



**safe&sound**  
**solutions** 

workplace safety services

Locum  
Compliance  
Services

[safesound.co.nz](http://safesound.co.nz)



# Safe & Sound Solutions

**Safe & Sound Solutions work in the Health and Safety, Quality assurance (QA) and Environment compliance fields. These include:**

- Tailor-made health and safety, quality and environmental systems
- Internal auditing against a number of relevant and often industry-specific standards
- ACC Approved auditor for ACC WSMP
- Drug and alcohol policy development, advice and collection
- Regular compliance visits, meetings and toolbox meetings
- Internal training programs developed and delivered

- Implementation and review of quality and environmental systems
- Partner with Vault software

Safe & Sound Solutions have worked for and assisted over 400 clients throughout New Zealand and Australia over the past 14 years. Our expertise has assisted a wide range of industries, from manufacturing and construction, to adventure activities and farming.

The audits and inspection we have completed include warehouses, food manufacturing, construction sites and guarding and include ISO 9001 and ACC WSMP.

## Our Locum Services

Compliance and Health and Safety in New Zealand industry have undergone considerable change in recent times. New laws, standards and duties have placed added stress on organisations. These changes mean that you need to have a well-managed, documented and functional compliance system to fulfil your legal obligations, reduce your injuries and associated ACC costs and secure work.

Safe & Sound Solutions have provided what we term locum services to a range of well-established Canterbury companies for years.

### **We offer:**

- Reliable service available 24 hours, 7 days
- Consultants with endorsed tertiary qualifications
- Cost-effective casual service as opposed to a fixed overhead salary
- A wide range of industry experience and skills
- Proven ability to provide advice and resources relevant to the industry and risk level

## Relevant Experience & Track Record

Safe & Sound Solutions has been providing excellent service to its clients in the area of health and safety, quality assurance and environmental management for the last 14 years.

If you wish to contact a relevant existing client then let us know and we can arrange a suitable contact for you.

### **The following clients use our locum services:**

- Civil construction - JCL Asphalt, Seipp Construction
- Building construction - Trevor Hone Builders
- Government agencies - EQC, Ministry of Education
- Sub trades - Aotea Electric Canterbury, Arnold Jensen Electrical Ltd, Laser Plumbing East, Cladtex Coating Specialists
- Project management - Pace Project Management
- Transportation - Steve Murphy Ltd
- Adventure Activities - Hanmer Springs Attractions, Welcome Aboard (Christchurch Gondola and Tram)

# Qualifications & Experience

## Our consultants have:

- Tertiary level Health and Safety qualifications (these have been recognised as graduate level by NZISM)
- Tertiary level Food Quality Assurance qualifications
- ICAM accident investigation training
- Membership with the NZISM (NZ Institute of Safety Management)
- Construction industry unit standards for confined spaces, heights, harness, SiteSafe
- Drug and Alcohol Collection Units
- ISO 9001 auditing experience
- ACC WSMP auditing experience.

# Locum Health & Safety Work Scope

Below is the work that Safe & Sound Solutions will undertake over a typical year. A bundled package gives you a range of services at a discounted rate.

## Documentation Developed and Maintained

As industry and legal changes occur you will be briefed and your documentation updated.

### This includes:

- Health and Safety policy and procedures
- Quality Assurance and Environmental policy and procedures
- Emergency plans
- Drug and alcohol policy

## Hazard / Risk Registers / Task Analysis

This service includes the review of these legal documents and a review of the controls that are documented and whether they are being effectively implemented.

## Workplace Inspections

We will visit your regular workplaces and complete a robust inspection of your compliance.

- Offices, workshops, warehouses, construction sites, manufacturing plants
- Frequency as agreed
- Health and Safety System Audits will be against the accepted standards for that workplace or your standard

## Health monitoring eg hearing, lung function, vision, wellness

A suitable contractor will be organised to coordinate your health monitoring.

## Drug and Alcohol Testing

At your request Safe & Sound Solutions can complete your drug and alcohol testing or arrange a contractor to cover your needs.

## Harness and Heights Equipment Inspection

On a 6 monthly basis your heights equipment is inspected and tagged.

## Fume, Dust and Noise

Fume, dust and noise levels are monitored according to industry standards.

## Regular meetings and toolbox

Health and safety related meetings can be facilitated at frequencies defined by your staff participation process.

## Board & Senior Management Reports

As agreed a report will be prepared for your company that outlines activity, issues and trends that have been observed or that have occurred.

## Critical Events / Serious Accidents

Our consultants are ICAM trained and can help you conduct investigations into critical events or serious injury accidents.

## Fire Drills

This includes the running of fire drills for relevant buildings under your control.

## Induction and Training

This includes the induction of new staff and can run in-house training modules that cover hazard controls, fire warden, H & S rep, drug and alcohol.

## Contractor Management

Safe & Sound Solutions are able to manage your contractor pre qualification and review process.

## Admin/ System Support

On established frequencies vital admin/ support work can be completed. This work may include data entry, updating staff records, entering incident information.

## Other Discretionary Work

Safe & Sound Solutions allocate a set number of hours that you can use for additional discretionary work.

## Two Monthly Electronic Newsletters

We will email to you a newsletter with interesting aspects and changes that have occurred. These will assist officers of the PCBU to fulfil some of their due diligence aspects.

For more information on our Locum services fill in the form on the back page then either email or post it back to Safe & Sound Solutions.



Please tick the Locum services you are interested in and either email or post the form to our office and one of our consultants will contact you to discuss your requirements.

<b>Name</b>	<b>Phone</b>
<b>Email</b>	
<b>Company Name</b>	

<b>Service</b>	<b>We Recommend</b>	<b>Service Required</b>		<b>Details of Service</b>
<b>Documentation creation and maintenance</b>	Annual review Updates if necessary	<b>yes</b>	<b>no</b>	Health and safety Quality Management system Environmental
<b>Hazard / risk register review</b>	Annual review	<b>yes</b>	<b>no</b>	
<b>Workplace inspections</b>	3 or 6 monthly review	<b>yes</b>	<b>no</b>	Offices / Warehouse Construction sites Other
<b>Drug and alcohol testing</b>		<b>yes</b>	<b>no</b>	
<b>Health monitoring</b>		<b>yes</b>	<b>no</b>	
<b>Fume, dust or noise</b>		<b>yes</b>	<b>no</b>	
<b>Heights and harness equipment inspection</b>	6 monthly formal review of any heights / harness equipment	<b>yes</b>	<b>no</b>	Harnesses Ropes Lanyards
<b>Attend safety related meetings</b>		<b>yes</b>	<b>no</b>	
<b>Health and Safety system audit</b>	Annual audit	<b>yes</b>	<b>no</b>	
<b>Fire drills</b>	Every 6 months	<b>yes</b>	<b>no</b>	
<b>Induction and training</b>		<b>yes</b>	<b>no</b>	
<b>Contractor management</b>		<b>yes</b>	<b>no</b>	
<b>System support</b>	Input of records relating to training, accidents, contractors and events	<b>yes</b>	<b>no</b>	
<b>Other discretionary work</b>		<b>yes</b>	<b>no</b>	4 hours per year 8 hours per year 16 hours per year 32 hours per year



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