

# STUDENT REGISTRATION

NAME OF PARTICIPANT

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ADDRESS

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**SAFETY TRAINING AND  
QUALITY ASSURANCE  
CERTIFICATION**

**STUDENT/CLIENT TO AGREE TO THESE:**

1. ORDER & LICENCE AGREEMENT IS SIGNED
2. CONDITIONS OF ENTRY MUST BE ACCEPTED
3. STUDENT WILL ACCEPT CODE OF CONDUCT
4. PROCEDURES FOR COMPLETING THE TESTS
5. COMPLETION OF ASSESSMENT EVALUATIONS

**TUTOR TO COLLECT ALL COPIES AT  
END OF COURSE AND POST TO SUMMIT.  
ASSESSMENTS TO BE AT HEAD OFFICE.**

# TRAINING COURSES FOR SAFETY REPRESENTATIVE, SAFETY OFFICER, SUPERVISOR, MANAGER/TRAINER

The HSAW Act explains the training requirements see Section 36 (3) (f) the provision of any information, training, instruction, or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking;



## **SAFETY REPRESENTATIVE OSH QUAL SSL 4000**

6-7 hours of lessons followed by workshops, private study, tests and other assessment.

- Element 1:** Brief history of ACC and important terms are defined. Recognise statutory rights and responsibilities of workers and the main Safework AU Worksafe NZ roles.
- Element 2** Safety Representative Skills and Knowledge Requirements. Promoting safety, identifying, evaluating and controlling hazards.
- Element 3** Safety Reps promote and foster co-operation among the parties. They also investigate and report on near misses, injuries and incidents. Safety Reps can issue hazard notices.
- Element 4** Safety Reps help to improve standards of Health and Safety in the workplace.
- Element 5** Explain the requirements of the Injury Prevention, Rehabilitation and Compensation Act in relation to work related injuries and illnesses.
- Element 6** Safety Reps may also set up safe sites, run toolbox meetings, act as Fire Wardens, Supervise safety, and report serious accidents.

## **SAFETY OFFICER TRAINING & CERTIFICATION SSL 4001/SSL 4002**

2-4 hours of lessons followed by workshops, private study, tests and other assessment.

HSE Act and application of the Act to employees, employers, representatives and safety officers.

**Introductory (first 3 elements)**

**Element 1:** Recognise statutory rights and responsibilities and know Safework AU Worksafe NZ roles.

**Element 2** Protect health and safety. **Element 3** Improve standards of Health and Safety.

**Advanced (2 more elements) Element 4** Understand employee consultation, Safety Rep roles and duties; Basic Fire Warden duties and emergency CPR; Accident reporting and attending Safety Committees.

**Element 5 OPTIONAL** Set up a safe site, toolbox meetings and auditing work sites.

Identifying relevant sections of the new legislation for Safety Officers

## **CONSTRUCTION WORKSAFE - PLATINUM TICKET SSL 4101**

4-6 hours of lessons followed by workshops, private study, tests and other assessment.

To provide training for employees who need to be able to fulfil the duties of Safety Supervisor

**Element 1** Understanding the role of Safety Officers and the Safety Committee.

**Element 2** Identification of workplace hazards and managing them in a competent & efficient manner.

**Element 3** Understand accident recording and reporting. Introducing new plant and new activities. Good practice for training new staff.

**Element 4** Control of other parties on site. Implementing procedures for improving safety standards.

**Element 5** Other issues for construction site safe operation. Injury prevention initiatives.

**Element 6** HSE Amendment Act, role of Safety Reps, Safety Officers and consultative process.

## **SAFETY SUPERVISOR SENIOR - TRAINING & CERT SSL 4201**

6-8 hours of lessons followed by workshops, private study, tests and other assessment.

6 Elements are included in this course which is designed for Managers in control of safety.

## **SAFETY TRAINER - TRAINING & CERTIFICATION SSL 4301**

7-9 hours of lessons followed by workshops, private study, tests and other assessment.

Techniques of providing safety training to workers and assessing it. 7 Elements in this course.

The above courses are really good value. Discounts can apply for group bookings. All necessary course material is provided in the training manual. Certificates are valid for 2 years. Short courses may be held at Client sites.



CANTERBURY 027 2488 790 AUCKLAND 09 438 7555 WELLINGTON 027 447 3430 HAWKES BAY 021 165 6352  
CENTRAL DIST 021 070 9141 NORTHLAND 09 438 7555 or 7550 WAIKATO 027 244 1348 OTAGO/SLAND 03 217 6070

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**ORDER & LICENCE AGREEMENT page 1 of 2**

Candidates to complete licence conditions agreement. Add GST to figures below. Travel is extra.

<b><u>SAFETY OFFICER COURSES</u></b> NB 50% of normal fee p.p. if non attendance	<b>(course / mark / cert)</b>
Safety Officer introductory course lesson plans and assess. 2 hours (min 2)	\$ 170.00 +\$15 + \$25
Safety Officer Advanced course followed by study and tests. 3 hours (min 2)	\$ 225.00 +\$15 + \$25
Safety Rep AND Trainee Manager course for Officers (min 2)	\$ 299.00 +\$15 + \$25
Safety Officer refresher existing Officers (min 2) 2 hours	\$ 160.00 +\$15 + \$25
Construction Manager Platinum Ticket study and tests. (min 2) 3 hours	\$ 199.00 +\$15 + \$25
Site Safety Supervisor course study and tests. (min 2) 3-4 hours	\$ 239.00 +\$15 + \$25
Safety Trainer 5-8 hour course followed by study and tests. (min 2)	\$ 399.00 +\$15 + \$25
<b><u>SUPERVISOR COURSES (3-5 hours)</u></b>	
Training for Confined spaces, followed by workshop, study and tests.	\$ 269.00 + 49.00
Training for Hazardous Substances, followed by workshop, study and tests.	\$ 279.00 + 49.00
Training for Fall Prevention, followed by workshop, study and tests.	\$ 299.00 + 49.00
<b><u>AUDITOR QUALS FOR CONTROL OFFICERS / MANAGERS / PCBU</u></b>	
Quality Assurance Supervisor TQS1:2005 (min 2) 3-5 hrs 20 hrs private study	\$ 299.00 + 99.00
Internal Auditor AS/NZS ISO 9001:2016 (min 2) 2 x 3-4 hrs + 50 hrs study	\$ 499.00 + 99.00 ##
Internal Auditor AS/NZS ISO 45001:2016 (min 2) 2 / 3 classes x 2.5 or 3.5 hours	\$ 499.00 + 99.00 ##
External Auditor ISO 19011 (min 2) 2 x 3-4 hrs class plus 50 hrs study	\$ 599.00 + 99.00 ##
Lead Auditor ISO 19011, 17021, 17024 (min 2) 300 hrs study + 2 days assess	\$ 1299.00 + 99.00
<b><u>PROF DRIVER / OPERATOR COURSES 2-3 hours each</u></b>	
Training for Hazard Identification followed by workshop, study / tests (min 3).	\$ 99.00 +\$15 + \$25
Training for Food Safety and HACCP (min 3)	\$ 129.00 +\$15 + \$25
Training for Manual Handling, followed by workshop, study & tests. (min 3)	\$ 129.00 +\$15 + \$25
Training for Fire Warden with workshop, study and tests. (minimum group 3)	\$ 100.00 +\$15 + \$25
Prof Driver and Plant Operators 3-4 hours (min 3 x \$180 each, 7 – 10 max x \$140)	\$180-140 +\$19 + \$25
Training for Survival, includes slide show and oral tests (min 4)	\$75.00 +\$19 + \$25
Training for Injury Prevention, short test is optional (minimum group 4)	\$ 49.00 +\$15 + \$25
<b>NB: The \$49 - \$99 per person is for assessment / moderation / certificate.</b>	

Name of course to be arranged .....

Names Students .....

Name of client .....

Client Address .....

Client Signature ..... Date / /

State Venue (Client site possible or SSL site)

<b>## INTERNAL AUDITOR (ICA)</b> One candidate = \$499 + 99 each Two candidates = \$449 + 99 each Three to four candidates = \$399 + 99 each Five to six candidates = \$349 + 99 each Travel local \$39 and long distance \$64 / hr	<b>COURSE FEES TOTAL</b>	
	<b>ADD GST</b>	
	<b>TRAVEL 1-3 TRIPS</b>	
	<b>TOTAL PAYABLE</b>	
	<b>50% DUE TODAY</b>	
	<b>50% 30 days</b>	

**DISCLAIMER AND COPYRIGHT TO BE ACKNOWLEDGED**  
 Summit Systems Ltd advises and the Client accepts that this training does not meet all the legal requirements of the Health and Safety in Employment Act and that the Client is obliged to complete considerable further work to reach a point of minimum compliance standards. In addition, any documents are only issued subject to acceptance of all of the terms of the Licence Agreement.

ANY DEBT RECOVERY EXPENSES will be charged on all overdue amounts. PRICES may be adjusted quarterly.  
 INTEREST will be charged at the rate of 2% per month - cumulative, on any accounts in arrears.  
 DISPUTES regarding the performance of goods or services must be registered at the time of delivery, and if there is no such dispute, the Client has accepted the goods and services and will be liable for full payment.  
 GUARANTEES: A condition of purchase is that Consumer Guarantees legislation does not apply to the intellectual property.

**INTERIM RECEIPT FOR CLIENT - IRD GST No 62.044.879**  
**This is not a tax invoice until payment is made in full** RECEIVED the sum of \$ \_\_\_\_\_  
 Signed by Consultant /Tutor \_\_\_\_\_ Date / /  
 Balance due (if any) \$ \_\_\_\_\_ (incl/excl \_\_\_\_\_ GST) **BANK ACCOUNT 03 0830 0340303 00**

**Signature of Summit Consultant** ..... Date / /

## TRAINING FOR SAFETY & COMPLIANCE AUDITORS,

The HSAW Act explains the training requirements see Section 36 (3) (f) the provision of any information, training, instruction, or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking;



### **SAFETY SUPVR & INTERNAL COMPLIANCE AUDITOR (ICA)** **LEVEL 5 - HSAW ACT 2015, AS/NZS ISO 45001:2016**

**2 or 3 classes (2.5 or 3.5 hrs) over 3 months plus workshops, private study, tests and assessment. The Role of the Internal auditor is diverse and important - embracing several functions. This course is for Controlling Officers; HR / Safety / Admin Managers; Project and Operational people plus Divisional Leaders. The modules will provide adequate training for the Internal Auditor to assist the employer to meet the requirements of the legislation, the regulations, codes of practice and international standards.**

**Module 1** Review of Safety Officer work and performance. Session of 60-90 minutes on contents of the **Safety Officer Advanced course** so that the Auditor is fully aware of the role & expectations. Alternatively **Site Safety Supervisor** course.

**Module 2** **Performance of the new laws.** One hour session to look at a simple audit log for checking up on whether the site is moving towards compliance with new laws.

**Module 3** **Annual Calendar establishment and operation.** 30 minutes on how to set up an annual calendar, how to notify to staff and how to review monthly goals that are set for conformance.

**Module 4** Global requirements - International Standard ISO 45001. 60-90 minute session. **Power point training of what the International Standard specifies** for good performance of the Safety and Health laws. It also spells out verification.

**Module 5** Course on **how to establish an Effective Safety Committee** to comply with Part 3 sub sections 1-2 of HSAW Act 2015. One hour session covering the roles and legal issues that need to be monitored and checked from time to time.

**Module 6** How to **measure the performance of on-site audits.** Assess whether the logs are adequate and are being reviewed for suitability. One hour session site auditor role. How to identify problem areas, prioritise them, also action defects.

**Module 7** **Safety Rating Performance.** One hour session to help auditors identify key performance indicators plus set goals and monitor progress.

**Certificate to state** - Internal Compliance Auditor –  
HSAW ACT 2015, AS/NZS ISO 45001:2016



NB: The PCBU cannot contract out / delegate out accountability for performance of the PCBU functions and main responsibilities. The PCBU Director or Owner can however, make sure that key persons are given proper training and are qualified to assist with the measurement of performance. Safety Rating now applies for every business in New Zealand. Worksafe NZ is appointing Assessors

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## LESSON PLAN Course SSL 5001 Quality Assurance Supervisor (QAS) TQS1:2005

Three sessions of 4-5 hours of lessons plus private study and assessments –  
Actual lesson time required depends on prior knowledge and expertise.

Employer will allow employees paid time for lessons & assessments.

AIM - To provide training and qualification for Key Personnel,  
- this course is suitable for all staff in Supervisory roles.

Approx 90 pages of high quality lessons

**Element 1:** International History and Developments.

**Element 2** Quality Assurance for NZ.

**Element 3** The role of the QA Supervisor.

**Element 4** Checklists to be adapted and compiled. Terms to be understood.

**Forms and appendix**

## LESSON PLAN Quality Assurance Supervisor 9001 Internal Compliance Auditor (ICA) AS/NZS ISO 9001:2016

Two sessions x 4 hours of lessons plus private study and assessments –  
the lesson time required depends on prior knowledge and expertise.

Employer will allow employees paid time for lessons / assessments.

AIM - To provide training and qualification for Key Personnel,  
- this course is for all Managers & Controlling Officers.

90 pages of high quality training power point


Learn how to make your own QMS

Learn key functions of QA

Audit the organisation

- |                                       |                                  |
|---------------------------------------|----------------------------------|
| 1. <u>Scope</u>                       | 6. <u>Planning</u>               |
| 2. <u>Normative references</u>        | 7. <u>Support</u>                |
| 3. <u>Terms and definitions</u>       | 8. <u>Operation</u>              |
| 4. <u>Context of the organisation</u> | 9. <u>Performance evaluation</u> |
| 5. <u>Leadership</u>                  | 10. <u>Improvement</u>           |

## SELECTED LESSONS On Line with SSL Coach

Significant reductions in fees 

You will enrol for private coach assistance from our Summit Systems On Line Expert  
Enrolment fees to be paid in advance / intellectual property declarations completed.

Comprehension Tests will be issued with set time for completion e.g. 60 minutes.

There will be a telephone assessment session of 30 minutes to ensure quality.

Certificates will then be available as for routine or normal course issue.

# **ORDER & LICENCE AGREEMENT**

## **LICENSING AGREEMENT**

- 1. **Printed documentation.**
- 1.1 Summit Systems Ltd (hereinafter the Company) grants to the Client the right to use the agreed number of copies of the printed documentation. The Client is expected to use the information to assist with OH&S Training, or Safety Officer/Supervisor/Manager Training & Certification.
- 1.2 The Printed documentation is protected by copyright and, subject to the express allowances provided for in this Agreement, ownership of the copyright and other intellectual property rights in the Printed documentation will at all times continue to reside in the Company. The Client may not rent, lease or otherwise dispose of the Printed documentation. The Client may not copy or transfer the Printed documentation. It may not be copied onto any other medium by photographic or other process. The forms only may be copied for internal use.
- 1.3 The Client is only licensed to use the Printed documentation for OH&S Training, or Safety Officer/Supervisor/Manager Training & Certification.
- 1.4 The Client may modify the Printed documentation for its own purposes - but the company accepts no liability for any loss the Client may suffer as a result of its modifications.
- 2. **Indemnity.**  
The Client will indemnify the Company against any loss of the intellectual property to any third party, and will where necessary require staff or sub-contractors to sign non-disclosure agreements.

- 3. **Engagement Standards**
- 3.1 **Limitation Of Liability.**  
The maximum liability for services rendered under this agreement shall be limited to the fees paid to Summit Systems Ltd for use of the Printed documentation and subsequent consultancies. Summit Systems Ltd shall not be liable for consequential, special, incidental or exemplary loss, damage or expense including without limitation, loss of profits or opportunities, notwithstanding whether they have been evaluated.
- 4.2 **Hold Harmless.**  
The Client shall indemnify and hold harmless Summit Systems Ltd and its officers, staff and agents from any claims, liabilities, costs that might be brought against Summit Systems Ltd and its officers, staff and agents, - except to the extent that it can be proved that there was gross negligence or wilful misconduct.
- 4.3 **Accounts in Arrears.** Interest may be charged on any accounts in arrears and the Client will meet all debt recovery charges.

## **DECLARATION BY STUDENT OR CLIENT**

I agree to accept the terms and conditions of the licence and copyright information. I understand that I may not release any of the material to another party, nor may I copy it in any manner or form. I also agree to the code of conduct for students.

Signature of Course Participant or Client \_\_\_\_\_

Signature of Trainer or Course Tutor \_\_\_\_\_

Date \_\_\_\_\_



**S U M M I T**  
SYSTEMS LIMITED

Business Qualifications, Accreditation and Risk Management

**For 1-2 day courses**

All sections to be completed

Print neatly

## ENROLMENT FORM

**Surname** \_\_\_\_\_ **First Names** \_\_\_\_\_

**Name of employer:** \_\_\_\_\_

**Address of employer:** \_\_\_\_\_

**Gender:** Male  Female  (please tick). **Date of Birth (dd/mm/yyyy)** \_\_\_\_\_

**Personal address** (your permanent address - NOT a temporary or employer address)

\_\_\_\_\_

**Who can verify address:** \_\_\_\_\_

**Your Phone Nr** \_\_\_\_\_ **Your Email** \_\_\_\_\_

**Nationality** \_\_\_\_\_

**Your Ids:** Driver Licence Number \_\_\_\_\_ Passport Number \_\_\_\_\_

Birth Cert Number \_\_\_\_\_ Known by Employer \_\_\_\_\_ (driver licence plus one)

### Declaration

I declare that the particulars given above are correct and authorise Summit Systems Ltd to collect information from, and/or exchange information with any NZ Government Teaching Institution, Industry Training Organisation or Government Agency with which I am enrolled, or have requested enrolment or funding.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

## **THIS SECTION TO BE FILLED OUT BY TUTOR / TRAINER**

**Tutor Name** \_\_\_\_\_

**Course start date** \_\_\_\_\_ **Venue** \_\_\_\_\_

**Course Name & Number** \_\_\_\_\_

\_\_\_\_\_

**Signed by Tutor:** \_\_\_\_\_

# Prof Driver / Plant Operator

## Contents of Course

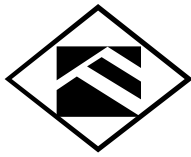
Part	Subject matter in detail	Page
1	Part one is <b>safety rules for driving</b> . This set is basic and additional sets 50-100 pages are available for various types of trucking and haulage.	2-17
2	Part two is a <b>selection of the Health and Safety at Work Act 2015 No 70</b> with emphasis on sections of the Act that are relevant and appropriate.	18-21
3	Part three is a <b>section of oral discussion</b> between tutor and class to be completed.	22
4	Part four is a <b>written test in narrative</b> style to be completed by the candidate. This is optional for those who do 75-100 question test.	23
5	Part five is a <b>compulsory test of 75-100 questions</b> to find out how the candidate would deal with the matters to be answered in real life situations. This part is <b>ASSESSMENT NO 1</b>	24-33
6	Part six is a <b>formal training needs analysis</b> relating to the role of Prof Driver and Plant Operator. This part is <b>ASSESSMENT NO 2</b> .	34-36
7	Part seven is a <b>self assessment of skills / abilities</b> relating to the role of Prof Driver and Fleet Manager. This part is <b>ASSESSMENT NO 3</b>	37-38
8	Part eight is an <b>annual performance review</b> to be completed between the Prof Driver and the Fleet Manager. Both the Driver and Manager will complete the document independently and then meet to reconcile. Areas of weakness will be the focus for the next year. This part is known as <b>ASSESSMENT NO 4</b>	39-40
9	Part nine is a <b>practical assessment</b> by Tutor in consultation with employer and or colleagues. There is also a cost benefit calculator.	41-42
10	Part ten is <b>Consultant or Tutor Evaluation</b> . Time to state how well the Tutor performed in his or her role.	43

**NOTE** It is essential that the correct job task analysis formats be provided for each type or group of Prof Drivers whether they be Line Haul, Logging, Passengers, Civil or Rural or City. Summit has a comprehensive library. In addition, some alternative questions may be provided from Summit for the specific professions indicated.

Candidates that wish for international exposure can be given IRQAO listing subject to payment of reasonable fees, completion of qualification, supply clean driving licences.

**Qualified and certificated Prof Drivers may get Accident Insurance Discounts and vehicle owners may also negotiate major reductions in annual Vehicle Insurance.**





**S U M M I T**  
SYSTEMS LIMITED

**Business**  
**Performance**  
*Business*  
**Performance**  
**International**™

*Business Qualifications, Accreditation & Compliance Specialists*

## **INTERNAL COMPLIANCE AUDITOR QUALITY ASSURANCE**

- Q1. Why should all medium and large sites have internal compliance auditors?  
 A1. Because the latest International Standards 2016 now require that internal auditors be appointed and qualified to ensure that the organisation actually performs its obligations. Ref AS/NZS ISO 45001, also AS/NZS ISO 9001.  
 A2. Because the International Standards have legal status in Court and can easily be enforced by Officials of NZ Government.
- Q2. How many people are to be trained and qualified for a typical site?  
 A1. The minimum is two people unless the site is less than five workers. It is not lawful to have one First Aider and nor is it lawful to have one Fire Warden. Large companies would need to have one for each department and at least two per branch.
- Q3. What does the role involve, how much time on average, is it full time?  
 A1. The role is to have a trained person to make or develop high quality systems and to manage them on regular basis and monitor the performance of them.  
 A2. The amount of time required will normally be 5-20 hours per month but will vary depending on the size of site, its complexity and the range of support agencies.
- Q4. How much does the training course cost for a site?  
 A1. Fees have been set at \$499 per person plus \$99 for marking, certificate and administration costs, plus travel, add GST. Discounts for 2-6 people. A listing to IRQAO international is available for an extra fee of \$49 – we will need a passport photo.
- Q5. How often does this course need to be done and is it recognised overseas?  
 A1. International Standards and Officials expect refresher courses at two-year intervals but not less than three years. The qualification can be extended to external auditor and senior positions in the USA are available with annual salaries of up to \$300,000 USD.
- Q6. Is there any Government subsidy?  
 A1. NZ Trade and Enterprise can fund training for business improvement and capabilities of managers to the extent of \$5000 per annum provided that the Applicant Company is GST registered with under 50 FTE people plus it meets a few simple criteria.
- Q7. Is there any other cost benefit to consider?  
 A1. The NZ Government Departments look for quality assurance systems as part of the contract process and this means QA companies can become preferred suppliers NZG.  
 A2. The role will also enhance the ability of the company to reduce ACC costs and gain experience rating bonus of up to 50% and this should easily fund the cost of the training required to achieve this.
- Q8. How much does the course interfere with the ordinary work we have to do?  
 A1. We normally do the course at your site 2 sessions of 3-4 hours per week, depending on knowledge and capability of students.

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