



Meet Your WHS Requirements with the HSE Small Business Pack

Policies and Forms Within the Pack		Details
1	WHS Policy	Safety needs compliant with WHS Act 2012
2	Return to Work Policy	Injury and rehabilitation management
3	Company Induction Checklist	Critical company information for a new worker
4	NECA Employee Guide to Safety and Environmental Handbook	One copy provided. Further copies available at \$10.00 each. We recommend 1 per employee
5	Training Register	Recording internal and external training, competencies and licenses
6	Hazard/Risk Assessment Register	Recording your high risk construction work
7	SWMS blank template	Blank SWMS for a peculiar / specific activity
8	SWMS for High Risk Construction Work, Electrical and Refrigeration activities <ul style="list-style-type: none"> 21 High Risk SWMS 28 Electrical centric SWMS 19 Refrigeration centric SWMS 	First years' online subscription provided within the HSE Small Business Safety Pack purchase. <i>Note: From the second year onward an annual subscription of \$200 is required for maintaining SWMS and Toolbox Talks online</i>
9	NECA Hazard/Risk Identification Booklet	One copy provided. Further copies available at \$12.00 each. We recommend 1 per employee
10	Incident and Investigation Report	Recording injuries, incidents, property damage and environmental issues
11	Plant and Equipment Register	Servicing and maintenance of plant and equipment
12	Hazardous Substances Register	Recording hazardous substances and safety data sheets (SDS)
13	First Aid and Emergency Procedures	Requirements for first aid and emergencies
14	Site Inspection Checklist	A site safety inspection checklist if needed
15	Tool Box Talks <ul style="list-style-type: none"> 38 Tool Box Talks on various topics 	First years' online subscription provided within the HSE Small Business Safety Pack purchase <i>Note: From the second year onward an annual subscription of \$200 is required for maintaining SWMS and Toolbox Talks online</i>

What is in The HSE Small Business Pack?

- 24/7 access to 12 policies and forms via a log-in to the HSE Small Business website
- 24/7 access to 68 SWMS and 38 Tool Box Talks via a log-in to the HSE Small Business website
- You are notified when changes are made to any policies, forms or to any SWMS as well as when any new documents are uploaded onto the HSE Small Business website
- Handbook: NECA Employee Guide to Safety & Environmental (1 copy provided)
- Hazard/Risk Booklet: NECA Hazard/Risk Identification Booklet (1 copy provided)
- 2 hours of consultancy at your office to tailor the policies, forms and SWMS to your business
- Advice from a safety professional
- Unlimited phone and email support



Understanding Your High Risk Construction Work

(refer to item 6 on previous page)

You must determine your high risk construction work in accordance with the WHS Regulations 2012. The wording in the table below is taken directly from the WHS Regulations 2012.

Please tick ✓ the high risk construction work activities that your company currently undertakes or could undertake in the near future.

My company undertakes work that:-

	involves a risk of a person falling more than 3 metres		is carried out on or near chemical, fuel or refrigerant lines
	is carried out on a telecommunication tower		is carried out on or near energised electrical installations or services
	involves demolition of an element of a structure that is load-bearing		is carried out in an area that may have a contaminated or flammable atmosphere
	involves, or is likely to involve, the disturbance of asbestos		involves tilt-up or precast concrete
	involves structural alterations or repairs that require temporary support		is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor
	is carried out in or near a confined space		is carried out in an area at a workplace in which there is any movement of powered mobile plant
	is carried out in or near a shaft or trench with an excavated depth greater than 1.5 metres		is carried out in an area in which there are artificial extremes of temperature, such as cool room or freezer or work alongside an operating boiler
	involves the use of explosives		is carried out in or near water or other liquid that involves a risk of drowning
	is carried out on or near pressurised gas distribution mains or piping		involves diving work

To Purchase the HSE Small Business Pack, simply:-

1. Complete the **HSE Small Business Pack** order form and sign it.
2. Email your order form and remittance advice to neca@necasa.asn.au

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