

STUDENT REGISTRATION

NAME OF PARTICIPANT

ADDRESS

**SAFETY TRAINING AND
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 021 678 835 WELLINGTON 027 447 3430
CENTRAL DIST 021 2323 511 NORTHLAND 09 438 7555 or 7550 OTAGO/SLAND 020 4003 4850

Student Registration for Training Courses by Summit Systems Ltd

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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.

<u>SAFETY OFFICER COURSES</u> NB 50% of normal fee p.p. if non attendance	(course / tests / cert)
Safety Officer introductory course lesson plans and assess. 2 hours (min 2)	\$ 170.00 + 25.00
Safety Officer advanced course followed by study and tests. 3 hours (min 2)	\$ 190.00 + 25.00
Safety Rep course for existing Reps/Officers (minimum 3 staff)	\$ 299.00 + 25.00
Safety Officer refresher existing Officers (minimum 3) 2 hours	\$ 160.00 + 25.00
Construction Manager <u>Platinum Ticket</u> study and tests. (min 3) 3 hours	\$ 260.00 + 25.00
Safety Supervisor Senior long day course study and tests. (min 3) 4 hours	\$ 299.00 + 25.00
Safety Trainer 1 day course followed by study and tests. (min 3)	\$ 399.00 + 25.00
<u>SUPERVISOR COURSES (3-5 hours)</u>	
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
<u>AUDITOR QUALS FOR CONTROL OFFICERS / MANAGERS / PCBU</u>	
Quality Assurance Supervisor TQS1:2005 (min 2) 3-4 hrs 20 hrs private study	\$ 399.00 + 99.00
Internal Auditor AS/NZS ISO 9001 2016 5-6 hrs (min 2) + 50 hrs study	\$ 899.00 + 99.00
Internal Auditor ISO 45001 / AS/NZS 4360 5-7 hrs (min 3) + 30 hrs study	\$ 499.00 + 99.00
External Auditor ISO 19011 5-7 hrs class (min 3) plus 50-80 hrs study	\$ 699.00 + 99.00
Lead Auditor ISO 19011, ISO 17021, ISO 17024 300 hrs study + 2 days assess	\$ 1299.00 + 99.00
<u>OPERATOR COURSES 2-3 hours each</u>	
Training for Hazard Identification followed by workshop, study / tests (min 3).	\$ 99.00 + 25.00
Training for Food Safety and HACCP (min 3)	\$ 129.00 + 25.00
Training for Manual Handling, followed by workshop, study & tests. (min 3)	\$ 129.00 + 25.00
Training for Fire Warden with workshop, study and tests. (minimum group 3)	\$ 119.00 + 25.00
Training for Plant Operators and Accident Prevention tests (minimum group 4)	\$ 79.00 + 25.00
Training for Survival, includes oral tests (minimum group 4)	\$ 79.00 + 25.00
Training for Injury Prevention, short test is optional (minimum group 5)	\$ 49.00 + 25.00
NB: The \$49 - \$99 per person is for assessment/markings / certificate.	

Name of course to be arranged

Names Students

Name of client

Client Address

Client Signature Date / /

State Venue (Client site possible or SSL site)

<p style="text-align: center;">ISO 9001 AUDITOR COURSES 2-3 sessions of 2.5 hours Client site QA Supervisor can lead to Diploma International Certification to IRQAO possible Travel local \$39 and long distance \$64 / hr</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">TAX INVOICE</td> <td style="text-align: center;">TOTAL</td> </tr> <tr> <td></td> <td style="text-align: center;">ADD GST</td> </tr> <tr> <td colspan="2" style="text-align: center;">TOTAL INCLUDES GST</td> </tr> <tr> <td colspan="2" style="text-align: center;">TOTAL INCL TRAVEL</td> </tr> </table>	TAX INVOICE	TOTAL		ADD GST	TOTAL INCLUDES GST		TOTAL INCL TRAVEL	
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TOTAL INCLUDES GST									
TOTAL INCL TRAVEL									

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 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, QUALITY ASSURANCE SUPERVISOR / MANAGER

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 & COMPLIANCE AUDITOR **HSAWA 2015, ISO 45001 & AS/NZS 4360**

5-7 hours (1-2 sessions) lessons followed by workshops, private study, tests and assessment. The Role of the Internal auditor is diverse and important - embracing several functions. This course is suitable for 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 the international standards.

Module 1: Review of Safety Officer work and performance. Session of one hour on contents of the Safety Officer course so that the Auditor is fully aware of the role and expectations.

Module 2 Review of requirements - International Standard ISO 45001. 2 hour session with power point training of what the International Standard specifies for good performance of the Safety and Health 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 Safety and Compliance Auditor course on how to establish 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. This module has a world class training guide.

Module 5 How to measure the performance of site audits. How to assess whether the logs are adequate and are being reviewed for suitability. One hour session on site auditor role and how to action defects.

Module 6 Performance of the new laws. One hour session to look at an audit log for checking up on whether the site is moving towards compliance with new laws. Risk management is a major consideration and the international standard AS/NZS 4360 needs to be met.

Certificate to state Safety and Compliance Internal Auditor ISO 45001 & AS/NZS 4360



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

**3-6 hours of lessons plus private study and assessments –
the time required depends on prior knowledge and expertise.
The employer will allow employees paid time for lessons and 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 Supervisor 9001 Internal Compliance Auditor (ICA) AS/NZS ISO 9001:2016

**6-8 hours of lessons plus private study and assessments –
the 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. **Scope**
2. **Normative references**
3. **Terms and definitions**
4. **Context of the organisation**
5. **Leadership**
6. **Planning**
7. **Support**
8. **Operation**
9. **Performance evaluation**
10. **Improvement**

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

Non NZQA 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 _____

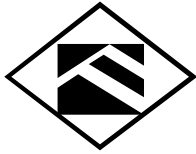
Course Name & Number _____

Course completion date _____ Course completed Yes _____ No _____

IDs Provided: Driver Licence _____ Passport _____

Birth Cert _____ Known by Employer _____ (driver licence plus 1 other)

Signed by Tutor: _____



S U M M I T
SYSTEMS LIMITED

Business
Performance
Business
Performance
International

TM

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 \$899 per person plus \$99 for marking, certificate and administration costs, plus travel contribution, add GST. 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 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 2-3 sessions of 2.5 hours per week, depending on knowledge and capability of students. Less experienced people need 3 sessions.

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