



All the important OHS documentation you'll ever need!

An important step forward in giving employers easy access to the critical OHS and Injury Management they need to comply with legislation is our **new Online OHS Resources service**.

The Resources service is not a textbook, but a day-to-day working library of the important OHS documentation you need to create a productive workplace. It provides a comprehensive set of OHS-related documentation to help you meet your OHS obligations under NSW legislation. This way, you avoid wading through reams of irrelevant information and unnecessary legal problems as well as encourage a healthy, productive working environment.

It also has a host of draft company policy documents and we can provide up to 3 hours of professional consulting time at a fixed price to tailor the resources to your specific requirements. We'll even create new documents we don't currently have that you need under the Deluxe service version!

Online Benefits

Because it is online, you can provide a number of people with access to the Resources. This is a particularly great benefit in geographically dispersed businesses. We can add on the additional functionality of providing different access rights to different people, so you can use the Document Management functionality as a virtual intranet – at a fraction of the price of building your own.

The Resources can be customised to your business requirements, including incorporation of your corporate logo should you desire.

Contents:

The resources are divided into sections reflecting the 6 Safety Steps promoted by WorkCover and mirrors the 6 benchmark areas under the NSW Premium Discount Scheme –

1. OHS Policy/Mgt Responsibility
2. Consultation & Communication
3. Risk Management & Process Control
4. Training, Learning and Skills Development
5. Records & Record Keeping, Contractors, Visitors
6. Injury Management.

The Online OHS Resources include all the key OHS and Injury Management documentation you will need, including –

- Overall company safety policy
- Consultation statements covering different consultative options

- OHS Committee terms of reference
- Risk Management program and worksheets
- Safety Inspection checklists
- Simplified risk assessment checklists for a range of hazards
- First-aid checklist
- New employee induction checklists
- Letter to contractors re OHS obligations
- Injury Registers
- Return to Work Program and Plans
- Medical Information consent forms.

All sections are being continually added to and updated.

Client Testimonials about our Online services:

"ER Strategies HR Resource Service, is an outstanding solution for a business to enhance its HR function. It provides simple and practical HR documentation, and is exceptionally user friendly. I would strongly recommend this cost effective service to any other small to medium sized enterprises." AM, General Manager.

"The online manual looks fantastic. I am very pleased with it and it was exactly what I was looking for. I will send you our logo so you can load it onto our web page." DR, CEO

Online OHS Resources Service Options

Option 1: 'Standard' version: Contains a standard set of documentation (downloadable as Word® docs) suitable for the requirements of most companies.

Cost: \$950 incl. GST for the first 12 months (made up of establishment fee of \$555 plus ongoing annual subscription of \$395).

Option 2: 'Deluxe' customised version: Features all of the above **plus** -

- Up to **3 hours of our professional consultants' time** in creating additional company specific documentation tailored to your needs,
- Your company logo,
- A choice of different colour schemes.

Cost: \$1490 incl. GST, for the first 12 months (made up of establishment fee of \$800, plus \$690 annual subscription fee which includes up to 2 additional hours per year of tailoring or development).

We offer an unconditional, 100% money-back guarantee if you are not completely satisfied with our product.



STRATEGIES

ONLINE OHS RESOURCES SERVICE ORDER FORM

BUSINESS DETAILS

ORGANISATION NAME: _____

ABN NUMBER: --- / --- / --- / ---

STREET ADDRESS: _____

POSTAL ADDRESS: _____

_____ P/Code _____

TEL: () _____

FAX: () _____

CEO / GENERAL MANAGER: _____

CONTACT PERSON: _____

CONTACT'S EMAIL ADDRESS: _____ @ _____

COMPANY WEB ADDRESS: _____

PAYMENT OPTIONS:

Indicate the version of the online resources your business requires by ticking the appropriate box:

'Standard' package - \$950 incl. GST

'Deluxe' package - \$1490 incl. GST

METHOD OF PAYMENT (please tick the appropriate box):

Credit Card

Bank Deposit

Cheque

If paying by credit card, please provide details in the space below:

Type of card: _____

Name of card holder: _____

Expiry date: _____

Card number: _____

Cardholder's Signature: _____

If paying by Bank Deposit, our bank account details are –

Account name: Employee Relations Strategies Pty Ltd

BSB: 062-099 Account: 1019 1798

Amount (incl. GST): \$ _____ . _____

I / we hereby apply for Employee Relations Strategies Pty Ltd's Online OHS Resources Service to be compiled and access rights issued in the name of my company.

The service will be hosted online. The set up fee includes the first 12 months of hosting of the service. An additional annual subscription will be payable for provision of the service after the first year.

SIGNED: _____

DATE ____ / ____ / 20__

POSITION: _____

Fax back to ER Strategies on (02) 9460 1911