



national  
electrical and  
communications  
association

## NECA WA SAFETY PRODUCTS AND SERVICES



- HSEQ Management System 
- Shared Safety Services 
- OSH Consultation 
- Publications 
- NECA Safe 



## Introduction

Businesses in the electrical and communications industries continue to face the challenges of high labour costs, lower turnover and ever-increasing business compliance costs.

Workplace safety and health obligations for businesses are escalating and the consequences associated with failure to provide a safe workplace can be tragic. Businesses often struggle to understand their safety and health obligations and therefore do not have adequate safety management systems and practices in place to demonstrate legal compliance. Knowing what is required is one thing, but knowing where to start, what the priorities are and how best to achieve the requirements, is another matter.

Members report that they are facing time and resource shortages and safety and health systems are under pressure, assuming they have been implemented at all.

NECA WA assists and supports members to implement effective and appropriate management systems matched to the needs of their business, by providing a suite of products and services which cater for a wide range of needs.

Whatever your business requirements may be, NECA aims to provide a product or service to help you through this daunting OSH maze.

NECA WA offers the following OSH products and services to members:

- Free member advice
- Shared Safety Services
- HSEQ Management System
- OSH Consulting and document development
- NECA Safe
- Safety publications

## Free member advice and assistance

Being a member of NECA WA entitles you to free telephone advice on OSH matters. This can be helpful when questions arise on site, when clients request OSH information or records, in the course of managing your workforce or when tendering for work.

Drawing on a wide range of experience in the electrical industry, NECA WA's OSH team are pleased to answer any queries you may have on safety and health matters. Along with the free telephone advice, NECA also provides the following services at no charge to members:

- Provision of key industry guidelines and codes of practice for you to familiarise yourself with safe work requirements
- An initial complimentary safety and health evaluation to define the necessary elements of an appropriate safety and health management system in your business
- Provision of a NECA modified WorkSafe 'Subby Pack', specifically designed to meet basic safety and health requirements for companies hiring Electrical Group Training apprentices



## HSEQ MANAGEMENT SYSTEM



### HSEQ Management System

This is NECA WA's flagship OSH product, designed to specifically meet the needs of the electrical, communications, refrigeration and air-conditioning industry sectors.

The HSEQ Management System is suitable for all business sizes, however it is particularly suitable for small businesses that can't justify the expense of individual HSEQ certification or the employment of a safety professional in the business, yet still need to demonstrate high standards of workplace practice.

Increasingly, electrical contractors are required to demonstrate fully developed safe systems of work. The HSEQ Management System is more than a safety system as it combines the important elements of the QHSE Code 2013 and AS/NZS 4801 across the disciplines of Health, Safety, Quality and Environment.

Members have access to an online integrated management system that is tailored and certified to the needs of each subscribing member.

Forms, registers, reports, SWMS and policies are available through a web portal so that members have access anytime and anywhere that there is internet connectivity.



If you require an easy to use documented and certified business management system to demonstrate compliance to the occupational safety and health legislation, which also meets the quality standards of government and large contract principals, then the NECA OSH team can assist you with a demonstration of the HSEQ Management System.

On subscription to the HSEQ Management System the assigned NECA OSH Consultant will evaluate your needs and promptly provide the system and web access. The initial subscription includes set-up and training assistance. After implementation, the member company is audited and, providing a successful result is obtained, can display the system certification logos. This has the added and key benefit of enhancing the reputation and credibility of the member company.

Using this system can open up business opportunities you may have thought were only the domain of large electrical contractors.

Members can also purchase HSEQ Lite if the HSEQ Management System is too intensive. This is a lower cost product aimed at small businesses. Online SWMS packages are also available.

## Shared Safety Services

Member feedback identified that electrical contractors often lack the time and resources to fully meet their OSH legislative and compliance obligations or recognise priority issues. Members are often struggling to know just 'where to start'.

In order to assist member businesses develop, implement and maintain suitable safety management systems in accordance with their needs, the 'Shared Safety Services' product was developed.

NECA's Shared Safety Services is a fee-based service and is determined from an initial evaluation and consultation. The service aims to develop, maintain or improve your business health and safety practices to an appropriate standard and will cover any OSH development, management or monitoring needs required by your company. If you have specialised health and safety needs, we can identify, develop and help implement what is required.

Members can easily keep track of work conducted by NECA through the progress reports provided by the NECA OSH Consultant assigned to deliver the service.

## OSH Consulting

As an adjunct to NECA's Shared Safety Services, the NECA OSH team is available for specialised OSH consulting. If you have a requirement for any of the following services, NECA WA is available on a fee-for-time or service basis:

- OSH System auditing
- Legislative compliance auditing
- Incident investigation
- Tender questionnaire assistance
- Workplace inspections
- Workers compensation and injury management assistance
- Development of OSH documents (policies, SWMSs,

- procedures, SOPs etc)
- Development and facilitation of OSH training
- Quality system consulting
- Development of Safety Management Plans
- Conducting Toolbox meetings

## Safety publications and other products

NECA WA has a range of OSH products available for purchase. Specifically aimed at assisting members to comply with OSH obligations in the field, these products, when used correctly, demonstrate aspects of safe work practices.

- Australian standards on OSH topics
- Safe Work Method Statements for common electrical and communications work activities
- Risk Assessment Checklist pocket books
- Solar Risk Matrix
- Suitable duties manual for management of injured employees
- Pocket Safety Guide for employees - particularly suitable for service electricians as a 'Field Guide' of advice on many OSH topics

## NECA Safe Online Safety Management System

The NECA Safe Online Information Management System is a one stop shop for managing workplace health, safety and environmental records and compliance actions. This database is specifically targeted at those members who want to take their OSH compliance to the next level. Purchasing the NECA Safe product provides access to many features and benefits, including:

- A cloud-based OSH database customised to the needs of electrical businesses
- A secure system where data is backed up externally
- Different levels of access and control
- Expiry notification and reminder alert capability
- Central location for OSH documents including Safety Management Plans, Safe Work Method Statements, Suitable Duties Manual, 200+ Toolbox Talks, Chemical Register, forms etc
- Projects module for businesses to store their project information.
- Training management
- Online and mobile Risk Assessments (iPads) - registers and inspections with notifications and actions
- Incident and hazard reporting
- Access to OSH reports for ready graphical reporting of incidents and statistics
- Set-up to complement NECA's HSEQ Management System

NECA Safe can help you demonstrate high standards of safety, health and environmental compliance.

Call us for a demonstration to see if this product is suitable.

**Call (08) 6241 6100 today to speak to one of our experienced OSH consultants and find out which products are most suitable for your business.**



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