












CONTRACTOR RISK MANAGEMENT



SAFcomm[®]
Safety and Compliance

Resource Centre Site Map

Sections of Resource Centre

 Training	The Training section contains various training modules to build on and develop to suit your needs - customise the standard material to suit your business
 Forms	This section contains standard forms and templates to get you started. Some forms accompany the procedures listed in this resource centre
 Procedures	This section contains Procedures for you to use as a starting point or a guide for you to develop your own
 Policies	This section contains generic templates of standard Policies ready for you to modify to suit your requirements
 Registers	This section contains practical registers to use as tools within your business that you can tailor to your needs
 Business	This section contains Business Management documents for you to utilise in any area of your operations. They are designed to give you a basic outline for many of your business management needs and are ready for you to modify to suit your requirements
 Insurance	Enables you to seek advice and assistance with insurance information and quote from our Alliance Partner Aon
 Products	Lists any third party products that are heavily discounted exclusively for our members
 Reference	Links to useful reference sites for all states of Australia
 AS: 4801	Coming Soon - For anyone who is going through AS4801 accreditation or simply wants to improve their internal safety practices we have mapped our resource centre documents to both AS4801 and SafetyMap to assist you by providing tools for each element
 Feedback	Feedback is critical to our improvement so a feedback from is included for you to give us your constructive feedback or to request any additional documents that we may be able to help you with

Training Section

Conduct S&H Investigations	Incident Investigation Report Form
	Incident Investigation Trainer Notes
	OH&S Investigations Training Material
	Participants Folder
Effective Communication	Effective Communication Overheads
	Effective Communication Trainer Notes
Fitness for Work	Fitness for Work - Questions and Answers
	Fitness for Work – Overheads
	Fitness for Work – Text
Fitness for Work – Management	Fitness for Work – Management – Overheads
	Fitness for Work – Management – Questions and Answers
	Fitness for Work – Management – Text
Hazard Identification	Hazard Identification Training Material
	Hazard ID Assessment Questionnaire and Answers
	Hazard Identification Trainers Notes
Manual Handling Work Shop	Manual Handling Trainer Notes
	Manual Handling Work Shop Material and Poster
Safety Talk – Risk Management	How to Present a Safety Talk
	Risk Management – Over Heads
	Risk Management – Questions and Answers
	Risk Management – Text
Visitor Induction	Visitor Induction
	Visitor Induction Questions and Answers

Forms, Procedures, Policies & Registers

Forms	Job Hazard Analysis
	Permit to Work
	Personnel Info Sheet
	Risk Rating
	Safety Alert
	Training Needs Assessment Form
Procedures	Dangerous Goods
	Dangerous Goods Transport
	Digging
	Document Control
	Drug & Alcohol Testing
	Electrical Safety
	Hazardous Substances
	Hot Work
	House Keeping
	Isolation Mechanical
	Lone Workers
	Managing Quality Improvement
	MSDS
	Outdoor Workers
	PPE
	Purchasing & Supplier
	QIR Form
	Rehab Management
Policies	Policy EEO & Harassment
	Policy Rehabilitation
	Policy Safety
Registers	Action Register Database (MS Access®)

Business Documents

Applicant appraisal form questions
 Applicant appraisal form
 Applicant information release
 Appointment for employment interview
 Business plan executive summary
 Business plan guidelines
 Business plan
 Certificate of directors meeting
 Character reference
 Check list 19 strategies for hiring the best
 Check list brainstorming
 Check list ergonomics issues
 Check list hiring employees
 Check list ways to communicate
 Check list website hosting agreement
 Code of ethics
 Employee rules handbook
 Evaluating management performance worksheet
 Exit interview form
 Final warning before dismissal
 General safety rules
 General work rules
 Job applicant interview script
 Letter of reference
 Management audit

Meeting agenda template
 Meeting minutes - template
 Memo
 Minutes of meeting of directors
 Notice of directors meeting
 One minute goal setting.
 Organization wide goals
 Phone message
 Possible human resource management strategies
 Possible marketing strategies
 Possible production strategies
 Pre employment check list
 Pre interview questionnaire
 Purchase order letter
 Purchase order
 Strengths & weakness analysis worksheet
 Things to do for a safe work place
 Vendor performance evaluation
 Work sheet business selection
 Work sheet self assessment
 Work sheet strengths & weaknesses