



Effective Health and Safety Solutions

PRICE LIST

Manuals

ACC Discount Program Manual

For businesses with 20+ staff. The Acc Discount Program manual includes all the elements and forms required to progress to ACC discount accreditation (WSMP). Assistance for your operation to prepare for ACC accreditation is covered separately under *Health and Safety Consulting*.

- Gap Analysis inspection and review
- 1 hr health and safety consultation
- 1 hr training for health and safety rep/GM on effective health and safety operation
- Workplace Hazards inspection
- Site wide Hazards register
- Company Health and Safety Policy Manual personalised to your business
- Health and Safety Documents Pack
- Electronic and editable copy of Manual and Forms.
- 3 months free HasTrak service – Value \$255+GST
- Free pass for one person to a *Health and Safety Made Simple* training session (Auckland or Christchurch) – Value \$500+GST

NZ\$1150+GST *

Basic Compliance Manual

For businesses with 5-20 staff, achieving ACC discount loses viability. The Basic Compliance Model achieves health and safety compliance without the rigours of the ACC scheme. It includes some valuable features which help ensure the system remains active. You'll spend one on one time with a trained health and safety professional, who will arm you with the skills and knowledge you need to remain compliant.

You'll get:

- Gap Analysis inspection and interview
- Workplace Hazards inspection (up to 1 hr)
- Site wide Hazards register
- Company Health and Safety Policy Manual personalised to your business
- Health and Safety Documents Pack
- Electronic and editable copy of Manual and Forms.
- 3 months free HasTrak service – Value \$255+GST
- Free pass for one person to a *Health and Safety Made Simple* training session (Auckland or Christchurch) – Value \$500+GST

NZ\$950+GST *



Manuals cont'd

Plain English Manual

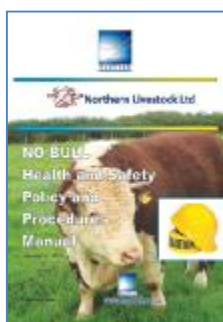
For businesses with 1-5 staff that want a simple system without the PC requirements of the ACC WSMP system. The manual is under 40 pages long and written in plain English.

- Gap Analysis inspection and interview
- Workplace Hazards inspection (up to 1 hr)
- Site wide Hazards register
- Company Health and Safety Policy Manual personalised to your business
- Health and Safety Documents Pack
- Electronic and editable copy of Manual and Forms.

NZ\$850+GST *

NO Bull Plain English Manual for Farmers

This rural-specific version of our popular Plain English manual is written specifically for farmers who want to protect their family and staff and comply with their responsibilities.



- Gap Analysis inspection and interview
- Workplace Hazards inspection (up to 1 hr)
- Farm wide Hazards register
- Company Health and Safety Policy Manual personalised to your farm.
- Health and Safety Documents Pack
- Electronic and editable copy of Manual and Forms.

NZ\$850+GST

Clubsport Manual for (Single) Clubs and Organisations

For clubs and voluntary organisations wanting to ensure they are protecting their members, participants and the public when running events we provide a simple system that is easy to manage, use and edit for ongoing use. The manual is under 40 pages long, written in plain English and transforms your event management process into simple repeatable steps.

- Gap Analysis interview
- Organisation and Events Hazard register
- Event Specific Safety Plan
- Bespoke Club/Organisation Health and Safety Policy Manual
- Health and Safety Documents Pack
- Electronic and editable copy of Manual and Forms.



NZ\$1850+GST

Clubsport Manual for National Organisations

For national organisations wanting to ensure their affiliated clubs are protecting their members, participants and the public when running events we provide a simple system that is easy to manage use and edit for ongoing use. The manual is under 40 pages long and written in plain English.

- Gap Analysis interview
- Organisation and events Hazard register
- Event Specific Safety Plans
- Management control processes
- Bespoke Health and Safety Policy Manual per club
- Bespoke Health and Safety Documents Pack per club
- Electronic and editable copy of Manual and Forms per club.

NZ\$POA

HasTrak Remote Management and Advisory Service

The HasTrak remote reporting and management service is designed to fill the gap between having a health and safety system and ensuring it is maintained and running in the LONG term. HasTrak remote reporting takes (faxed/emailed) monthly feedback from the client on the management points required to sustainably manage health and safety, (safety meetings, safety inspections, inductions, identified hazards, etc). The information is reviewed by our expert team and direct feedback provided should the sites actions not be compliant.

The recorded data is used to generate executive and management reporting. Examples of reporting are:

- Site Level – Quarterly HasTrak Feedback Report detailing due/overdue tasks including meetings, inspections, drills, inductions.
- Operational Level – Monthly summary reporting detailing completed/overdue health and safety actions
- Board Level – Monthly summary reporting satisfying the awareness requirements of Health and Safety legislation.

Regular proactive reporting ensures the client knows what it must do and when. HasTrak monthly reporting sites receive an ongoing *free* advisory service (email or phone).

NZ\$85/month/site

Health and Safety Consulting

ACC Discount Program Preparation

The ACC Workplace Safety Management Practices (WSMP) programme is open to any employer within NZ. An audit standard/tool is used which is based on the Australia/NZ Standard: AS/NZ 4801. An employer may achieve a 10%, 15% or 20% discount on their ACC levies if they pass an audit that meets the criteria. The discount applies for 2 years and the audit is completed every 2 years. HasTrak team members are accomplished health and safety professionals who have substantial knowledge and experience in the WSMP audit. The plan to achieve accreditation involves:

- Training of appointed health and safety committee/appointed persons in hazard management, legislation, their role and accident recording and investigation
- Training of relevant staff members and management in all forms
- Identification of health and safety objectives
- Implementation of contractor management system
- Preparation and compilation of all forms required for audit
- ACC WSMP audit application and arrangements
- Representation of the client at the ACC WSMP audit

*Investment budget. This amount is an indicative budget price only and may vary depending on client location(s), size and details. Manual, travel and disbursements are not included. The fixed cost covers all the preparation for the audit described above. A fixed cost quotation will be provided upon application.

Primary Accreditation *NZ\$800-1500+GST

Secondary Accreditation *NZ\$1650 - 2400+GST

Tertiary Accreditation *NZ\$POA

Risk Management Procedure Development

HasTrak consultants have a wealth of experience completing risk management procedures for clients. If Standard Operating Procedures (SOP) and Job Safety Analyses (JSA) are required, let us guide you to simple and workable solutions.

NZ\$90+GST per hour*

Health and Safety System Audits

A system audit should be completed annually as part of good management practice. HasTrak staff can quickly identify any gaps in the (approx) 2 hour audits.

NZ\$210+GST per site flat rate*



TRAINING & PROFESSIONAL DEVELOPMENT

Health and Safety Made Simple

This ½ day course is designed to provide your staff with the conceptual understanding, methods, resources confidence and INSPIRATION to unravel the mysteries of health and safety management. The training is relevant to line management and operational staff alike and an essential primer to those working with health and safety in your business.

NZ\$250+GST pp incl resources

Onsite training, minimum charge \$600+GST + disbursements + training resources pp.



Health and Safety Representative Training

HasTrak is a partner in a privately run representatives course that is based on the gazetted 2 day course (Stage 1, 2 & 3) but run over 1 day. The course is targeted towards either employee representatives or management personnel. Topics covered are: legislation, hazard management, accident investigation, contractor management, the ACC audit & emergency management. There is a fun factor to the course as well. The course is run every couple of months and a certificate is provided. Feedback on the course has been excellent.

NZ\$320+GST pp with lunch provided.

SHORT MODULE TRAINING

Part of our ACC Discount Preparation training, our short module sessions are also available as separate training courses of 2-3hrs. Each session can be tailored to suit your site specific needs. Bulk pricing for group training will be provided upon request.

- Accident Investigation Training
- Hazard Training
- Health and Safety System Overview

NZ\$180+GST pp

** Travel disbursements may apply in remote locations*

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