"/>	Base Business Systems Sorted Health & Safety Manual	\$950+gst Note: Normal Hourly Rate applies to personalise
APPLIES IN ADDITION TO ABOVE (and invoiced for each on-site meeting) Contribution towards travel & accommodation:		
<input type="radio"/>	If able to schedule visit in conjunction with other client visits: - Within Taranaki (defined as Urenui north; Hawera south; along coast): \$n/a - Outside Taranaki: \$200-\$500+gst per visit (depending on other client visits)	As per schedule
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