



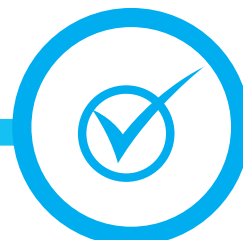
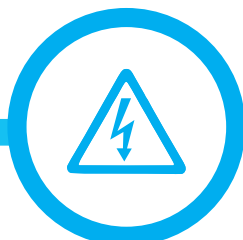
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HSEQ LITE SMALL BUSINESS SAFETY PACK



GET WORKPLACE HEALTH & SAFETY STARTED FOR ONLY \$800!

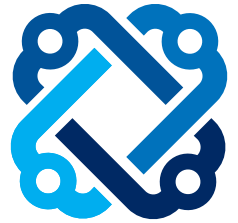
HSEQ Documents and forms within the pack (Level 2)		Comments
1	WHS Policy	Compliant with national harmonised legislation.
2	Injury Management Policy	Injury management and rehabilitation.
3	Employee Induction Checklist	Safety and general company information.
4	NECA Employee Guide to Safety and Environmental Handbook (Red Book)	One copy provided, additional copies are available for \$10.00 each. We recommend purchasing one for every employee.
5	Training Register	For logging internal and external training tickets and competencies.
6	JSA (Blank Template)	Blank template for developing a JSA from scratch.
7	SWMS for High Risk Construction Work, Electrical and Refrigeration activities <ul style="list-style-type: none"> 65+ SWMS (electrical and refrigeration) SWMS Register SWMS Blank Template 	Complimentary online subscription is provided for one year as part of the Small Business Safety Pack. Please note that from the second year onwards, a fee of \$350/year is required to continue the subscription.
8	NECA Hazard/Risk Identification Booklet	One copy provided, additional copies are available for \$7.95 each. We recommend purchasing one for every employee.
9	Incident Investigation Report Form	For recording injuries, incidents, property damage and environmental issues.
10	Plant and Equipment Register	For recording major plant and equipment items.
11	Hazardous Substances Register	For recording hazardous substances and Safety Data Sheets.
12	Tool Box Talk Form	For recording Tool Box meeting agendas and minutes.
13	Safety Management Manual	SMM explaining company processes.
14	Electrical Safety Procedures	Explains the minimum electrical practices required in the company.
15	Emergency Response Plan	Details emergency procedures for the company.
16	Antidiscrimination Harrassment Policy	States workplace standards to comply with legislation.
17	Fitness for Work Policy and Procedure	Details fitness for work standards.
18	General Inspection Checklist	For inspecting general workplace areas.
19	Vehicle Inspection Checklist	For inspecting work vehicles.
20	Site Specific Risk Assessment Form	For identifying site hazards and high risk work activities.





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What do you get in your Small Business Safety Pack?

- Two hours of OSH consultancy at your office to ensure the policies and forms reflect your business operations.
- All policies and forms display your company name and logo and electronic versions are provided.
- 24/7 access via www.hseq.com.au. You are notified if and when documents are changed or when a new document is uploaded. Please note that from the second year onwards a fee of \$350/year is required to continue the subscription.
- NECA Employee Guide to Safety Handbook (one copy)
- NECA Hazard/Risk Identification Booklet (one copy)
- Ongoing support
- Implementing this product allows for future transition to NECA's certified HSEQ Management System (Level 3).

FIND OUT MORE...

Take control of safety in your business today - contact NECA's OSH team and find out how easy it is to get started on implementing the Small Business Safety Pack into your business.

T: (08) 6241 6100
E: osh@necawa.asn.au
W: www.neca.asn.au/wa

Developing Your Hazard/Risk Register (Item 6)

By law, you must determine and safely manage your high-risk construction work in accordance with *WA OSH Regulations 1996 Part 3 Reg. 3.143*. Regulation 3.137 defines what high-risk construction work is understood to mean, as listed in the table below. The wording used is taken directly from the WA OSH legislation.



Please tick the high risk construction work activities that your company currently undertakes or may undertake.

My company does construction work...

Hazard / Risk Register	
<input type="checkbox"/>	<i>involving a risk of a person falling 2 metres or more on telecommunication towers</i>
<input type="checkbox"/>	<i>involving demolition</i>
<input type="checkbox"/>	<i>involving disturbing or removing asbestos</i>
<input type="checkbox"/>	<i>involving alteration to a structure that requires the structure to be temporarily supported to prevent its collapse</i>
<input type="checkbox"/>	<i>involving a confined space</i>
<input type="checkbox"/>	<i>involving excavation to a depth of more than 1.5 metres</i>
<input type="checkbox"/>	<i>the construction of tunnels</i>
<input type="checkbox"/>	<i>involving the use of explosives</i>
<input type="checkbox"/>	<i>on or near pressurised gas pipes (including distribution mains)</i>
<input type="checkbox"/>	<i>on or near chemical, fuel or refrigerant lines</i>
<input type="checkbox"/>	<i>on or near energised electrical installations and lines (whether overhead or underground)</i>
<input type="checkbox"/>	<i>in an area that may have a contaminated or flammable atmosphere</i>
<input type="checkbox"/>	<i>involving tilt-up or precast concrete</i>
<input type="checkbox"/>	<i>on or adjacent to roads or railways that are in use</i>
<input type="checkbox"/>	<i>on a construction site where there is movement of powered mobile plant</i>
<input type="checkbox"/>	<i>in an area where there are artificial extremes of temperature</i>
<input type="checkbox"/>	<i>in, over or adjacent to water or other liquids if there is a risk of drowning</i>
<input type="checkbox"/>	<i>involving diving</i>

