

ACC independent Audits



ASSESSING PERFORMANCE // IMPROVING QUALITY // CREATING CONFIDENCE

Workplace health and safety

Employers are encouraged under the Health and Safety in Employment Act 1992 to be proactive in ensuring the health and safety of employees and visitors to their property. Telarc SAI Limited provides independent, authoritative, impartial assessments that help you ensure you achieve and maintain health and safety standards that are appropriate to your organisation.

ACC Employers Accident Insurance

It is compulsory for all employers to have accident insurance cover provided by ACC, which is the sole provider of work injury insurance in New Zealand.

Two ACC schemes – Workplace Safety Management Practices and Partnership Programme, are available. These offer premium savings to employers and greater management control of workplace injury.

In both schemes, ACC require independent audits to be completed in order to qualify for the benefits. Telarc is the leading provider of ACC independent audits with a team of ACC approved assessors available throughout New Zealand.

Typically, ACC audits look for:

- formulation of clear policies, objectives and procedures
- establishment of health and safety management plans and the setting of clear and achievable objectives
- development of comprehensive procedures to support policy and assist in the achievement of management plans
- periodic reviews of policies, plans and procedures.

Auditors working with you

At Telarc, our business is professional auditing. It's what we do all day, every day. And, because we are the leading management system certification body in New Zealand, we have auditors experienced in most industries.

Our team of ACC independent auditors work with you to help you achieve your audit requirements. Their wide range of industry knowledge combined with their professional auditing skills will ensure audits of your health and safety system will achieve your business objectives. The Telarc approach is to work with you. We are not there to trip you up. We want to help your business be strong and healthy.

Telarc assessors are fully conversant with the Health and Safety in Employment Act 1992 and the Accredited Employer Gazetted Framework.

ACC Workplace Safety Management Practices

ACC Workplace Safety Management Practices has been developed to recognise safer workplaces. Participation is optional.

Under WSMP, ACC awards premium discounts to employers who can demonstrate good workplace safety practices. Injured employee entitlements are not affected by whether or not an employer applies for Workplace Safety Management Practices. Entitlements remain unchanged and are as provided under ACC WorkPlace Cover.

Workplace Safety Management Practices is designed to recognise those employers who have established an acceptable benchmark for health and safety and injury prevention in the workplace; and have systems for continuous improvement of workplace health and safety systems.

Premium Discounts

If you meet the requirements of the ACC Standard you qualify for a premium discount of 10%, 15% or 20% on your ACC WorkPlace Cover premium.

The level of discount depends on the extent to which your workplace meets the requirements. Workplaces are graded on three levels:

- **Primary:** basic level of conformance to the specified requirements (10% discount)
- **Secondary:** conformance up to and over the specified requirements (15% discount)
- **Tertiary:** very good conformance, seen as meeting the requirements fully, and showing continuous improvement (20% discount).

ACC will make the final decision on whether a discount is awarded, based on the recommendation of the independent auditor's report.

Discounts will be applicable for 24 months from the first of the month following the audit completion date. To qualify for a further discount, you must reapply every two years – ACC and Telarc will remind you when this is due.

ACC independent Audits (*continued*)

Audit tool

The ACC audit tool for ACC WMSP is designed to establish:

- A minimum acceptable benchmark for health and safety management in the workplace
- The expectation of continuous improvement of workplace health and safety systems by employers and employees.

The tool is aligned to the New Zealand Standard AS/NZS 4801:2001 Occupational Health and Safety Management Systems. It enables ACC to form an opinion under the Accident Insurance Act 1998 about the employer's ability to meet the WMSP requirements.

How to apply for WSMP

To qualify for a discount through ACC Workplace Safety Management Practices, there is a two-step assessment process to go through:

Step one - Self-assessment

You assess your own workplace, using the ACC audit tool provided to guide employers through the self-assessment process. At least one senior management representative and an employee representative should undertake this self-assessment.

The audit tool allows you to measure the safety standards in the workplace and helps you assess whether you will pass an independent workplace audit.

When the self-assessment is completed, you send your application to ACC. ACC will then notify you if your workplace qualifies for the next step: the independent audit.

Step two - Independent audit

ACC will notify employers by letter approving an audit and the sites that must be audited. If you qualify, you then select a Telarc auditor from the list provided by ACC. Or simply contact Telarc for help scheduling your audit.

Telarc will arrange an audit timeline with you. This needs to include the sites to be audited and the participation of staff and managers in focus group interviews.

The auditor will assess whether the workplace meets the requirements to qualify for a premium discount, and if so, to what level (primary, secondary or tertiary).

The audit includes a systematic review of workplace safety systems and processes, site visits and interviews with staff and management.

If you do not meet the standards of the audit, but the problems are deemed by the auditor to be minor, you will be given 30 days to address the problem and have it verified by the same auditor. Within that period, the auditor will complete the report and advise ACC of their recommendation accordingly. ACC make the final decision on the level of discount.

If the problems are more extensive, you will not qualify for a discount in the present year and will need to wait for a further 12 months before making a fresh application.

All WSMP audits are paid for by ACC.

ACC Partnership Programme

The ACC Partnership Programme (referred to as Accredited Employers in legislation) allows employers, who meet certain defined criteria, to take responsibility for managing their employees' workplace injuries.

This Programme aims to promote safer working environments, better workplace rehabilitation, and reduce workplace injury claim costs and premiums.

Each employer who applies and meets the criteria will be required to sign an agreement with ACC before they join the ACC Partnership Programme.

You can choose from several premium options and can use a third party for claims and case management. The agreement remains between ACC and the employer at all times. You are not able to take on other insurance to cover your obligations or your financial risk, under the Programme.

There are two pricing options: Partnership Discount Plan and Full Self Cover Plan. The two plans have different cost structures and potentially, two different financial outcomes when claims case administration and other associated costs are taken into account.

1. Partnership Discount Plan

You receive a premium discount recognising the responsibility to undertake the provision of case and claims management, injury prevention and rehabilitation of your employees' workplace injuries. This is agreed for a set claims management period of either 1 or 2 years.

2. Full Self Cover Plan

Under the Full Self Cover Plan, an agreement is signed with ACC to take responsibility for the full cost and management of providing the injured employee with the entitlements as set out in the Accident Insurance Act 1998. You are responsible for providing these entitlements for a pre-determined fixed claims management period. The agreement covers a claims management period for a minimum of 24 months and a maximum of 60 months.

ACC independent Audits (*continued*)

Criteria

To participate in the ACC Partnership Programme, the employer must meet certain criteria and must be able to manage the Programme to audited guidelines.

In summary your business must:

- Demonstrate employee involvement in the injury management process
- Meet New Zealand standards for workplace safety and be able to demonstrate a commitment to injury prevention safety programmes
- Have injury management programmes including rehabilitation and return to work policies
- Have systems and processes in place to ensure injured employees can access their legal entitlements
- Demonstrate financial solvency.

Independent Audit

To be accepted into the ACC Partnership Programme, employers must pass an audit, specific to ACC requirements. The audit must be undertaken by an independent, ACC approved auditor. You may contact Telarc for a list of Telarc assessors recognised by ACC.

Employers are able to select any auditor from the approved list. It is the employer's responsibility to arrange and agree with the chosen auditor the costs, dates and timeline for the audit (ACC will indicate the number of on-site visits required).

ACC does not pay for Partnership Programme audits and the employer must pay audit fees and disbursements.

Helpful information

ACC have produced additional information to help employers, including:

- A Framework document, which provides the legislative details about the Programme (referred to as the Accredited Employers Programme)
- A Guidelines document, which provides fuller details about the Programme, primarily the criteria, premium and costs, plan options, audit guidelines, application process and forms.

Copies of these documents can be obtained from an ACC Account Manager or ACC in Wellington.

To join or inquire about the ACC Partnership Programme, contact your ACC Account Manager or contact ACC's Business Service Centre on 0800 222 776.

Telarc Health and Safety Certification

In addition to the two ACC schemes, Telarc provides assessment and recognition for:

- AS/NZS 4801:2001 Occupational Health and Safety Management Systems – Specification with Guidance for Use
- Telarc Q-Safe Code: 2005 Integrated Quality and Health & Safety Management Systems for Small to Medium Sized Enterprises
- Telarc Workplace Safety Code Workplace Health & Safety Management System For Small to Medium Sized Enterprises

Call Now

To have your independent ACC audit completed by Telarc and for information about Telarc Occupational Health and Safety certification, please contact Telarc on 0800 004 004 or email admin@telarc.co.nz.



To find out more or to apply to begin the certification process, contact us on 0800 004004 or email admin@telarc.co.nz