

CAPABILITY STATEMENT



SAFETYZONE

SAFETY • QUALITY • ENVIRONMENT

1300 123 647 / WWW.SAFETYZONE.NET.AU



CONSULTATION SERVICES OVERVIEW

SafetyZone consultancy service delivers OHS, Quality and Environmental Compliance assistance to a variety of businesses and industries across Victoria.

Operating from our offices in Melbourne and Geelong, we specialise in ensuring our clients receive comprehensive and current compliance assistance within general and specialised fields of OHS.

Many of our systems have been successfully externally audited to attain certification to International and Australian standards. We are able to meet these high standards of workmanship through ongoing professional development and industry specific courses to complement our various studies and years of experience.

SafetyZone have in all cases provided first class advice and management of OHS matters. I have been thoroughly impressed by the high standard of work provided by Andrew. Andrews' knowledge of OHS is second to none. Andrew is an extremely competent safety practitioner and always demonstrates high levels of expertise and professionalism. I would highly recommend SafetyZone to any clients looking for superior service.

– Transport Accident Commission

SYSTEM DEVELOPING, AUDITING AND REVIEWING

OHS MANAGEMENT SYSTEMS

SafetyZone can assist your business with OHS compliance, management plans and audits. SafetyZone develops OHS management systems which are compliant with the Australian Standard AS 4801: Safety Management Systems.

RISK MANAGEMENT SYSTEMS

SafetyZone can provide risk management system development, review and auditing for your business. All organisations should ensure they have a thorough and practical OHS risk management plan to manage risk effectively.

QUALITY MANAGEMENT SYSTEMS

SafetyZone develops OHS quality management systems compliant with the International Standard ISO 9001: Quality Management Systems. SafetyZone also carries out quality management system auditing for businesses in Geelong and the South-West of Victoria.

ENVIRONMENTAL MANAGEMENT SYSTEMS

SafetyZone's OHS consultants are expert developers in OHS systems compliant with the International Standard ISO 14001: Environmental Management Systems. Our team are also comprehensively qualified within the industry to undertake environmental management system auditing.

INTEGRATED MANAGEMENT SYSTEMS

Our business can develop, review and audit your business integrated management system which incorporates safety, quality and environmental management systems under a single framework.

CHAIN OF RESPONSIBILITY (COR) SYSTEMS

The Chain of Responsibility System, or COR system, establishes a legal liability for businesses which consign, pack, load or receive goods as part of their business.

VICROADS COMPLIANCE SYSTEMS

SafetyZone can develop a completely new VicRoads compliance system or carry out VicRoads compliance auditing for Geelong businesses and businesses across South-West Victoria. The VicRoads compliance systems are developed for services to roads, such as bitumen pouring, traffic management services and road and bridge design.

WELLBEING MANAGEMENT SYSTEMS

Wellbeing Management Systems are effectively Occupational Health and Safety systems with a strong focus on reducing the instance of mental health disease, stress and other pressures of the modern workplace.



OHS ASSESSMENT AND REPORTS

OHS CONSULTING

Our occupational health and safety services are tailored to each of our clients, taking into account the individual needs and risk profiles of every business and organisation.

RISK ASSESSMENTS

SafetyZone consultants perform risk assessments on a range of activities and equipment. While conducting a risk assessment, SafetyZone OHS Consultants use a range of interview techniques and industrial specific guidelines, including Australian Standards, WorkSafe Codes of Practice, compliance notes, journal articles and industry publications.

SWMS AND JSA

SafetyZone provides complete, clear and concise site-specific SWMS, JSA or JSEA (Job Safety Environmental Assessment), all utilising the risk matrix format as well as the hierarchy of controls to identify risk rankings based on the likelihood and consequence of stated events.

EMERGENCY AND TRAFFIC MANAGEMENT PLANS

A traffic management plan is crucial to the management of vehicle and pedestrian traffic separation within the workplace. SafetyZone undertakes comprehensive planning and risk assessments to determine and mitigate risks for vehicle and pedestrian interaction which could result in a near-miss incident or injury.

ERGONOMIC ASSESSMENTS

Our OHS consultants are comprehensively trained in risk management and where necessary will make recommendations for improvements at your workplace or worksite.

WORKSITE INSPECTIONS AND REPORTS

Worksite audits provide recommendations for improvement in safety procedures, safe plant and equipment.

Our professionally trained and highly experienced OHS consultants undertake safety audits at your site or at multiple sites.

The college and myself have gone from a limited knowledge of OHS to having a greater understanding of the role we play in keeping the school, staff and students safe.

– MacKillop College



CONSULTATION SERVICES OVERVIEW

SafetyZone has an ongoing commitment to continually developing the innovative, business-specific Occupational Health and Safety processes of each client.

We ensure a consistent high standard of compliance with all requirements. Many of our OHS Management Systems have been externally audited to attain certification to International and Australian standards.

Our OHS Consultants regularly take part in ongoing professional development and industry-specific courses to complement their experience.

Our Consultant Services include the development, auditing and review of: OHS Management Systems, Integrated Management Systems, Environmental Management Systems, Chain of Responsibility (COR) Systems, Quality Management Systems, Risk Management Systems and Vicroads Compliance Systems.

Safetyzone helped lift our OHS documentation to the next level, ensuring it's not just compliant, but exceeds standard requirements.

In a high risk industry there is zero margin for error and with Safetyzone's support, we are confident in our processes and operations.

They are very quick, super knowledgeable and great communicators.

– Kings Landscaping

TENDER DEVELOPMENT AND MANAGEMENT

CONTRACTOR MANAGEMENT

Using a contractor does not absolve your business from workplace health and safety laws or other obligations.

It is important contractors have a clear understanding of the requirements of your organisation and project.

PROJECT RISK MANAGEMENT AND PLANS

SafetyZone's OHS consultants assist clients develop professional OHS project management methodologies and project projections. Our project risk consultants undertake this role for businesses and organisations in a variety of industries such as earthmoving, demolition and construction.

TENDER WRITING

SafetyZone assists organisations prepare and submit tenders and prospects. Our OHS consultants regularly attend tender briefing, pre-contract and post-contract approval meetings across South-West Victoria.

ADDITIONAL SERVICES

HR CONSULTING

SafetyZone offers strategic HR consulting and HR consultancy services to businesses and organisations in Geelong, Melbourne and across South-West Victoria. Our professional and highly experienced consultants work with you to provide strategic human resources advice and solutions and ensure HR compliance across your business.

OCCUPATIONAL HYGIENE

SafetyZone assists in the identification, monitoring, evaluation, classification and development of controls for workplace hazardous substances and materials. Consultants at SafetyZone ensure effective management of any potential exposure your employees, stakeholders or visitors have to hazardous substances and environmental conditions affecting their health.

ESSENTIAL SAFETY MEASURES

SafetyZone can manage workplace essential safety measures such as electrical and fire safety.

TRAINING

SafetyZone OHS training consultants provide training services to a number of nationally recognised training providers within the area of Work Health & Safety (WHS). We can also design your in-house training to meet nationally recognised criteria for unit competency.



CONSULTANT PROFILES

LINDSAY BRUNTON COHS PRAC, RSP (AUST)

Position: Director/Senior OHSEQ Consultant

Qualifications:

- Advanced Diploma of Work Health and Safety
- Diploma of Project Management
- Diploma of Business (Frontline Management)
- CGU endorsed Role of a Return to Work Coordinator
- Certificate IV in Training and Assessment
- Lead Auditor Training in Quality Systems
- Management Systems Auditing Certification

Lindsay has over twenty-nine years' experience working within a manufacturing environment, fifteen years, as a WHSQE professional. Lindsay has amassed a variety of practical and theoretical knowledge with regard to the conceptualisation, development, implementation and maintenance of best practice Safety, Quality and Environmental Systems.

This includes but is not limited to NSCA Five Star, AS4801 Safety Management Systems, ISO9001 Quality Management Systems and ISO14001 Environmental Management Systems.

Since 2009, Lindsay has been the Principle Consultant at SafetyZone. Lindsay, prides himself on using his analytical problem solving skills and experience to provide solutions to a variety of risks as well as assisting to develop and maintain the compliance systems to ensure his clients have safe, successful businesses.

ANDREW LEAREY COHS PROF, RSP (AUST)

Position: Senior OHSEQ Consultant

Qualifications:

- Postgraduate Diploma in Occupational Safety and Health
- Bachelor of Management, Marketing and E-Business
- Advanced Diploma of Work Health and Safety
- Lead Auditor Training in Quality Systems
- Certificate IV in Training and Assessment
- CGU endorsed Role of a Return to Work Coordinator
- SES Emergency Management

Andrew works as an OHS and Risk Management Subject Matter Expert across a variety of system configurations, legislation and best practice guidelines. He is recognised under the registration of Certified Generalist OHS Professional (Safety Institute of Australia).

Andrews' role at SafetyZone allows him to undertake a variety of Safety, Quality, Environmental, Council, Contractor Management and Ergonomic related projects across a variety of small, medium and large businesses.

This includes processes such as risk assessment, systems documentation development (i.e. AS4801/ISO9001/ISO14001/CCF etc) as well as a variety of workplace compliance consulting tasks.

"I have used other consultants before and one of the refreshing aspects of the meeting with Lindsay was that he didn't try to scare us into having to get everything done straight away he actually helped us and then offered his services for the future.

I can safely say that our experience with Safety Zones was value for money and I will certainly be using Safety Zone to help us comply with the regulations in the future".

- West Crane Services

WALLY RICKARD

Position: OHSEQ Consultant

Qualifications:

- Certificate in Applied Laboratory Techniques
- Internal Quality Auditing
- Certificate IV Quality Management Assessment
- TapRoot Incident Investigation and Root Cause analysis
- Internal Food Safety Auditing
- Introduction to Bushfire Planning Provisions
- Registered Assessor incorporating subcontractor Control and assessment
- HACCP Principles and Applications

Prior to starting as an OHSEQ consultant at SafetyZone, Wally has had over 40 years' experience working within manufacturing environments. Many of these were spent within the Quality Compliance and System Development, rising to the position of National Quality Manager.

Wally's role at SafetyZone allows him to work with businesses to develop comprehensive and accurate OHS, Environmental and Quality Management Systems. Wally assists clients in meeting legislative and contractual requirements across a variety of industries.



SAFETYZONE PROJECTS

HSEQ MANAGEMENT SYSTEMS: MULTI-NATIONAL CONSTRUCTION FIRM

SafetyZone OHS Consultants worked with a European based construction firm to assist in the establishment, implementation and contractor adherence to HSEQ site requirements during a facility construction within Australia.

The main outcomes were as follows:

1. Site HSEQ plans and requirements were comprehensively implemented;
2. Full time site HSEQ supervisor provided, supported by SafetyZone Senior Management; and
3. A high standard of site safety and compliance was achieved.

RISK ASSESSMENT & PROCEDURE DEVELOPMENT: CONSTRUCTION

SafetyZone OHS Consultants worked with a local volume builder to interview, risk assess and develop Safe Work Method Statements (SWMS) for trades undertaking high risk work in domestic and commercial construction.

The main outcomes were as follows:

1. Contractors and their employees had a greater understanding of their responsibilities onsite;
2. Site safety awareness and correct PPE use dramatically increased; and
3. Volume builder reputation for OHS compliance increased.

AUDITING & COMPLIANCE: HEAVY MANUFACTURING

SafetyZone OHS consultants undertook a comprehensive three day external (non-certification) audit of a companies AS4801 OHS Management System.

The main outcomes were as follows:

1. Area supervisors and senior management were made aware of their high risks;
2. Systems were able to be improved and made more practicable; and
3. Senior Management were able to develop an ongoing plan for continual improvement.

TENDER APPLICATION & PROJECT MANAGEMENT: CIVIL CONTRACTING

SafetyZone OHS consultants assisted a local civil contracting company with the entirety of the tender process for a multi-million dollar project.

The main outcomes were as follows:

1. Tender development, planning and negotiation was undertaken to assist the client;
2. Project planning (via Gantt chart) and equipment provisions were identified; and
3. Superintendent was impressed with Safety, Quality and Environmental measures in place.

TRAINING PROVISION: LOCAL REGISTERED TRAINING ORGANISATION

SafetyZone OHS consultants are registered vocational trainers, undertaking the provision of training services for formal qualifications as well as custom courses to meet organisational needs.

The main outcomes of our training provision have been as follows:

1. Graduation of various students within Cert IV. through to Adv. Diploma WHS; and
2. Working as speakers at conferences, seminars, contractor inductions as well as industry events.

FREQUENTLY ASKED QUESTIONS

MY BUSINESS IS NOT LARGE ENOUGH TO WARRANT EMPLOYING A FULL-TIME OH&S POSITION BUT WE STILL NEED OH&S ADVICE.

CAN YOU HELP?

SafetyZone can provide you with an experienced OH&S consultant who has a strong background in your industry. Our SafetyZone OHS Consultant will work with you for a single project or for a pre-determined time. Our OHS Consultation gives you sound and practical advice on all areas of Workplace Health and Safety.

DO WE NEED TO TAKE INTO ACCOUNT RISK MANAGEMENT ISSUES WHEN COMPLETING A SUBMISSION DOCUMENT?

Where you have a tender, contract or project, it is imperative that the submission documents take into account Risk Management and wherever else you work.

WE NEED TO ENSURE COMPLIANCE WITH WORKPLACE HEALTH AND SAFETY FOR OUR BUSINESS AND ITS VARIOUS OFFICES.

CAN SAFETYZONE ASSIST US?

When our SafetyZone consultants carry out Worksite Inspection, we will provide recommendations for improvement in Occupational Health and Safety Procedures and equipment. Our goal is full compliance with Workplace Health and Safety for your businesses.

WE NEED TO ESTABLISH AN OHS MANAGEMENT SYSTEM FOR OUR BUSINESS. CAN WE GET ASSISTANCE WITH THIS?

For an effective OHS Management System businesses can rely on, contact our professional and experienced consultants at SafetyZone.

DO YOU EMPLOY OHS CONSULTANTS FROM A VARIETY OF INDUSTRIES?

Yes, we do. At SafetyZone, our OHS Consultants provide professional OHS Consultation Services and Compliance Assistance across a number of industries in which they have extensive experience.

WHY DOES OUR SMALL BUSINESS NEED OHS MANAGEMENT SYSTEMS?

Businesses need to ensure management, employees and other stakeholders are aligned with legislative compliance requirements. OHS Management Systems organise and control these requirements within your company and its activities.

WHY WOULD WE NEED TO LOOK AT CONTRACTOR MANAGEMENT SYSTEMS FOR SMALL BUSINESS?

The main reason you need to consider Contractor Management businesses and elsewhere across Victoria is because using a contractor does not absolve your business from the obligations you have under OH&S and workplace health and safety legislation.

WHAT IS A "COR" SYSTEM?

"COR" stands for "Chain of Responsibility". A Chain of Responsibility System takes account of the actions of every person or role in a process. A COR System ensures everyone in the Supply Chain Process has an equal measure of responsibility for making sure every effort is taken to avoid non-compliance or incidents. SafetyZone carries out Chain of Responsibility System Development, Auditing and Review in the Transport Industry.

YOUR HQ IS IN GEELONG DOES THIS MEAN YOUR FOCUS IS OHS FOR GEELONG?

No. We are based in Geelong but provide our services across Victoria, focusing on South-West Victoria, including Geelong, Melbourne, Warrnambool and Ballarat.

DO YOU USE TEMPLATES FOR YOUR OHS WORK?

At SafetyZone, all work is customised to suit the individual business or organisation we are working with, including the industry they are in.



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