

SmallBiz SafetySystem®

All Businesses in New Zealand are required by law to have a Safety System... Do You ?

BizSafety have developed its "SmallBiz Safety System" to assist small businesses comply with the Health & Safety at Work Act 2015.

So, if you're a small Business, Contractor or Sole Trader the SmallBiz Safety System provides you with an easy to use, Log book based Safety System to assist with your compliance.

Benefits of the SmallBiz Safety System

- Easy and simple to use
- Made as an easy to carry around Log book
- Use of check lists and short codes so you can record key safety management requirements easily in one place.
- Includes advice, tips and must dos to assist with your compliance of NZ's safety laws
- Workplace Safety Risk Hazard identification process
- Staff Safety training records
- One month's free phone & email setup & advice support from BizSafety®.
- Option to sign up for a monthly Health & Safety advice and support service

\$375.00 + Gst

Additional* Manuals \$150.00 + Gst

*Additional Field manuals are recommended if your business has staff carrying out Mobile or Site work

SmallBiz SafetySystem®

Biz Safety

Health & Safety Advisors
0800 377025 info@bizsafety.co.nz
www.bizsafety.co.nz

Companies are being prosecuted and fined significantly for failing to comply with the Health & Safety at Work Act 2015.

Health & Safety Event Log

Safety Log Codes: To Safety Training, No Safety Incident/Training, Site/Incident to Worker, Manual Incident, Contingency Check, No New Sites No Accident

Date	Site Location / Vehicle / Container	Safety Log Entry Code	Notes	Instructions / Training / Incident / Checks / Observations / Meetings	Days	Checked by
01/01/2014	James Road	1	Completed the correct entry to use this system. This should not be used for any other purpose.			
02/01/2014	James Road	1	Toolbox meeting, 7:30 am. Copies, NLS, Photos.			
			Completed Department of Labour requirements when the company are obtaining the GSA.			
			Company Safety Assessment being done. All staff to be assessed safety. Will be done later in the week.			

Work Place - Check List

Enter the Place of Work, Date and Who's doing the check

Check	Frequency	Completed	By
1. Have workers been inducted and trained to carry out their work.			
2. Have workers been issued and are using their PPE (safety gear) if required by the work?			
3. PPE Safety gear in use is correct for the work being undertaken.			
4. Is the Work Place tidy and free of clutter or falling materials?			
5. If workers are Working at Height, is the work being done safely?			
6. Are workers Ladders / Scaffolds in use in the safe use and being used safely?			
7. Have any electrical equipment that workers are using been checked and tagged?			
8. If the workers are using any hazardous substances, have they been trained in the safe use of these substances and are using the correct PPE (PPE are available to staff)?			
9. Has the material that workers are using been checked that the MSD content has been checked?			
10. Staff have been checked for any signs of fatigue or excessive tiredness that could affect their ability to work safely.			
11. Is all stock, materials or other items that could become a hazard of any workers or others stored checked or secured safely?			
12. If a risk exists of falling objects, is there adequate protection in place to protect workers from falling objects?			
13. Are all workers wearing the correct PPE (PPE are available to staff)?			
14. Work being done has been observed as being done safely and as per Safe Operating Procedures of the specific task.			

Accident / Incidents

Notifiable Injuries / Accidents

Notifiable Incidents

Serious Injury Procedure

Call an ambulance
Provide First Aid
Report Person to the Police

Hazard Identification - Risk Table

When assessing a Risk to Health & Safety, you need to think about two things:

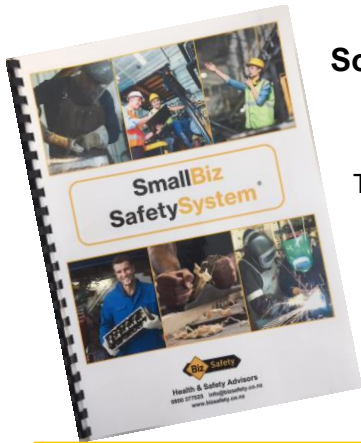
- How likely is it to happen?
- The Consequence (or Harm) if it occurs

Frequency	Severity	Risk
High	High	Very High
High	Medium	High
High	Low	Medium
Medium	High	High
Medium	Medium	Medium
Medium	Low	Low
Low	High	Medium
Low	Medium	Low
Low	Low	Low

Index

- 1 Company Details / Health & Safety Policy
- 2 Health & Safety - Log Entry
- 3 Worksite Safety Checks
- 4 Staff Training
- 5 PPE (Personal Protective Equipment)
- 6 Hazard / Risk Identification
- 7 S.O.P Safe Operating Procedures (USA)
- 8 Hazardous Substances
- 9 Accidents / Incidents
- 10 General Safety Requirements
- 11 Health & Safety System Support





So how does the SmallBiz Safety System work ?

The Health and Safety at Work Act 2015 requires businesses to have a safe system of work

The SmallBiz Safety System has been designed to assist you comply with the law and do this with the minimum of paperwork.

The SmallBiz Safety system uses a simple "Log Book" concept so that you can easily note down key safety actions you have carried out in your business.

Setup instructions included.

How to Order

Internet Banking

Complete the attached order form, then scan or take a photo of this form and email to BizSafety info@bizsafety.co.nz
Then pay through online banking, payment details are;

ANZ Account # 06-0103-00773794-000

Use your Trading name as the reference;

Online

Visit the Bizsafety website, go to our online store and place your order and pay by credit card. <http://bizsafety.co.nz/smallbiz>

Delivery time

Once your payment has been received your SmallBiz safety system order will be on the courier and out to you, within two days of payment confirmation. Bizsafety will email you confirmation we've received your order and a Tax invoice, along with the courier tracking number.

Order Form

Business or Trading name:

Delivery Address :

Your Name :

Contact Phone #

Email Address :

Code	Item	Qty	Price	Total
822004	SmallBiz Safety System		\$375.00	
822005	Field / Mobile Log Book- Additional Field Manuals are recommended if your business has staff carrying out mobile or site work.		\$150.00	
822007	BizSafety Support Service – Phone & Email assistance for 3 months. Re invoiced every 3 months.		\$150.00	
822006	Workplace Safety Compliance Inspection (BizSafety visits your work place and carries out a compliance check , checks workplace for hazards and advises safety controls required. Includes easy to read site visit report , complete with action) – Note Auckland area only		\$300.00	
			Sub Total	
			Gst @ 15%	
			Total	

