

## Health and Safety

### We should do health and safety because:

- We care about our people
- It is good for our business
- It happens to be a legal requirement

Since the Health and Safety at Work Act 2015, even very small businesses need to have robust, well managed health and safety processes in place. In fact, they need to be able to demonstrate that they have tools in place to CONTINUOUSLY IMPROVE their health and safety.

Don't worry about fines, let's get documented evidence that your people are safe !

**Many small businesses do not understand their legal requirements and their managers are therefore stressed out.**

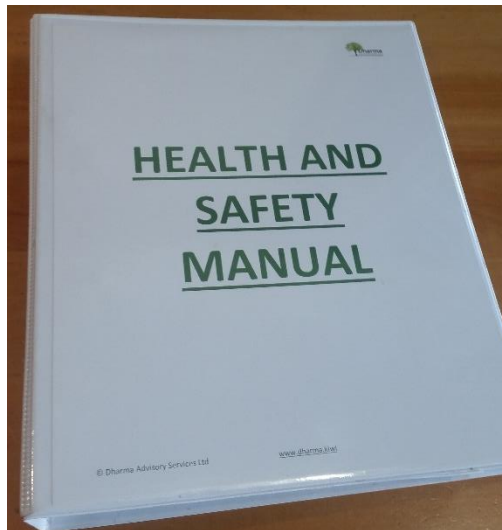
Dharma advisory is here to help.....

## Our Health and Safety System

We have created a very simple process.

All of the process, forms and templates that you need to keep you people safe (and comply with the law) are included.

We have even gone the extra mile and included some additional Policies and training modules to make life easier for you and to save you money.



All forms are available electronically

**Implementation help and on-going support is available**

**Total Cost \$495 + GST**

# Contents of the Dharma H&S Manual

## Policies

- Health and Safety
- Safe Driving
- Stress and Fatigue

## Forms and Templates

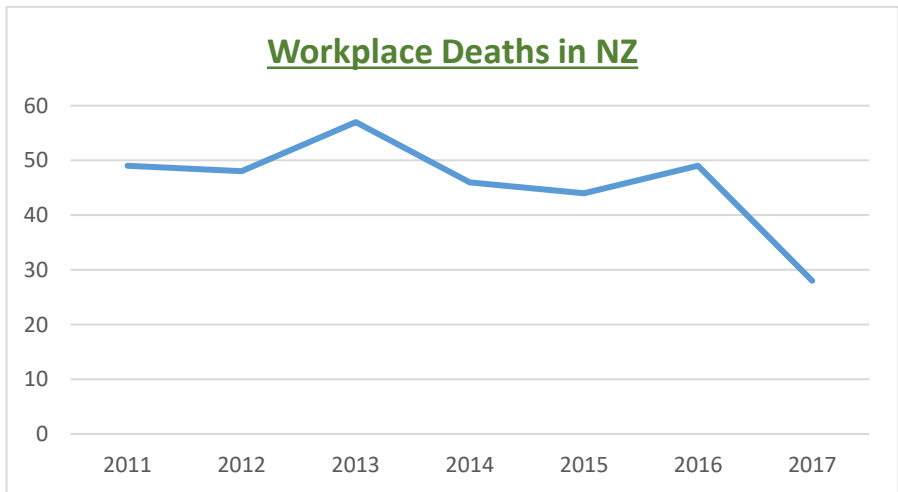
- Risk Management / JSA
- Hazard Identification and Investigation
- Task Observation
- Monthly Workplace Audit
- Hazard Register
- Safe System of Work
- Weekly Vehicle Checklist
- Staff Induction Quiz
- Incident Reporting and Investigation
- Contractor Declaration
- Contractor Sign In
- Emergency Evacuation
- Meeting Minutes
- Quarterly Board Report
- Staff Survey

## Tutorials – with Quiz answer sheet

- Staff Induction
- Manual Handling
- GPI/OOS/RSI
- Emergency Warden
- Chemical Awareness
- Stress Management
- Incident Management
- Compassion Fatigue

## Ongoing Support

- Free help desk via phone or email
- System implementation consulting
- On going consulting – e.g. to run meetings / take minutes
- Incident Investigation
- In house training:
  - Emergency Warden
  - H&S Representation
  - Accident Investigation
  - Mindfulness
  - Resilience
  - Risk Management
  - Driver Fatigue
  - Stress Management



Source: Worksafe NZ Website

2017 figures to 26<sup>th</sup> June 2017