

# Protecting your people and business



ASSESSING PERFORMANCE // IMPROVING QUALITY // CREATING CONFIDENCE

The Health and Safety in Employment Act, introduced in 1992 and amended in 2002, places the onus on employers to take a proactive approach to ensuring the safety and health of employees and visitors to their property. It is one of many aspects of risk management that must be managed correctly to avoid damage to people and property.

A good safety record is critical for any organisation and requires good management practices to be successful. The risks at stake are considerable and include the loss of: valuable contracts, management time, morale, reputation, and supplier and customer relations. As well, there are the monetary costs of not complying with the Act, imprisonment, court fines and increased accident insurance premiums.

Telarc provides independent, authoritative, impartial assessments that help you to ensure that you achieve and maintain health and safety standards that are appropriate to your organisation. Telarc Occupational Health and Safety assessors are registered in the International Register of Certified Auditors (IRCA) and are fully conversant with the Health and Safety in Employment Act, 1992.

#### **Telarc is able to assess to:**

- AS/NZS 4801:2001 Occupational Health and Safety Management Systems - Specifications with Guidance for Use
- Telarc Workplace Safety Code Workplace Health & Safety Management System for Small to Medium Sized Enterprises
- Telarc Q-Safe Code: 2005 Integrated Quality and Health & Safety Management Systems for Small to Medium Sized Enterprises
- Telarc Q-Safe Rooding & Civil Code: 2005 Integrated Quality and Health & Safety Management Systems for Small to Medium Sized Enterprises
- ACC Workplace Safety Management Practice and ACC Partnership Programme Audits
- Other approved standards, in-house criteria, sector specific requirements and codes of practice

#### **Typically, these assessments look for:**

- Formulation of clear policies and procedures
- Establishment of health and safety management plans and the setting of S.M.A.R.T objectives
- Development of comprehensive procedures to support policy and assist in the achievement of management plans
- Periodic reviews of policies, plans and procedures.

#### **Practicable requirements**

Health and safety in the workplace is more than just commonsense. Practicable steps must be taken - and be seen to have been taken - so that employees, contractors and visitors (where applicable)

- Are safe at work
- Are alerted to all hazards
- Are informed about the hazards, emergency procedures, identifying and managing hazards and the location of safety equipment
- Are trained to work safely
- Do not harm others.

Included in the requirements and regulations of the Health and Safety in Employment Act are obligations on employers to:

- Identify all hazards
- Take practicable steps to eliminate significant hazards, isolate them or minimise them
- Ensure protective clothing and equipment is used
- Maintain a register of all accidents, near misses and serious harm
- Notify the Department of Labour of serious harm or accident, and provide a written report.

#### **Getting a better understanding**

Telarc Training and Improvement Solutions provides training in developing and implementing occupational health and safety management systems, and internal auditing of these systems. This training can be conducted in-house so as to include as many staff as possible and to incorporate on-site situations that are relevant to your organisation. The latest principles, practices, standards and legislation are incorporated and presented by well-qualified and experienced trainers.



*For training course details and bookings,  
please contact our Customer Service Centre on  
0800 004 004 or email us [admin@telarc.co.nz](mailto:admin@telarc.co.nz)*