

A personal Implementation Plan

Having a safety system is just a starting point. There is little value in a safety system if all it does is sit on the shelf. Understanding how and when to use it is paramount.

NECA provides a free consultation to assist you in implementing the safety system into your business. NECA's **Safety Development Manager** will walk you through the system and how it has been designed to work in your business giving you the start you need.

Using your unique implementation Checklist, which helps prioritise your current and future WHS requirements, ensures the NECA **Safety Management System** is implemented into your business in a simple, systematic and efficient manner.

On-going support and Information

Things change. It's our job to make your job easier and it's important that you keep up to date with the latest changes. Through our e-alerts, magazine and website we will **keep you informed** of change and if in the event that you have an incident and you need support and advice, then the NECA Safety Department is there to help you.

NECA Safety Guide for Electrical Industry Employees handbook

Simply known as the **Red Book**, this handy pocket sized booklet of industry standards and rules lays out clearly to employees your expected health and safety requirements.

Used as part of a company induction, there is facility for employees to sign that they understand its contents and provides a record that can then be retained for audit purposes and assists you in meeting your obligations under the Act to provide information, instruction and training to your employees.

Management Liability Policy

The main purpose of a Management Liability Policy is to provide protection for you as an employer in respect of actions taken against you by employees and/or authorities. This is particularly relevant in matters related to alleged occupational health and safety breaches where significant defense costs can be incurred by you.

In addition, for the very low premium costs the NECAGuard **Master Management Liability Policy** will provide full cover to the \$1 million limit for Directors and Officers, Fidelity Loss and Company Liability

NECAsAFE

Are you prepared to roll the dice on workplace health & safety?



Contact the NECA WHS Department:

Suite 2.5 Ian Barclay Building
460-492 Beaudesert Road
Salisbury QLD 4107
PO Box 778
Archerfield QLD 4108

Gavan Porter

Membership Development Officer
M 0433 336 699
T +61 7 3276 7950
F +61 7 3276 8108
E gavan.porter@neca.asn.au
W www.neca.asn.au



national
electrical and
communications
association



national
electrical and
communications
association



NECASafe WHS Management System

As a contractor you have an obligation to provide a safe working environment for your employees and visitors to your worksites. Further, with the pending changes to WHS legislation the responsibility sits directly with the owners and decision makers of the company.

With these increasing responsibilities and the ever increasing demands on your time there has never been a better time to introduce a proven system like NECASafe or NECASafe On-line into your business.

The system is designed to provide policies, plans and procedures, proformas and risk management processes for a business to develop, operate and manage Safety, Quality and Environmental issues in your daily operations. In addition they can assist you when applying for AS 4801, AS/ISO 9001 and AS/ISO 14001 accreditation.

The system is supplied on-line or in a cost effective package and for as little as \$2000 +GST you receive the full system supplied on disc, formatted with your company details throughout the documents. In this digital format it is as simple as typing in your client's details to produce professionally presented documents for individual clients and sites.

The NECASafe system comprises of five integrated components, they are:

- Site Safety Management
- Quality Management System
- Environmental Management
- Toolbox Talks
- Human Resources Manual

THE COMPONENTS OF THE SAFETY MANAGEMENT SYSTEM ARE:

Quality Management System

Need to implement a Quality Management System? Then NECA can help.

The NECA **Quality Management System** has been specifically developed for our industry and will assist members meet their legislative requirements.

The System Contains the Plans, Procedures and Forms you will need and all with the inbuilt macros that enable them to be personalised and formatted as required.

Human Resource Manual

The Human Resource Manual is designed to simplify HR and give you the necessary documentation to manage your employees. The **Human Resources System** includes: Recruitment and selection processes and employment conditions including Leave, Travel Allowances, Redundancy, Termination. It covers Employee Conduct, Training & Development, Conflict resolution, Performance reviews as well as Equal Opportunity, Privacy, Grievance and Bullying policies.

Toolbox Talks

This easy to use educational tool contains **100 Toolbox talks** specific to the electrical industry, including an assessment sheet with questions for your employees to complete plus an attendance sheet to record the meeting details.

Toolbox Talks are designed to be delivered in-house or presented by a third party. NECA can provide you with this service if required.

Environmental Management Plan

This System, like all the other components, has been designed specific to industry requirements. It will assist you to meet the exacting requirements of the International Environmental Standard ISO 14001.

The **Environmental Management Plan** contains many of the required Procedures and Forms with the ability to be personalised for your client.

Site Safety Management

With a unique inbuilt macro facility that can assist you to quickly develop a professional looking and personalised site specific **Safety Plans**, this feature saves time and avoids mistakes by not having to retype site-specific details over and over each time you prepare a new site document.

You also get a wide variety of task specific **Safe Work Method Statements** and a broad range of relevant site related WHS forms.