

# CAPABILITY STATEMENT

SAFETY • QUALITY • ENVIRONMENT

**1300 123 647**

**WWW.SAFETYZONE.NET.AU**



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

Operating from our offices in 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

# CONSULTATION SERVICES OVERVIEW

## 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 AS4801/ISO45001: 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.

# CONSULTATION SERVICES OVERVIEW

## OHS Assessment and Reports

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### 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 Audit Inspections and Reports

Worksite audits provide recommendations for improvement in safety procedures, safe plant and equipment. Our professionally trained and highly experienced OHS Consultants can undertake safety audits at your site or at multiple sites.

*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



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.

*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

## 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 in preparing and submitting tenders. Our services focus on ensuring full compliance with tender requirements by reviewing, updating and aligning client documentation, assisting with the development of tender responses and coordinating the final submission process.

## Additional services

### 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.

### 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.

### RTW

Assisting small businesses in RTW processes to reduce the impact of injuries to staff in business.



# CONSULTANT PROFILES

## Lindsay Brunton Certified OHS Practitioner (COHSPrac), RSP (Aust)

### Position:

Managing Director / WHSEQ Consultant

### Key Qualifications:

- Advanced Diploma of WHS
- Advanced Diploma of OHS
- Exemplar Global Certified Principal Auditor
- Internal Auditor Training ISO 19011:2018
- OHS Management Systems Auditing
- Diploma of Frontline Management
- Diploma of Project Management
- Certificate IV Training and Assessment
- Certificate III in Hospitality
- Lead Auditor Training in Quality Systems
- CGU Approved Return to Work Management Course
- Working Safely Near Live Electrical Apparatus as a Non-Electrical Worker
- Apply ESI Safety Rules, Codes of Practice and Procedures for Work Near Electrical Apparatus
- Conduct In-Service Safety Testing of Electrical Cord Assemblies and Cord Connected Equipment
- Construction Induction Course
- Licence to Perform High-Risk Work – Classes LF LO
- HLTAID003 – Provide First Aid, HLTAID001 – Provide Cardiopulmonary Resuscitation

### Professional Memberships & Registrations:

- Certified OHS Practitioner – Australian Institute of Health & Safety
- Registered Safety Professional (RSP) Australia
- Exemplar Global
- Geelong Safety Group Member



### Professional Experience:

Lindsay has amassed over 30 years of experience working within a manufacturing environment. As a WHSEQ professional for over 20 years, 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 management systems.

This includes but is not limited to VicRoads Accreditation, NSCA Five Star, AS4801 and ISO45001 Safety Management Systems, ISO9001 Quality Management Systems and ISO14001 Environmental Management Systems.

As a consultant, Lindsay prides himself on using his analytical problem-solving skills, and experience to provide practical solutions to a variety of project scopes across many industries.

Since 2009 Lindsay has been providing OHSEQ Guidance/Plans, Risk Assessments, Traffic Management Plans, Auditing and Mentoring services to an extensive range of business sectors inclusive of but not limited to:

- Commercial Construction
- Civil Construction
- Domestic Construction
- Contractors
  - Carpentry
  - Plumbing
  - Electrical
  - Tiling
  - Roofing
- Manufacturers
- Transport
- Warehousing
- Retail
  - Clothing
  - Food and Beverage
- Victorian Ports
- Victorian Government Agencies
- Local Government
- Coastal Authorities
- Aged Care
- Recreational Facilities



# CONSULTANT PROFILES

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## Michael Collett

### Position:

WHSEQ Consultant

### Key Qualifications:

- Certificate IV in Work Health and Safety
- Certificate III in Mechanical Engineering
- ICAM Lead Incident Investigator – Accredited
- Return to Work Coordinator – Accredited
- High Risk Work Licence: Forklift, Bridge & Gantry Crane, Dogging, Intermediate Rigging
- First Aid & CPR – Current
- Experience in ISO-Certified Work Environments

### Professional Experience:

Michael is a qualified and hands-on WHSEQ Consultant with a strong technical foundation and over a decade of combined experience in mechanical trades, warehousing, and workplace health and safety. With over seven years as a Fitter and Turner, including work within ISO-certified operations, Michael brings unique insight into frontline risks, maintenance operations, and practical safety implementation in high-risk industries.

Michael holds a Certificate IV in Work Health and Safety and is an accredited Lead Incident Investigator and Return to Work Coordinator. These qualifications underpin his expertise in workplace compliance, injury management, safety audits, and root cause analysis. His experience ensures he can develop and implement effective WHSEQ systems tailored to a range of industrial and warehousing environments.

He is licensed to operate high-risk equipment, including forklifts, bridge and gantry cranes, and performs dogging and intermediate rigging, giving him a critical understanding of site-based hazards and control measures. With current First Aid and CPR certification, he is also equipped to respond quickly to onsite incidents.

Michael is a committed safety leader who works collaboratively across all levels of an organisation to embed a culture of continuous improvement, risk mitigation, and regulatory compliance. His approach is grounded, proactive, and results-driven — making him a valuable asset in any organisation's WHSEQ framework.



# CONSULTANT PROFILES

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## Ian McLatchie

### Position:

WHSEQ Consultant

### Key Qualifications:

- Certificate IV Occupational Health & Safety
- Certificate IV Training & Assessment
- Construction Card
- MSIC Card
- Licenses
  - Perform dogging
  - Elevated Work Platform
  - Working at Heights
  - Forklift
- Certificate IV Civil Construction Supervision
- Completed RTO Training in the following competencies
  - Dogman
  - Working at Heights
  - Operate a Gantry or Overhead Crane
  - Secure Cargo
- Performs Training & Auditing for
  - Slings Awareness
  - Working at Height Awareness
  - Lifting Trains Awareness
  - Splicing of High-performance ropes
  - Resin Socketing
  - Operation of Hydraulic Testing equipment
- Lifting & Testing Technical audits
- NATA National Association & Testing Authorities Auditor
- NATA National Association & Testing Authorities Laboratory Representative

### Professional Experience:

Ian has worked in the Lifting, Height Safety, Overhead Crane Industry and Safety industry for 30 years in various positions. Ian operated his own business for 15 years in Lifting & testing equipment with his last position being the General Manager for a major overhead crane servicing company.

Ian is an accomplished Trainer in certified course's as listed and a consultant in the above industries and has consulted to companies such as Wesfarmers industrial division, Downer, Bombardier Rail, One Steel, National Pacific, Maxitrans and many more.

Ian has worked with companies to help them create WHSEQ management plans, Risk assessments, Policies and Procedures in WHSEQ.



# CONSULTANT PROFILES

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## Wally Rickard

### Position:

WHSEQ Consultant

### Key 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

### Professional Experience:

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.



# OHS ADMINISTRATIVE ASSOCIATE PROFILE

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## Natalie Palmer

**Position:**

OHS Administrative Associate

**Key Qualifications:**

- HSR Training Course
- RTW Co-ordinator Training
- Tender Writing
- Cert IV Training & Assessment

**Professional Experience:**

With many years of experience in the Education and Government sectors, Natalie came to SafetyZone with a strong understanding of compliance and a broad knowledge base.

Her eye for detail enabled her to excel in quality assurance at the Australian Bureau of Statistics and lead the monitoring and recording of Work Health and Safety issues, including investigation and compilation of incident reports.

Natalie enjoys liaising with clients to assist with managing database content and continual improvement; create registers and guides; refine documents; deliver training, and review induction processes.

# SAFETYZONE PROJECTS

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## **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 ISO45001 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.

## FREQUENTLY ASKED QUESTIONS

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### **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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