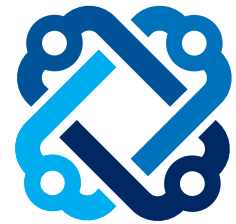


HSEQ

MANAGEMENT SYSTEM



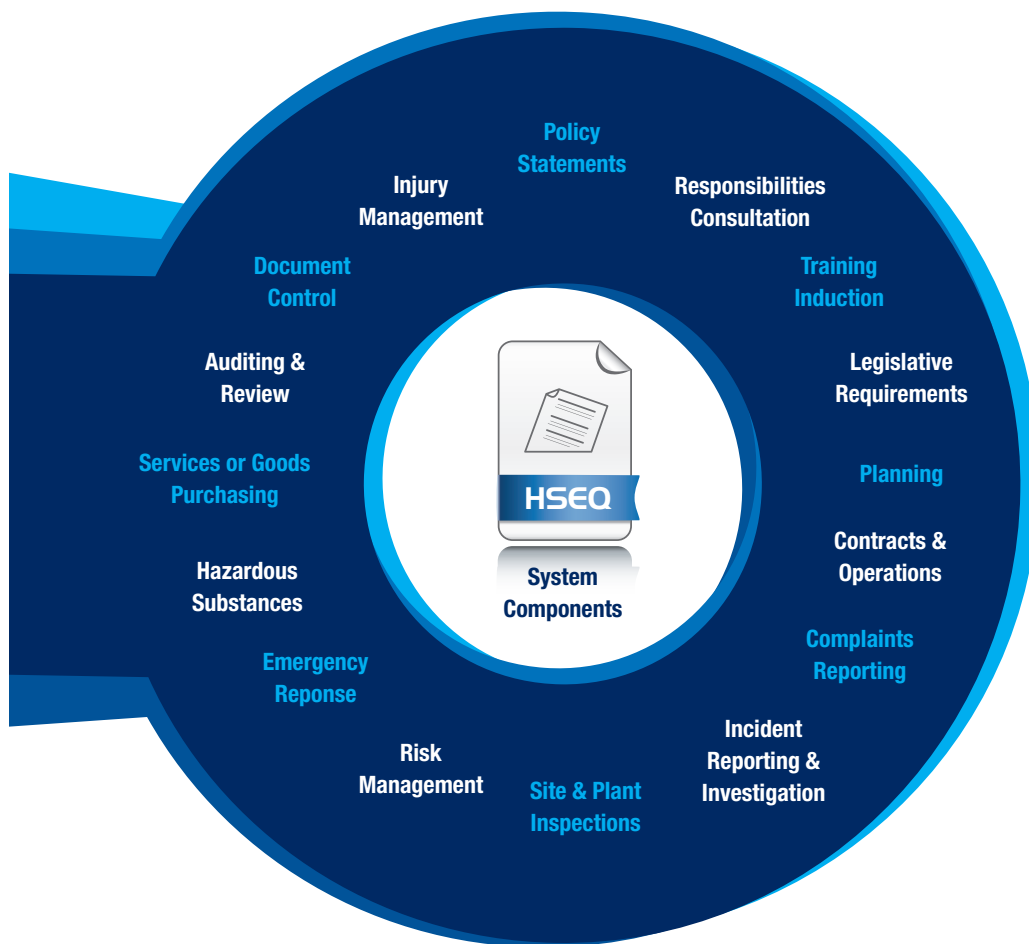
INTEGRATED HEALTH SAFETY ENVIRONMENT & QUALITY MANAGEMENT SYSTEM



national
electrical and
communications
association

HSEQ Management System

The National Electrical and Communications Association (NECA), has developed a Health Safety, Environment and Quality (HSEQ) Management System which is designed to serve the electrical, communications, refrigeration and air conditioning industries. This integrated manual and online system is focused on assisting small, medium and large businesses to take responsibility for their health, safety, environment and quality requirements by providing an integrated and user-friendly management system tailored to your individual needs that will enable you to manage the complex obligations required by Workplace Health, Safety and Environmental legislation.



Why do I need a HSEQ Management System?

The HSEQ Management System was developed to fulfil a growing need for contractors to have in place a system that is easy to use and meets the requirements of legislation and relevant standards.

Challenges facing businesses today include:

- Ensuring that you, your employees and your subcontractors work safely
- Ensuring that you have the minimum documented compliance required by legislation

Certification

The HSEQ Management System has been developed by NECA and certified by prominent JAZ-ANZ Accredited Certification Company, TQCSI, to ensure that the system meets the needs of electrical, communications, refrigeration and air conditioning businesses and provides independent and recognized certification in safety, environment and quality. The system is:

- Certified to the QHSE Code: 2013 and
- Fully meets the requirements of AS/NZS 4801: 2001 – OHS Management Systems



What does Certification mean for your business?

Tendering & Winning Work

It means you are able to demonstrate to prospective clients, both public and private, that you have in place organised and documented processes that contribute to the reduction of workplace injury, illness and environmental issues whilst minimising the costs associated with workplace safety and environmental accidents.

The HSEQ Management System will assist your company to meet pre-qualification requirements for Government, Local Council and private customer work.

WHS Legislation

Certification will also enable you to demonstrate to your WHS Regulator the Duty of Care required of Persons Conducting a Business or Undertaking (PCBU) and the necessary Due Diligence required of Officers of the PCBU under the Harmonised and non-Harmonised WHS Act and WHS Regulations.

This HSEQ Management System has been specifically designed for small to medium businesses in response to a demand by governments and major customers to better manage workplace safety, environmental and quality control. Businesses can demonstrate to their customers an ability to identify, analyse and manage, health safety, environmental and quality issues under a management system that is independently audited and certified. Importantly, you will also be in a position to demonstrate the ability to reliably work with larger organisations who have achieved certification against the international standards of AS/NZS 4801, AS/NZS 14001 and ISO 9001.

As your business grows the HSEQ Management System can also change to meet additional requirements of the certified standards and WHS Legislation.

How does the HSEQ Management System organise my activities?

The adjacent diagram shows the elements of the HSEQ Management System. These elements need only be as detailed as the complexity and risk profile of your business. NECA will directly assist you to establish your HSEQ Management System to reflect your business needs and teach you how to implement and maintain the system.

Anytime – Anywhere

The HSEQ Management System documents will be available 24/7 through the NECA HSEQ website via your desktop computer, laptop, iPad, iPhone or android equivalents. It is that easy to stay in touch whilst ensuring you will always have current information and documentation.

How does it work?

1. Customise System to your Business

The HSEQ Management System is customised to your business, ensuring your details, personnel and specifications are applied to create your individualised System. NECA will work with your business from the beginning to assist in correctly setting up the System, ensuring it reflects your structure and how you conduct your business.

2. Provided in your Manual

- Tailored HSEQ Management Manual
- System Forms
- Safe Work Method Statements
- Emergency Response Plan
- Project WHS Management Plan
- Site Safety Instructions
- Work Instructions
- Employee Induction Booklet
- Risk Identification Booklet

Additional copies of the manual, Employee Induction booklet and Risk ID booklets can be purchased at an additional cost.

3. Assistance with System Implementation

NECA will work with you to implement the HSEQ Management System into your business operations, providing (where requested) training of your employees in its use.

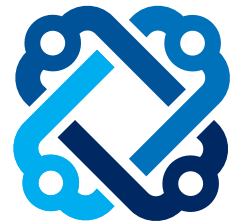
4. Access to the System Online

The System Forms, SWMS, Emergency Response Plan, Project WHS Management Plan, Site Safety Instructions and Work Instructions are available online at **www.hseq.asn.au** via a secure login. Access to this valuable resource is available with an annual subscription and will ensure that your system is kept fully updated with relevant amendments.

5. Ongoing Advice, Support and Assistance

NECA will conduct an audit every 12 months against key elements of the QHSE Code: 2013, AS/NZS 4801 and WHS legislation to see how your business is implementing the HSEQ Management System. This health check audit will include a gap analysis and recommendations on improvements required. An annual external audit is required to ensure your business is appropriately managing its safety, environmental and quality processes and to ensure the ongoing NECA Certification of the HSEQ Management System is maintained.

HSEQ MANAGEMENT SYSTEM



Benefits at a Glance

Customised to your business

NECA customises the HSEQ Management System to your business to reflect your structure, scope of works and major risks.

Independently recognised Certification.

NECA's HSEQ Management System is certified to the QHSE Code: 2013 and AS/NZS 4801: 2001 and meets the requirements of Workplace Health and Safety legislation.

Assistance with System Implementation

NECA works with you to implement the HSEQ Management System into your business operations, providing (where requested) training of your employees in its use.

24/7 Access to the Latest Documents

Documents and updates are available online anytime at www.hseq.asn.au via a secure login.

Ongoing Advice, Support and Assistance

NECA will annually audit your businesses HSEQ Management System to ensure your business is continually improving and meeting the key requirements of the QHSE Code: 2013, AS/NZS 4801: 2001 and WHS legislation.



FURTHER INFORMATION

To find out more about the NECA HSEQ Management System and how it can benefit your business, please contact your local NECA state chapter or visit the website www.hseq.asn.au.

*Enhancing your business.
Advancing our industry.*