

## Health & Safety Manual

The **Health and Safety at Work Act 2015** (HSWA) aims to promote the health and safety of everyone at work and of other people in or around places of work. To assist in achieving this, the HSWA requires persons conducting a business or undertaking (PCBU) to have a health and safety management system and that everyone in that organisation complies with it.

An organisation's health and safety management system is usually outlined in a **Health and Safety Manual** which specifies the actions for reporting notifiable incidents, consultation, acting on improvement notices, training, personal protective equipment, etc.

Our Services	What We Provide
<p><b>HS MANUAL</b></p> <p>A one-off fee - contact us for current pricing...</p>	<ul style="list-style-type: none"> <li>▪ Production of a customized Health &amp; Safety (HS) Manual with your company name, logo, and your hazards etc</li> <li>▪ This is YOUR manual - not a generic one</li> <li>▪ The folder has places to file completed forms</li> <li>▪ An Excel spreadsheet for entering statistics which automatically creates graphs for reporting</li> </ul>
<p><b>ON-GOING SUPPORT</b></p> <p>Hourly rate - contact us for current pricing...</p> <p>Covers our preparation time etc and travel (within the Auckland metro area - travel elsewhere is additional)</p>	<p>Every 2 to 3 months - depending upon your requirements:</p> <ul style="list-style-type: none"> <li>▪ Assist in ensuring your compliance</li> <li>▪ Review hazards and near misses identified</li> <li>▪ Investigate Incidents/Accidents</li> <li>▪ Site hazard and compliance audit</li> <li>▪ Chair your bi-monthly Health &amp; Safety meetings</li> <li>▪ Provide on-site training for you and your employees as required</li> </ul>

As well as assisting your business to be compliant, the Health & Safety system and training offered by Training In Supply will also assist businesses applying to ACC for either the Workplace Safety Discount (WSD) or Workplace Safety Management Practices (WSMP), and thus reduced ACC levies, by providing businesses with a robust health and safety system with a range of training options.

TIS also offer supporting health and safety training, plus supply chain management, competitive manufacturing, warehousing and distribution, and gantry crane operator training. Our training courses in these subjects can lead to a NZQA national qualification. Some may be eligible for training subsidies. Terms and conditions apply. Contact us today for details.

[www.tis.kiwi.nz](http://www.tis.kiwi.nz)