

COMPANY INFORMATION

TRAINING4SAFETY[®]



A DIVISION OF BUILDING & FIRE SERVICES

**TRAINING 4 SAFETY LIMITED
BUILDING & FIRE SERVICES (2008) LIMITED**

TRAINING4SAFETY.CO.NZ

GST Number: 120-484-826

Company Registration: 6081271
NZBN: 9429042509660

Mike Lindsay Managing Director
Phone: 021 577 075
Email: mike@fireprotection.net.nz

Laura Speer Operations Manager / Accounts
Phone: 022 657 8401
Email: laura@fireprotection.net.nz

Phone: Training Coordinator
094300498
Email: training@fireprotection.net.nz

Physical Address: Unit 38, 50 Kioreroa Road
Port Whangarei
Whangarei 0110

Postal Address: PO Box 7024
Tikipunga
Whangarei 0144

Accountant: Elevate CA Limited

Solicitor: Thomson Wilson

Bank Account: Training 4 Safety Limited
06-0493-0586061-00

Insurance: All insurance is under Building & Fire Services (2008) Limited

Our vision is to deliver and share safety training so that we can educate and empower everyone to always be safe at home, work and play.

Training 4 Safety Limited is privately owned and operated, based in Northland, New Zealand operating in the safety training industry. Through our specialised experience, Training 4 Safety have a depth of quality knowledge enabling them to provide advice, guidance and consultancy on the best solution and the ability to carry out our recommendation.

Training 4 Safety has developed a range of informative and comprehensive courses that can be presented face-to-face or via our innovative online training system. Training 4 Safety has NZQA qualified staff with extensive fire and safety industry experience therefore can provide training with Unit Standards. All face-to-face courses include an interactive theory session with props and a PowerPoint presentation, as well as a practical session. All face-to-face sessions are tailored to the industry and the site that the training is held at. Our training methods are very effective and use modern learning styles. Almost every course that we offer face-to-face can be completed online. The online training system that we have created allows staff/students an alternative, but still effective, way of completing a specific course. The courses can be accessed once a login has been provided and the requested course has been selected. In each course, there are module books with videos, audio snips, and written material to view.

The online training has options to deliver multiple scenario-based video and safety/emergency procedures. It is an interactive web-based training platform, hosted on a private server, that achieves maximum results and learning ability by using interactive content that is proven with learning material. The courses are accessible for all clients and the systems provide feedback, reporting, confirmation and pass mark grading. All of the training is supported with introduction videos, on screen reference material, more downloadable material and an interactive help system. Training 4 Safety have also included many specifically filmed videos for the content all filmed by our team. The online training is mobile device friendly with the ability to have multiuser enrolment of up to 22,000 enrolments at one time. Each course can be tailor made to suit industry groups or specific client's requirements.

For face to face courses, Training 4 Safety has a state-of-the-art training centre with smart televisions and the latest technology with the majority of practical elements being available onsite including live simulation setups and virtual reality options. Training 4 Safety uses FLAIM Trainer, a virtual reality fire training system which offers a range of options such as hose reels providing higher jet reaction force for larger hose applications with an adaptation to specific protective clothing and branch/nozzles. The system uses real time performance data visualisation, data capture and analytics and can be integrated to a broader learning and training ecosystem (FLAIM Trainer, 2019).

Training 4 Safety promotes competency-based learning as the student is taken out of a learning situation which has previously been theory based. This allows the student to have a more practical learning experience, so they are able to feel confident once utilising their training in a real-life scenario.

Training 4 Safety believe systems, security and brand awareness create an important base of any business. The business has registered and received trademarks in New Zealand and Australia for the brand and regularly updates our copyright policy, privacy policy and any other required policies and procedures. We have a Google SSL Licence for cyber threats and are gold star ranked, also taking out Cyber Insurance to protect not only ourselves but our clients also.



Face-2-Face Training Overview

Our trainers have been assisting Northland businesses and providing face-to-face training courses for around 20-25 years. Our training methods are very effective and use modern learning techniques to ensure everyone included in the training is catered for.



The duration of each course varies depending on the level and the content, but it can be adjusted to suit your needs. A point of difference we have found from other training providers is that we can tailor-make the course to suit your business. We cover your specific site protocol and how the information in the course relates to the industry you are in. This makes the course more relatable and easier to understand.

For each course we complete, we provide a reference/workbook for the students to keep and use within the workplace. We provide demonstrations with props for the students to get a hands-on learning experience and physically see the details and differences in products. In some courses, we provide a practical session. For example, the Fire Suppression course we provide, the students get to put out a fire using an extinguisher on our Live Fire Simulator. Once the student has completed the face-to-face course, we will generate a certificate with which they can keep for their record of learning.

Do you have a certain place and time that you need it done? No problem. One of the many great points about our face-to-face courses is they can be arranged to suit your needs and requirements. We can come to your site or arrange a site where the training can be held if required. We can travel anywhere between Cape Reinga and the Bombay Hills to



complete face-to-face training but if you are based further and want a course completed, we are more than happy to look at arranging accommodation and travel requirements. Another great point about our face-to-face courses is that we can merge courses together. For example, the Fire Warden and Fire Suppression course tie in very well together as they both have similar topics and information.



All of our courses are extensively researched and thoroughly vetted by industry professionals to ensure they meet standards and are relevant to what the student is required to learn. We are also continuously updating the information provided in our courses to ensure it meets the most up to date rules and regulations.

**Give us a call today about how we can help you with our
Face-2-Face Training!**

CONTACT DETAILS:

Phone: 09 430 0498 | Email: training@fireprotection.net.nz | Website: www.training4safety.co.nz

Online Training Overview

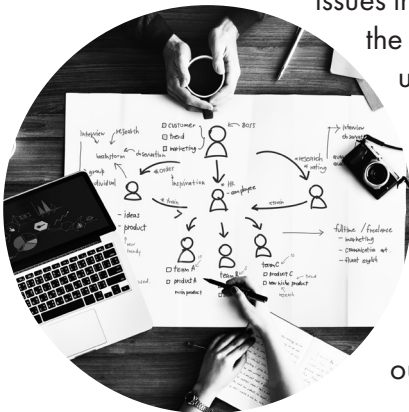
We created the online training system so we could assist New Zealand businesses with their training requirements. We were determined to make safety training fun and affordable, yet still effective for businesses to use with their staff. We truly do believe online training is the way of the future and wanted to provide a user-friendly solution to business managers for their staff to use.



Each course has a workbook with audio snips, videos and written material that ensures every type of learner will easily understand the course content. The reference booklet is easily downloadable and can be printed out to use in the office or at home. Each course has a questions and answers section (quiz) at the end which ensures the person completing the course has successfully understood everything presented. There is also a certificate that is

generated once a 95% or more pass rate has been achieved in the quiz. This certificate can also be downloaded and kept for a personal development record or record of learning.

The great thing about our online training system is that any course can be completed via a computer, tablet, laptop or mobile phone. All that is required is an internet or mobile data connection, however, the device needs to be connected to a good internet connection and a verified email address will also be required for logging into the course. We do recommend completing the training on a computer or laptop though, as the student will better see the course material. With support staff being available to help with any issues including log in issues, system errors or even general difficulties with the courses, you can be reassured that your training experience with us will be a good one.



All our courses are extensively researched and thoroughly vetted by industry professionals to ensure they meet regulations and are relevant to what the student is required to learn. The benefits of our online training system for employers include reports showing which employees have accessed the course, who has completed it or failed and so much more. It also saves staff from being taken out of work to complete training as it is available 24/7!

Give us a call today about how we can help you with our Online Training!

CONTACT DETAILS:

Phone: 09 430 0498 | Email: training@fireprotection.net.nz | Website: www.training4safety.co.nz



ADVANTAGES OF ONLINE TRAINING

with Training 4 Safety Limited

TRAINING4SAFETY®



A DIVISION OF BUILDING & FIRE SERVICES

The Training 4 Safety Limited online training can be used in a number of ways:

- Start to finish training online.
- Prior to face-to-face training, as pre-course learning.
- As a refresher course to follow up face-to-face training.

The online training contains the following content:

- Specialised content, relevant New Zealand images, symbols and standards that relate to your workplace or home safety, all prepared by fire industry experts for New Zealand use.
- A variety of different training packages to cover your needs.
- Proven training materials and content used for over 9 years.

1 SCALABLE, EFFICIENT AND FAST

1

E-learning gives you the ability to quickly communicate new policies and training to your team. Your employees results are tracked and reported back to you, and a certificate is available for your employees after successfully completing each quiz.

2 CAPACITY AND CONSISTENCY

2

E-learning offers the ability to achieve high levels of coverage amongst your team and ensures that the message communicated is consistent. This means all learners get the same quality training.

3 HIGHER LEARNING RETENTION

3

Well-designed online courses can cater to various learning styles of learners by providing more than one way to learn or assimilate content. There's also the added ability to refresh or update course work whenever it's needed and learn at a pace that suits your team.

4 E-LEARNING SAVES TIME & MONEY!

4

It reduces time away from the workplace, cuts down on expensive travel and reduces training costs.

5 REDUCE YOUR CARBON FOOTPRINT

5

With your team receiving their training online, you're providing alternatives to paper-based forms of learning and testing. All workbooks and reference material will be able to be stored electronically, or can be printed if needed.

6 FLEXIBILITY

6

E-learning can give your employees the freedom to learn when and where they want, and at their own pace. Learners who travel frequently, such as sales people, can even access courses on their mobile devices, thus enabling learning on the go.

FLA^{IM}

T R A I N E R

FLAIM Trainer[®] is a firefighter training simulator which provides an immersive virtual reality environment combined with a patented haptics feedback system, breathing apparatus and heated personal protective clothing, to provide a unique training experience not yet replicated.

FLAIM Trainer[®] is a safe low cost, mobile and distributed solution that can simulate a range of fire events and conditions for training firefighters.



FLAIM Trainer[®] provides firefighters the capacity to train situations and scenarios that are:

- Inherently unsafe and difficult to reproduce;
- No longer possible due to environmental, community and regulatory constraints; or
- Incur significant training cost in time, people and assets.



FLAIM Trainer[®] can be easily integrated into a broader training program for firefighters, complementing and extending the current training systems.

The base capabilities available in FLAIM Trainer[®] will include basic scenario and skills training across, hose use, kitchen fire, gas cooling, foam coverage, and vehicle fire.

Using the augmented reality capability of FLAIM Trainer[®] existing training grounds, environments and equipment can continue to be utilised fuel free.

Introducing FLAIM Trainer®

FLAIM Trainer® provides fire departments, training schools and training providers with the next generation training solution for every firefighter.

Train More.

FLAIM Trainer® provides these capabilities with training scenarios out of the box and the capacity to build scenarios specific to your individual training needs. Experience training scenarios and situations that due to safety, resource, environmental and other constraints are not otherwise possible. Because FLAIM Trainer® is highly configurable and mobile it means you can train more, more often.

Train Better.

Get more from your existing training systems. FLAIM Trainer® complements your existing training props, tools, and grounds allowing you to expand and increase the effectiveness of training. Use FLAIM Trainer® to identify strengths and areas requiring further development within your team to ensure your workforce is as best prepared as possible.

Train Anywhere.

FLAIM Trainer® is compact and easy to setup and train. FLAIM Trainer® is ready to travel by air, road and sea - making it easier to quickly conduct training anywhere anytime - all you need is some space.



FLAIM Trainer® can also help you build connections to the community and identify your next firefighters. Use FLAIM Trainer® to engage the community allowing them to experience being a firefighter in a range of scenarios, helping drive your community messaging. Apply FLAIM Trainer® as one of your recruitment and selection tools. FLAIM Trainer® can help potential candidates experience the role of a firefighter using scenarios to test their aptitude, attitude and appetite.

We think FLAIM Trainer® allows you to spend less on training firefighters and yet still train more, train better, train anywhere, and reach the community and future firefighters.

The FLAIM Trainer® team can help you investigate, validate and evaluate your approach to training using FLAIM Trainer®. We can work with you to conduct site demonstrations and workshops, and provide advice and information to help you develop your business case. Speak to our team about arranging a detailed proposal and quote for the introduction of FLAIM Trainer® into your organisation.

To start a conversation get in touch with us at:
info@flaim.co.nz

Follow us online:



@flaim.co.nz

TRAINING4SAFETY®



A DIVISION OF BUILDING & FIRE SERVICES

training@fireprotection.net.nz

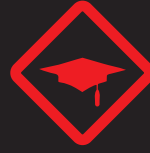
www.training4safety.co.nz

Train More. Train Better. Train Anywhere.

www.flaim.co.nz

FLAIM
SYSTEMS

TRAINING4SAFETY®



A DIVISION OF BUILDING & FIRE SERVICES



All forms of Safety Training —
Completed Online and/or Face to Face



Fire Extinguisher/Suppression
and Warden Training



Emergency Management
and Evacuation Procedures



Workplace Safety Awareness —
covering multiple modules



Four-Wheel-Drive & Quad Bike, Heights Safety,
Hot Works & Safety Watch, Spill Control & many more



Specialised Industry Specific Safety Training e.g. Child-
care, Resthomes, Hospitals, Construction, Forestry, etc



Courses that are tailor-made to your needs
and requirements

CONTACT DETAILS:

Phone: 09 430 0498 | Email: training@fireprotection.net.nz | Website: www.training4safety.co.nz

Four Wheel Drive (4WD) Skills and Awareness

Our courses are developed to meet specific client needs where you will be professionally trained by experienced trainers. This four-wheel drive course includes both theory and practical sessions and uses a competency-based method.

Learning Outcome

This course is aimed at ensuring 4WD operators can understand and demonstrate the knowledge, skills, and attributes for all essential areas covered under the full “best practice” guidelines for 4WD operation in the workplace. This includes being able to drive a 4WD over varied terrain safely, effectively and responsibly. Driving techniques that minimise negative impact upon the environment are encouraged.

Course Structure

The course includes a combination of theory and practical sessions including the following features:

- Operating a 4WD vehicle in an off-road situation
- Safety requirements
- Driver ability and awareness and passenger safety
- Vehicle designs and operating systems including current vehicle technology
- Preparing a vehicle for use – including pre-start and shutdown
- Hazard identification and safety assessment specific to terrain
- Terrain formation and composition recognition including driving techniques to utilise
- Recovery from a stall while climbing
- Stability dynamics
- Water crossings
- Negotiating uneven terrain, hill ascents, descents, traverse driving, and related difficulties
- Understanding vehicle movement utilising traction, momentum, gravity and centrifugal force combinations
- Explain driving hazards and risk reduction strategies, techniques and responses to driving hazards
- Introduction to winching and towing using ropes, strops and snatch
- Introduction to recovery techniques and equipment
- Introduction to towing trailers both on and off-road including towing of loads
- Introduction to defensive driving and driver awareness

Please remember that additional content can be added in order to customise the course to suit your workplace requirements.

Duration

The duration of this course (1 or 2 days) will vary depending on the experience of the trainees. If the trainees have no prior off-road experience the additional day allows for more off-road driving situations in theory and practice, reducing driver risk.

Attendance Capacity

Maximum of 8 trainees per trainer. Minimum numbers can be negotiated upon request.

Training Location

This training will be delivered at our approved and recommended training sites.

Course Requirements

We generally operate at a maximum of 6-8 trainees per session

Candidates must hold a current full class 1 licence and be 16 years of age or over.

Applicants for whom English is a second language must meet IELTS (or equivalent) Level 5.0 (General Training). Proof of this will be required.

**Give us a call today about how we can help you with training
on Four Wheel Drive Skills and Awareness!**

CONTACT DETAILS:

Phone: 09 430 0498 | Email: training@fireprotection.net.nz | Website: www.training4safety.co.nz

Advanced Emergency Management

Our courses are developed to meet specific client needs where you will be professionally trained by experienced trainers. This Advanced Emergency Management course includes both theory and practical sessions and uses a competency-based method.

Learning Outcome

This course is aimed at ensuring people in workplaces can understand and demonstrate the knowledge, skills, and attributes for all essential areas covered under the full “best practice” guidelines in the workplace. This course is all about giving your staff the tools to be able to identify certain situations and how they need to be dealt with to preserve the life of not only the plant and equipment but your staff as well.

Course Structure

The course includes a combination of theory and practical sessions, including the following features:

- Regulatory Requirements
- Responsibilities
- Emergency Wardens and their responsibilities within the workplace
- Emergency Situations and the procedures to follow when one occurs
- People management
- Disaster recovery



Please remember that additional content can be added in order to customise the course to suit your workplace requirements.

Duration



Course Requirements

Applicants for whom English is a second language must meet IELTS (or equivalent) Level 5.0 (General Training). Proof of this will be required.

Attendance Capacity

Maximum of 15 trainees per trainer.
Minimum numbers can be negotiated.

Training Location

This training will be delivered at one of our approved and recommended training sites.

Give us a call today about how we can help you with training on Advanced Emergency Management!

CONTACT DETAILS:

Phone: 09 430 0498 | Email: training@fireprotection.net.nz | Website: www.training4safety.co.nz

Breathing Apparatus

Our courses are developed to meet specific client needs where you will be professionally trained by experienced trainers. This Breathing Apparatus course includes both theory and practical sessions and uses a competency-based method.

Learning Outcome

This course is aimed at ensuring people working with breathing apparatus' can understand and demonstrate the knowledge, skills, and attributes for all essential areas covered under the full "best practice" guidelines in the workplace. This course details safe use methods, the risks and hazards involved with breathing apparatus' and the environments they are used in, with full practical use of the latest breathing apparatus equipment in a live environment.

Course Structure

The course includes a combination of theory and practical sessions, including the following features:

- Responsibilities of the breathing apparatus wearer and their employees
- Procedures
- Entry and exit plans
- Understanding the different types of breathing apparatus and what they are used for
- Rescue and recovery techniques
- Real-life simulation



Please remember that additional content can be added in order to customise the course to suit your workplace requirements.

Duration

The duration of this course (1 or 2 days) will vary depending on the experience of the trainees. If the trainees have no prior experience the additional day allows for more theory and practice, reducing worker risk.

Attendance Capacity

Maximum of 8 trainees per trainer.
Minimum numbers can be negotiated.

Training Location

This training will be delivered at one of our approved and recommended training sites.

Course Requirements

We will discuss using your own Breathing Apparatus sets depending on manufacturer types and styles.

Applicants for whom English is a second language must meet IELTS (or equivalent) Level 5.0 (General Training). Proof of this will be required.

Give us a call today about how we can help you with our Breathing Apparatus training!

CONTACT DETAILS:

Phone: 09 430 0498 | Email: training@fireprotection.net.nz | Website: www.training4safety.co.nz

Chainsaw and Hand Tools

Our courses are developed to meet specific client needs where you will be professionally trained by experienced trainers. This Chainsaw and Hand Tools course includes both theory and practical sessions and uses a competency-based method.

Learning Outcome

This course is aimed at ensuring people working with chainsaws and other hand tools can understand and demonstrate the knowledge, skills, and attributes for all essential areas covered under the full “best practice” guidelines in the workplace. This course details correct and safe use methods, the risks and hazards involved with using a chainsaw and other hand tools, and offers a practical, hands-on training session.

Course Structure

The course includes a combination of theory and practical sessions, including the following features:

- Understanding the different types of hand tools and what they are used for
- Storage and safety methods
- Maintenance and cleaning
- Personal Protective Equipment
- Correct storage
- Environmental awareness
- Ergonomics



Please remember that additional content can be added in order to customise the course to suit your workplace requirements.

Duration

A half day is required for the base course and introduction.

One full day is required for an advanced course, and any additional specific course material that could be added.

Attendance Capacity

Maximum of 12 trainees per trainer.
Minimum numbers can be negotiated.

Training Location

This training will be delivered at one of our approved and recommended training sites.

Course Requirements

We generally operate at a maximum of 10-12 trainees per session.

Applicants for whom English is a second language must meet IELTS (or equivalent) Level 5.0 (General Training). Proof of this will be required.

Give us a call today about how we can help you with our Chainsaw and Hand Tools training!

CONTACT DETAILS:

Phone: 09 430 0498 | Email: training@fireprotection.net.nz | Website: www.training4safety.co.nz

Confined Space and Hazardous Atmospheres

Our courses are developed to meet specific client needs where you will be professionally trained by experienced trainers. This confined space and hazardous atmospheres course includes both theory and practical sessions and uses a competency-based method.

Learning Outcome

This course is aimed at ensuring people working in confined spaces and hazardous atmospheres can understand and demonstrate the knowledge, skills, and attributes for all essential areas covered under the full "best practice" guidelines in the workplace. This course covers what a confined space is, what it is defined as, the types there are along with the hazards and possible causes of death in a confined space.

Course Structure

The course includes a combination of theory and practical sessions, including the following features:

- Confined space environments, including open tops, small hatchways, and tank-like spaces
- Toxic substances
- Corrosive atmospheres
- Asphyxiating atmospheres
- Identify and test for a hazardous atmosphere
- Hazard controls
- Eliminate, isolate, and minimise risk factors
- Permit Issuer and Receiver duties
- Equipment
- Gas monitoring
- Emergency procedures
- Entry plan
- Rescue and recovery
- Harnesses
- Safe work practices

Please remember that additional content can be added in order to customise the course to suit your workplace requirements.

Duration

One day is required for the base course or for a refresher.

Two days are required for advanced training situations, which is recommended if trainees have no prior experience.

Attendance Capacity

Maximum of 8 trainees per trainer.
Minimum numbers can be negotiated.

Training Location

This training will be delivered at one of our approved and recommended training sites.

Course Requirements

We generally operate at a maximum of 6-8 trainees per session.

Applicants for whom English is a second language must meet IELTS (or equivalent) Level 5.0 (General Training). Proof of this will be required.

Give us a call today about how we can help you with training on Confined Space and Hazardous Atmospheres!

CONTACT DETAILS:

Phone: 09 430 0498 | Email: training@fireprotection.net.nz | Website: www.training4safety.co.nz



ECE Industry Emergency Warden

Specialised Early Childhood Education Emergency Warden Course

Knowing how to be a Fire Warden is essential in any business but knowing how to deal with other emergency situations can be just as important. This course outlines the duties a Head and Deputy Warden have when an emergency situation occurs along with evacuation tips for a childcare centre. The course information is specific to the Early Childhood Education Industry so it is relatable and relevant. Each topic and all information has been researched, gathered and tested within the industry to ensure it is beneficial for all teachers, no matter what their position may be.

Topics within this Industry Specific Course include:



Fire Suppression options, Fire Systems, the dangers smoke can possess.



Aggressive Caregiver/ Parent who may be under the influence and how to deal with the situation when it arises.



Physical Threats and Endangerment including: trespassers, violent intruders and serious injury along with who to contact in these situations.



Natural Disasters including: Flooding, Earthquakes, Tsunami and Volcano Eruptions. It includes evacuation and lockdowns tips.



Missing/Lost Child including: what to do when this situation occurs and who to contact.



Gas Leaks, Chemical Spills, Bomb Threats and Suspicious Packages including: what to do within each situation and essential tips.

Face to Face (F2F) and Online course options:

This industry specific course can be presented online or face to face. Our face to face courses include a theory and practical session where the students can get a hands-on experience with the topic being covered. We can come to you to present the course or organise a venue within your area. The online course includes a workbook that the student is required to go through and a quiz which helps to ensure the student has read all of the course content properly and understood it. All online courses can be completed either via a computer, laptop, tablet or mobile phone which means it is easily accessible at any time. Both presentation ways include videos to watch, audio snips to listen to and a reference booklet to keep and read which means that all learning styles are covered and the course is interactive for the student. Once the course has been completed, whether it be face to face or online, the student will receive a certificate stating they have passed the course which they can keep for their record of learning.

Contact us today about how we can help you with your training requirements.

CONTACT DETAILS:

Phone: 09 430 0498 | Email: training@fireprotection.net.nz | Website: www.training4safety.co.nz



Emergency Warden

Do you have a trained Emergency Warden at your work? Would you know what to do if a gas leak or chemical spill occurred? Our Emergency Warden course covers all types of emergencies that could possibly happen in your workplace.

- Natural Disasters
- Chemical Spills and Gas Leaks
- Bomb Threats and Suspicious Packages
- Violent Intruder
- Trespasser
- Missing Person
- Serious Injury/Death
- Aggressive People
- Fire

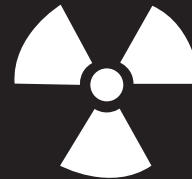
It covers all the procedures a Head and Deputy Warden will need to go through as well as Evacuation and Lockdown procedures. This course also includes information on things such as operating instructions for alarms, instructions on fire suppression equipment if a fire was to break out and much, much more.



How to be a Warden to groups of people. Learn what to do if someone is being uncooperative, threatening, or violent.



Fire Suppression options, Fire Systems, the dangers smoke can possess.



Gas Leaks, Chemical Spills, Bomb Threats and Suspicious Packages including: what to do within each situation and essential tips.



Learning and knowing what responsibilities you have when you are a Warden in an emergency situation and evacuation.



Natural Disasters including: Flooding, Earthquakes, Tsunami and Volcano Eruptions. It includes evacuation and lockdowns tips.



Physical Threats and Endangerment including: trespassers, violent intruders and serious injury along with who to contact in these situations.

Give us a call today about how we can help you with Emergency Warden training!

CONTACT DETAILS:

Phone: 09 430 0498 | Email: training@fireprotection.net.nz | Website: www.training4safety.co.nz



Keeping Out of Crisis (Basic Training)

Keeping Out of Crisis Training centres on crisis prevention and intervention in the workplace. It offers proven strategies for recognising, defusing, and controlling aggressive behavior through the use of crisis intervention techniques and communications combined with understanding of attitudes, emotions and behavior.

The training is designed to teach best practices for managing difficult situations and disruptive behaviors. Trainees learn how to identify threats and use nonverbal and verbal techniques to defuse hostile or aggressive behavior. They also learn how to control their fear and anxiety in a crisis and avoid injury when a crisis becomes physical. Trainees are taught how to respond to a variety of situations, including natural disasters, terrorist attacks, and fires.

The training includes the following:

Identifying violent or aggressive intruder



Being able to recognize indicators of an active/passive trespasser or individual under the influence of drugs or alcohol that could potentially cause harm in the workplace.

Developing respectful and humane approaches to crisis intervention



Being able to intervene with crisis in the most humanitarian way as possible and by treating physical approach as last resort.

Intervening safely in a violent situation



Being able to safely mediate in a hostile situation by having been equipped with thorough knowledge concerning crisis prevention and the barriers to successful crisis intervention.

De-escalating dreadful situations



Being able to tone down violent conditions positively by effectively practicing the art of de-escalation.

Performing effective lockdown procedures



Being able to carry out lockdown procedures effectively without alerting the intruder or escalating the situation and keeping one's self and others safe.

Improving staff confidence and boosting morale



Being able to develop staff confidence knowing that they are equipped with ample knowledge in handling crisis effectively and safely.

Please remember that additional content can be added in order to customise the course to suit your workplace requirements.

Duration

A half day is required for the base course or as a refresher.

A full day is required for the advanced training, which is recommended if trainees have no prior experience.

Attendance Capacity

Maximum of 12 trainees per trainer.
Minimum numbers can be negotiated.

Training Location

This training will be delivered at one of our approved and recommended training sites.

Course Requirements

We generally operate at a maximum of 12-15 trainees per session.

Applicants for whom English is a second language must meet IELTS (or equivalent) Level 5.0 (General Training). Proof of this will be required.

**Give us a call today about how we can help you with
Keeping Out of Crisis Training!**

CONTACT DETAILS:

Phone: 09 430 0498 | Email: training@fireprotection.net.nz | Website: www.training4safety.co.nz



Fire Suppression & Fire Warden Procedures

Our Fire Suppression Procedures and Fire Warden & Emergency Procedures courses are detailed and informative, and cover a variety of topics, including:

Fire Suppression

- Fire extinguisher
- Fire blanket
- Fire hose reel
- Hands-on experience
- Use of our training simulator
- The fire triangle
- Correct use all safety equipment

Fire Warden

- Basic fire training
- Head warden duties
- Deputy warden duties
- Evacuation responsibilities (real and trial)
- Warden identification
- R.A.C.E.
- Emergency preparedness

These courses can be completed online or face to face and include reference material for the student to take away once the courses have been completed. The Fire Suppression Procedures and Fire Warden & Emergency Procedures courses would be great as an induction for a new staff member or for staff members being assigned as Fire Wardens. The courses can be delivered together or separate, depending on your needs.

This course can be tailor-made to suit any industry specific requirements and can be presented with specific information that can differ from site to site.



Learning about Site Protocol and Behaviour helps to ensure site procedures run smoothly with all staff members.



Learn and know what responsibilities you have when you are a Fire Warden in an emergency situation.



These courses will help you learn to prevent or avoid toxic smoke from flames causing harm to other staff members.



A Fire Warden must be aware of all environments and surroundings during an evacuation.



Learn what evacuation procedures are to be carried out, including what to do with all your equipment.



The course covers crucial Fire Safety and Suppression techniques for when a fire occurs.



Learn how to communicate with your team during an emergency situation.



Learn about the different fire extinguishers and what types of fire they are used for.



Knowing what emergency procedures are in place for your workplace is imperative before becoming a Fire Warden.

Give us a call today about how we can help you with Fire Suppression and Fire Warden training!

CONTACT DETAILS:

Phone: 09 430 0498 | Email: training@fireprotection.net.nz | Website: www.training4safety.co.nz

Forklift Skills & Awareness

Our courses are developed to meet specific client needs where you will be professionally trained by experienced trainers. This Forklift Skills & Awareness course includes both theory and practical sessions and uses a competency-based method.

Learning Outcome

This course is aimed at ensuring people working with forklifts can understand and demonstrate the knowledge, skills, and attributes for all essential areas covered under the full “best practice” guidelines in the workplace. This course is not for gaining your license, but focuses on the use of the forklift, rather than the theory, so it takes a very practical approach. In this course you will learn the skills needed to properly use a forklift.

Course Structure

The course includes a combination of theory and practical sessions, including the following features:

- Pre-start checks
- Loading and unloading
- Positioning forklift for different driving environments
- Managing turns and swings
- Parking and traffic management
- Additional techniques
- Keeping yourself and others safe



Please remember that additional content can be added in order to customise the course to suit your workplace requirements.

Duration

A half day is required for the base course or for a refresher.

One full day is required for the advanced course, and any additional specific training packages on request.

Attendance Capacity

Maximum of 12 trainees per trainer.
Minimum numbers can be negotiated.

Training Location

This training will be delivered at one of our approved and recommended training sites.

Course Requirements

We generally operate at a maximum of 10-12 trainees per session.

Applicants for whom English is a second language must meet IELTS (or equivalent) Level 5.0 (General Training). Proof of this will be required.

Give us a call today about how we can help you with our Forklift Skills & Awareness training!

CONTACT DETAILS:

Phone: 09 430 0498 | Email: training@fireprotection.net.nz | Website: www.training4safety.co.nz

Heights Safety & Awareness

Our courses are developed to meet specific client needs where you will be professionally trained by experienced trainers. This Heights Safety and Awareness course includes both theory and practical sessions and uses a competency-based method.

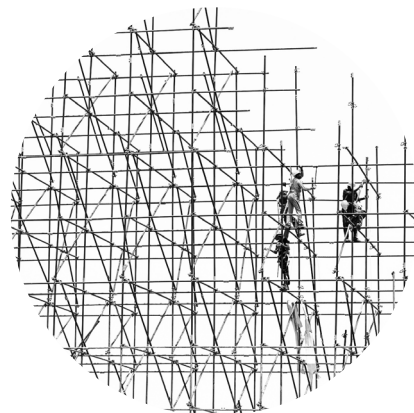
Learning Outcome

This course is aimed at ensuring people working at heights can understand and demonstrate the knowledge, skills, and attributes for all essential areas covered under the full “best practice” guidelines in the workplace. This course outlines the importance of risk management and hazard identification, the different restraint and fall arrest systems, anchorage techniques, and different types of height work.

Course Structure

The course includes a combination of theory and practical sessions, including the following features:

- Learn about systems of fall protection
- Health & Safety
- Employer and worker responsibilities
- Environment, pre-use and workplace checks
- PPE requirements
- Fall arrest and restraint techniques
- Rope methods



Please remember that additional content can be added in order to customise the course to suit your workplace requirements.

Duration

A half day is required for the refresher.

A full day for the competency based training is required.

Two days for the advanced course is required.

Attendance Capacity

Maximum of 8-12 trainees per trainer.
Minimum numbers can be negotiated.

Training Location

This training will be delivered at one of our approved and recommended training sites.

Course Requirements

If you wish to, you can bring your own harness.

Applicants for whom English is a second language must meet IELTS (or equivalent) Level 5.0 (General Training). Proof of this will be required.

Give us a call today about how we can help you with our Heights Safety & Awareness training!

CONTACT DETAILS:

Phone: 09 430 0498 | Email: training@fireprotection.net.nz | Website: www.training4safety.co.nz

Hot Works and Safety Watch

Our courses are developed to meet specific client needs where you will be professionally trained by experienced trainers. This Hot Works and Safety Watch course includes both theory and practical sessions and uses a competency-based method.

Learning Outcome

This course is aimed at ensuring people working in hot works can understand and demonstrate the knowledge, skills, and attributes for all essential areas covered under the full “best practice” guidelines in the workplace. This course explains the dangers of completing hot works which could include the use of a grinder, welder, soldering iron, etc. It identifies the safety gear that the operator must be wearing when completing hot works and key tips on using a hot works instrument.

Course Structure

The course includes a combination of theory and practical sessions, including the following features:

- Hot works permit and how to get one, and why you will need one
- Safety watch and the responsibilities they have, and why the operator should have one standing by
- Hazard controls
- Eliminate, isolate, and minimise risk factors
- Fire suppression



Please remember that additional content can be added in order to customise the course to suit your workplace requirements.

Duration

A half day is required for the base course or as a refresher.

A full day is required for the advanced training, which is recommended if trainees have no prior experience.

Attendance Capacity

Maximum of 15 trainees per trainer.
Minimum numbers can be negotiated.

Training Location

This training will be delivered at one of our approved and recommended training sites.

Course Requirements

We generally operate at a maximum of 12-15 trainees per session.

Applicants for whom English is a second language must meet IELTS (or equivalent) Level 5.0 (General Training). Proof of this will be required.

Give us a call today about how we can help you with training on Hot Works and Safety Watch!

CONTACT DETAILS:

Phone: 09 430 0498 | Email: training@fireprotection.net.nz | Website: www.training4safety.co.nz

Intro to Fire and Safety Systems

Our courses are developed to meet specific client needs where you will be professionally trained by experienced trainers. This Intro to Fire and Safety Systems course includes both theory and practical sessions and uses a competency-based method.

Learning Outcome

This course covers multiple topics in which a building owner/occupant should know about. This course helps people to get a better understanding of the systems that are within a building, what is required in a building and how to maintain some of them. This course is all about life safety and the importance each system has within a building. It is also good to learn and understand for staff who are working within the building. It can give a general base knowledge for a receptionist, for example, who may end up dealing with some of the systems from time to time.

Course Structure

The course includes a combination of theory and practical sessions, including the following features:

- Emergency Lighting
- Passive Fire
- Access Control
- Automatic Doors
- Fire Sprinkler Systems
- Alarm Types
- Final Signs and Exits



Please remember that additional content can be added in order to customise the course to suit your workplace requirements.

Duration

A half day is required for the base course and introduction.

One full day is required for an advanced course, and any additional specific course material that could be added.

Attendance Capacity

Maximum of 15 trainees per trainer.
Minimum numbers can be negotiated.

Training Location

This training will be delivered at one of our approved and recommended training sites.

Course Requirements

We generally operate at a maximum of 12-15 trainees per session.

Applicants for whom English is a second language must meet IELTS (or equivalent) Level 5.0 (General Training). Proof of this will be required.

**Give us a call today about how we can help you with our
Intro to Fire and Safety Systems training!**

CONTACT DETAILS:

Phone: 09 430 0498 | Email: training@fireprotection.net.nz | Website: www.training4safety.co.nz

Mobile Elevated Work Platform

Our courses are developed to meet specific client needs where you will be professionally trained by experienced trainers. This Mobile Elevated Work Platform (MEWP) course includes both theory and practical sessions and uses a competency-based method.

Learning Outcome

This course is aimed at ensuring people working with mobile elevated work platforms can understand and demonstrate the knowledge, skills, and attributes for all essential areas covered under the full "best practice" guidelines in the workplace. This course outlines the varieties of mobile elevated work platforms and their uses, the legal obligations and codes of practice, correct usage of a mobile elevated work platform, and followed by a practical assessment.

Course Structure

The course includes a combination of theory and practical sessions, including the following features:

- Employer and owner responsibilities
- Mobile elevated work platform mechanics and safety features
- Hazards and risks management/identification
- Environment and workplace checks
- Mobile elevated work platform faults and damage, and how to identify these
- Pre-operation checks



Please remember that additional content can be added in order to customise the course to suit your workplace requirements.

Duration

A half day is required for the refresher course.

A full day is required for the base course. If the trainees have no prior experience, this is necessary to reduce worker risk.

Attendance Capacity

Maximum of 12 trainees per trainer.
Minimum numbers can be negotiated.

Training Location

This training will be delivered at one of our approved and recommended training sites.

Course Requirements

We generally operate at a maximum of 8-12 trainees per session.

Applicants for whom English is a second language must meet IELTS (or equivalent) Level 5.0 (General Training). Proof of this will be required.

Give us a call today about how we can help you with our Mobile Elevated Work Platform training!

CONTACT DETAILS:

Phone: 09 430 0498 | Email: training@fireprotection.net.nz | Website: www.training4safety.co.nz

Permit Receiver and Issuer

Our courses are developed to meet specific client needs where you will be professionally trained by experienced trainers. This Permit Receiver and Issuer course includes both theory and practical sessions and uses a competency-based method.

Learning Outcome

This course is aimed at ensuring people working as permit receivers/issuers can understand and demonstrate the knowledge, skills, and attributes for all essential areas covered under the full “best practice” guidelines in the workplace. This course details what the responsibilities of a permit receiver/issuer are, how to get a permit, and why one is needed. It explains what work-sites and environments a permit is needed for and which permits can be used where.

Course Structure

The course includes a combination of theory and practical sessions, including the following features:

- Inspection procedures
- Monitoring
- Auditing
- Different types of permits
- Work completion procedures
- Preparing for, applying for, and accepting a work permit
- Risk and hazard identification



Please remember that additional content can be added in order to customise the course to suit your workplace requirements.

Duration

A half day is required for the base course or for a refresher.

One full day is required for the advanced course, and any additional requested specific courses that could be added.

Attendance Capacity

Maximum of 15 trainees per trainer.
Minimum numbers can be negotiated.

Training Location

This training will be delivered at one of our approved and recommended training sites.

Course Requirements

We generally operate at a maximum of 12-15 trainees per session.

Applicants for whom English is a second language must meet IELTS (or equivalent) Level 5.0 (General Training). Proof of this will be required.

**Give us a call today about how we can help you with our
Permit Receiver and Issuer training!**

CONTACT DETAILS:

Phone: 09 430 0498 | Email: training@fireprotection.net.nz | Website: www.training4safety.co.nz

Our courses are developed to meet specific client needs where you will be professionally trained by experienced trainers. This Spill Control course includes both theory and practical sessions and uses a competency-based method.

Learning Outcome

This course is aimed at ensuring people working with hazardous substances can understand and demonstrate the knowledge, skills, and attributes for all essential areas covered under the full “best practice” guidelines in the workplace. This course outlines the importance of choosing a specific spill kit for your requirements, how to clean up a spill on different surfaces, what items to use when cleaning up the spill, and key points to remember. With different spill containment methods, there are multiple ways to be able to contain and remove a chemical spill.

Course Structure

The course includes a combination of theory and practical sessions, including the following features:

- What causes spills
- How to handle spills
- How to correctly store substances
- Spill kits
- Signage
- Requirements
- Protecting the environment



Please remember that additional content can be added in order to customise the course to suit your workplace requirements.

Duration

Two hours is required for the base course or for a refresher.

A half day is required for the advanced course.

A full day course can be delivered on request.

Attendance Capacity

Maximum of 15 trainees per trainer.
Minimum numbers can be negotiated.

Training Location

This training will be delivered at one of our approved and recommended training sites.

Course Requirements

We generally operate at a maximum of 12-15 trainees per session.

Applicants for whom English is a second language must meet IELTS (or equivalent) Level 5.0 (General Training). Proof of this will be required.

**Give us a call today about how we can help you with our
Spill Control training!**

CONTACT DETAILS:

Phone: 09 430 0498 | Email: training@fireprotection.net.nz | Website: www.training4safety.co.nz

TRAINING4SAFETY®



A DIVISION OF BUILDING & FIRE SERVICES

Workplace Safety Awareness

Our Workplace Safety Awareness course is a detailed and informative course that covers over 20 modules, including:

- Site protocol and behaviour
- Site signage
- Heights safety
- Spill control
- Hot works
- Fire safety and suppression
- Warden responsibilities
- Natural disasters
- Drug and alcohol protocol
- Traffic management
- PPE and safety equipment
- Pre-employment health checks and ongoing monitoring
- Securing loads, lifting and over-width trailers
- Hazardous materials
- Guarding on machines
- Electrical safety
- Permits
- Office ergonomics, layout and lighting
- Vehicles and mobile equipment
- Gas leak and bomb threats

This course can be completed online or face to face and includes reference material for the student to take away once the course has been completed. The Workplace Safety Awareness course would be great as an induction for a new staff member or a refresher for staff after an incident has occurred as it has detailed information on a range of different topics.

This course can be tailor-made to suit any industry specific requirements and can be presented with specific information that can differ from site to site.



Learning about Site Protocol and Behaviour helps to ensure site procedures run smoothly with all staff members.



Learning and knowing what responsibilities you have when you are a Warden in an emergency situation.



The Hazardous Materials section covers all aspects, from identifying them to handling the hazardous materials in the workplace.



Traffic Management includes key points about parking and movement through a workplace site.



Learning about Securing Loads and Lifting is important for everyone who is in a workshop area.



The course covers crucial Fire Safety and Suppression techniques for when a fire occurs.



Pre-Employment Health Checks are essential to have to ensure an employee is fit for work.



Spill Control is essential to know for people who are in workshops and dealing with chemicals.



Knowing what permits you need to have before completing work is imperative for a lot of workplace sites.

Give us a call today about how we can help you with training on Workplace Safety Awareness!

CONTACT DETAILS:

Phone: 09 430 0498 | Email: training@fireprotection.net.nz | Website: www.training4safety.co.nz

Our courses are developed to meet specific client needs where you will be professionally trained by experienced trainers. This Workplace Safety Awareness – Life, Skills and Success course includes both theory and practical sessions and uses a competency-based method.

Learning Outcome

This course has been developed as an Online or F2F Training that people new to the work-force can take to learn more skills to help them become work-ready! It is suitable for any learning style as it uses video, audio, and written lessons. This course could be included in training packages or used as part of career seminars.

Course Structure

The course includes a combination of theory and practical sessions, including the following features:

- Soft Skills
- Time Management
- Communication
- Health and Safety
- Hazards
- First Aid
- Fire Protocol
- PPE and safety equipment
- Office ergonomics, layout and lighting
- Pre-employment health checks and ongoing monitoring
- Warden responsibilities
- Natural disasters
- Drug and alcohol protocol
- Site protocol and behaviour
- Site signage

Please remember that additional content can be added in order to customise the course to suit your workplace requirements.

Duration

A half day is required for the base course or for a refresher.

One full day is required for the advanced course, and any additional requested specific courses that could be added.

Attendance Capacity

Maximum of 15 trainees per trainer.
Minimum numbers can be negotiated.

Training Location

This training will be delivered at one of our approved and recommended training sites.

Course Requirements

We generally operate at a maximum of 12-15 trainees per session.

Applicants for whom English is a second language must meet IELTS (or equivalent) Level 5.0 (General Training). Proof of this will be required.

**Give us a call today about how we can help you with our
Workplace Safety Awareness – Life, Skills and Success training!**

CONTACT DETAILS:

Phone: 09 430 0498 | Email: training@fireprotection.net.nz | Website: www.training4safety.co.nz

WHY CHOOSE COMPETENCY BASED SAFETY TRAINING?

TRAINING4SAFETY[®]



A DIVISION OF BUILDING & FIRE SERVICES

**TRAINING 4 SAFETY LIMITED
BUILDING & FIRE SERVICES (2008) LIMITED**

TRAINING4SAFETY.CO.NZ

Competency-based safety training

Competency based learning is learner focused and works naturally with autonomous learning and with the trainer in the role of facilitator (Jones, B. 2016). Because learners often find different individual skills more difficult than others, this method of learning gives a student the ability to learn any specific skills they find challenging at their own pace, practising and refining as much as required. The benefits of this style of learning include better understanding of learning outcomes throughout courses, learning resources, and assessments that can motivate and keep students engaged. This in turn creates increased student retention and completion rates as learners improve their ability to recognise, manage, and continuously build upon their own competencies and evidence of learning. Employers then have the improved ability to understand the competencies and learning achievements of their employees in training and how these align to their own goals (Wood. R., & Payne, T. 1998).

An example of how competency-based learning with fire training functions:

A person needs to be confident in the understanding of principals of fire and fire science. If a person knows what fire is, they can understand how it grows, lives, spreads and most of all, can be put out in emergency situations. The above items create the base of the learning. The student must then be able to apply these in a real-life situation, mastering physiological changes to their body, for example fear and high heart rate. The student then combines the learnt material with a kinetic practising approach and the emergency situation where they must work in four dimensions functioning together quickly:

- Their own safety;
- Other's safety;
- The practical use of a fire extinguisher;
- Their sight, smell and hearing to assess the situation.

Training 4 Safety promotes competency-based learning as the student is taken out of a learning situation which has previously been theory based. This allows the student to have a more practical learning experience, so they are able to feel confident once utilising their training in a real-life scenario. This is also backed and supported by the Health and Safety at Work (General Risk and Workplace Management) Regulations 2016 along with information and fact sheets available from Worksafe New Zealand.

FACT SHEET

PROVIDING INFORMATION, TRAINING, INSTRUCTION OR SUPERVISION FOR WORKERS

1 Under the Health and Safety at Work (General Risk and Workplace Management) Regulations 2016 (the GRWM Regulations), a person conducting a business or undertaking (PCBU) must ensure, so far as is reasonably practicable, the information, training, instruction and supervision provided to workers is suitable and adequate. This fact sheet outlines aspects PCBU's could think about when deciding what information, training, instruction and/or supervision to provide.

THINK ABOUT WHAT THE INFORMATION, TRAINING, INSTRUCTION AND/OR SUPERVISION SHOULD COVER

Different work activities can require different levels of information, training, instruction or supervision.

2 Certain work activities require higher levels of training or supervision for workers and others in the workplace to remain healthy and safe.

Examples of work that may require higher levels of information, training, instruction or supervision are:

- > working in confined spaces
- > working at heights
- > working with substances hazardous to health
- > remote or isolated work.


You must **3** engage with workers when making decisions about procedures for providing information and training to workers.


4 You must ensure, so far as is reasonably practicable, those who carry out work of any kind, use plant of any kind, or deal with a substance of any kind that is capable of causing a risk in a workplace:


- > either have adequate knowledge or experience of similar work so they are not likely to cause harm to themselves or other people **or** are supervised by someone who has the relevant knowledge and experience, **and**
- > are adequately trained in the safe use of all plant, objects, substances, or equipment the workers are or may be required to handle, as well as all personal protective equipment (PPE) that the workers are or may be required to wear or use.


Summary of Comments on Providing information, training, instruction or supervision for workers

Page: 1

 Number: 1 Author: Mike Subject: Highlight Date: 13/12/2019 1:47:02 PM
Training 4 Safety carries out a Training Needs Assessment with clients.

 Number: 2 Author: Mike Subject: Highlight Date: 13/12/2019 1:48:18 PM
Specific training is tailor-made to suit individual clients.

 Number: 3 Author: Mike Subject: Highlight Date: 13/12/2019 1:48:55 PM
Competency-based training utilises engagement of all involved.

 Number: 4 Author: Mike Subject: Highlight Date: 13/12/2019 1:49:57 PM
Training 4 Safety surveys business owners and their staff to find out what their specific needs or issues are.

1 Training should be tailored and fit for purpose – it should NOT be a tick in the box exercise.

To work out what training (which includes the provision of information or instruction) or supervision should cover think about:

- > the nature of the work carried out by the worker (eg what is the worker being asked to do? what is your workplace like in general?)
- > the nature of the risk associated with the work at the time the supervision or training is provided (eg what kind of risks are there?)
- > the control measures implemented in relation to the work that the worker is undertaking (eg what control measures are there already?).

Think about:

- > what your workplace is physically like (eg is it a quiet office, a busy workshop, a construction site with lots of workers and members of the public nearby?)
- > what your work involves (eg what machinery, equipment, PPE and substances are used? what are the control measures in place?)
- > your workers (eg what is their level and depth of experience?)
- > what the known work risks are.

Using this information work out what skills, knowledge and experience your workers will need to work safely. This includes what information and training is required for dealing with emergencies.

2 Now work out what training, instruction, information or supervision will be needed for workers to gain the skills, knowledge or experience to work safely. The following prompts will help you to decide how to best deliver adequate and suitable training, instruction, information or supervision to workers.


THINK ABOUT WHEN THE TRAINING, INSTRUCTION OR SUPERVISION SHOULD OCCUR


Work out when training/supervision will be required and how you will set aside enough time for this to occur (given the nature and risks involved in the work). For example:

- > will new inexperienced workers be intensively supervised until they are shown to be competent to carry out the tasks unsupervised?
- > will new inexperienced workers be comprehensively trained for all tasks they may need to carry out in one go, or will they be trained/supervised on a task-by-task basis as needed?
- > will experienced workers only be supervised for new tasks for the first time?

Think how you will alert supervisors/trainers/workers when specific training/supervision is required before starting certain tasks.

Think about how you can alert workers when certain tasks require training/supervision (eg will you have warning signs on machinery or at workstations?).

 Number: 1 Author: Mike Subject: Highlight Date: 13/12/2019 1:50:51 PM
Competency-based training is tailor-made, specific and unique to the individual group.

 Number: 2 Author: Mike Subject: Highlight Date: 13/12/2019 1:52:02 PM
Training 4 Safety have multiple medias to deliver trainings:

- Online
- Face to Face
- Virtual Reality
- One on one
- Scenario-based group environment

THINK ABOUT HOW BEST TO CARRY OUT THE TRAINING, INSTRUCTION OR SUPERVISION

You must ensure, so far as is reasonably practicable, that the training and information provided is readily understandable by any person it is provided to.

Trainers and supervisors of workers should be competent. They can be in-house or from external organisations.

Think about the best method of delivering training, instruction or supervision. Consider your workers' age and experience, their first language, any cultural differences and the potential level of understanding of the workers.

For example, if some of your workers find it difficult to read, information or training may need to be provided orally, or through pictures or demonstrations. They may also need to be supported by a buddy or supervisor.

Think about:

- > what level of experience/competence your trainers or supervisors need to have
- > if your workers have previous experience with the work
- > if your workers have poor literacy or English as a second language
- > if your workers learn better one-to-one or in a group
- > if the training/instruction should be paper, audio-visual or computer-based (including using tablets or smartphones)
- > if there are relevant formal qualifications your workers could obtain (eg unit standards from NZQA)
- > how you will get your workers to show they understand
- > how you could provide daily reminders of safe work practices (eg SOPs, posters or flash cards summarising the key points kept at work stations, toolbox meetings) once the formal training is completed.

THINK ABOUT HOW TO TELL THE PROVIDERS OF THE TRAINING/INSTRUCTION/SUPERVISION WHAT IT MUST COVER

Think about how to tell supervisors/trainers/workers what the training should always cover or how supervision needs to be carried out.

Think about how you can tell:

- > supervisors what they need to do (eg will you have documented procedures?)
 - > trainers what training is required during new worker inductions and for certain tasks (eg will you have documented training procedures or checklists of points to be covered during training?).
-

THINK ABOUT HOW WORKERS CAN SHOW THEY UNDERSTAND THE TRAINING AND INSTRUCTION, AND ARE COMPETENT TO CARRY OUT THE TASK

Think about how workers can demonstrate that they understand the training, instruction or information you provide, and are competent to carry out the task.

Also think about how often to check all your workers, no matter how experienced, remain competent on an ongoing basis.

Think about whether your workers will:

- > take written, verbal or practical tests to show their understanding and competence at the end of the initial training
- > be randomly observed by the trainer to confirm competence.

THINK ABOUT HOW YOU WILL KNOW WHAT TRAINING HAS OCCURRED

You are not required to keep training records – but they are useful to show what training has taken place and when refresher training is needed (see below). Records can also provide you assurance that you are effectively managing risks.

Think about whether:

- > you will keep written or electronic records of the training occurred (eg a training register/log)
- > training will be documented to the worker's personnel records.

THINK ABOUT WHEN REFRESHER TRAINING SHOULD OCCUR

It's easy for bad habits to slip into work practices. Consider what refresher training is required, and how often, to ensure your workers are still following safe work practices.

Think about:

- > how often all your workers will need to be reminded about good safe practices
- > what the refresher training should cover (eg will it be a repeat of the complete training or just key points).

THINK ABOUT HOW YOU WILL ENSURE THAT THE TRAINING/SUPERVISION IS STILL ADEQUATE AND SUFFICIENT, AND MANAGING RISKS

Training/supervision programmes should be regularly reviewed to ensure the training/supervision remains up-to-date and adequate.

Think about reviewing, and if needed updating, training/supervision programmes when:

- > there is a change to the workplace (eg new equipment or processes introduced)
 - > new control measures are added or existing ones changed to manage new risks
 - > you find out that control measures aren't managing the risks (eg an incident occurs or from monitoring results)
 - > your workers/trainers/supervisors tell you there are gaps or errors in the training/supervision programme.
-

FURTHER INFORMATION

For further information about a PCBU's duties under the Health and Safety at Work Act 2015, see the Special Guide *Introduction to the Health and Safety at Work Act 2015*.

For information about the other GRWM Regulation requirements, see the following WorkSafe guidance:

- > Interpretive Guidelines *General Risk and Workplace Management – Requirements for remote or isolated work, atmospheres with potential for fire or explosion, raised and falling objects, loose material in enclosed spaces and substances hazardous to health.*
- > Interpretive Guidelines *General Risk and Workplace Management – Requirements for workplaces and facilities, information, training, instruction and supervision, personal protective equipment, monitoring, first aid, emergency plans and young people.*
- > Fact sheet *Vetting Limited Attendance Childcare Centre Workers.*

PUBLISHED: JULY 2016. CURRENT UNTIL REVIEW IN 2018.

28 No contracting out

A term of any agreement or contract that purports to exclude, limit, or modify the operation of this Act, or any duty owed under this Act, or to transfer to another person any duty owed under this Act—

- (a) has no effect to the extent that it does so; but
- (b) is not an illegal contract under the Illegal Contracts Act 1970.

Compare: Model Work Health and Safety Act (Aust) s 272

29 Insurance against fines unlawful

- (1) To the extent that an insurance policy or a contract of insurance indemnifies or purports to indemnify a person for the person's liability to pay a fine or infringement fee under this Act,—

- (a) the policy or contract is of no effect; and
- (b) no court or tribunal has jurisdiction to grant relief in respect of the policy or contract, whether under section 7 of the Illegal Contracts Act 1970 or otherwise.

- (2) A person must not—

- (a) enter into, or offer to enter into, a policy or contract described in subsection (1); or
- (b) indemnify, or offer to indemnify, another person for the other person's liability to pay a fine or an infringement fee under this Act; or
- (c) be indemnified, or agree to be indemnified, by another person for that person's liability to pay a fine or an infringement fee under this Act; or
- (d) pay to another person, or receive from another person, an indemnity for a fine or an infringement fee under this Act.

- (3) A person who contravenes subsection (2) commits an offence and is liable on conviction,—

- (a) for an individual, to a fine not exceeding \$50,000;
- (b) for any other person, to a fine not exceeding \$250,000.

Compare: 1992 No 96 s 56I

Part 2**Health and safety duties****Subpart 1—Key principles relating to duties****30 Management of risks**

- (1) A duty imposed on a person by or under this Act requires the person—

- (a) to eliminate risks to health and safety, so far as is reasonably practicable; and

- (b) if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable.

- (2) A person must comply with subsection (1) to the extent to which the person has, or would reasonably be expected to have, the ability to influence and control the matter to which the risks relate.

Compare: Model Work Health and Safety Act (Aust) s 17

31 Duties not transferable

A duty imposed on a person by or under this Act may not be transferred to another person.

Compare: Model Work Health and Safety Act (Aust) s 14

32 Person may have more than 1 duty

A person may have more than 1 duty imposed on the person by or under this Act if the person belongs to more than 1 class of duty holder.

Compare: 1992 No 96 s 2(2); Model Work Health and Safety Act (Aust) s 15

33 More than 1 person may have same duty

- (1) More than 1 person may have the same duty imposed by or under this Act at the same time.
- (2) Each duty holder must comply with that duty to the standard required by or under this Act even if another duty holder has the same duty.
- (3) If more than 1 person has a duty for the same matter, each person—
 - (a) retains responsibility for that person's duty in relation to the matter; and
 - (b) must discharge that person's duty to the extent to which the person has the ability to influence and control the matter or would have had that ability but for an agreement or arrangement purporting to limit or remove that ability.

Compare: 1992 No 96 s 2(2); Model Work Health and Safety Act (Aust) s 16

34 PCBU must consult other PCBUs with same duty

- (1) If more than 1 PCBU has a duty in relation to the same matter imposed by or under this Act, each PCBU with the duty must, so far as is reasonably practicable, consult, co-operate with, and co-ordinate activities with all other PCBUs who have a duty in relation to the same matter.
- (2) A person who contravenes subsection (1) commits an offence and is liable on conviction,—
 - (a) for an individual, to a fine not exceeding \$20,000;
 - (b) for any other person, to a fine not exceeding \$100,000.

Compare: Model Work Health and Safety Act (Aust) s 46

35 Compliance with other enactments

In determining whether a duty imposed on a person by or under this Act is being or has been complied with, a person or a court may have regard to the requirements imposed under any other enactment (whether or not those requirements have a purpose of ensuring health and safety) that apply in the circumstances and that affect, or may affect, the health and safety of any person.

Subpart 2—Duties of PCBUs**36 Primary duty of care**

- (1) A PCBU must ensure, so far as is reasonably practicable, the health and safety of—
 - (a) workers who work for the PCBU, while the workers are at work in the business or undertaking; and
 - (b) workers whose activities in carrying out work are influenced or directed by the PCBU, while the workers are carrying out the work.
- (2) A PCBU must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.
- (3) Without limiting subsection (1) or (2), a PCBU must ensure, so far as is reasonably practicable,—
 - (a) the provision and maintenance of a work environment that is without risks to health and safety; and
 - (b) the provision and maintenance of safe plant and structures; and
 - (c) the provision and maintenance of safe systems of work; and
 - (d) the safe use, handling, and storage of plant, substances, and structures; and
 - (e) the provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities; and
 - (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; and
 - (g) that the health of workers and the conditions at the workplace are monitored for the purpose of preventing injury or illness of workers arising from the conduct of the business or undertaking.
- (4) Subsection (5) applies if—
 - (a) a worker occupies accommodation that is owned by, or under the management or control of, a PCBU; and

- (4) A health and safety representative may request a review of a control measure if the representative reasonably believes that—
- (a) a circumstance referred to in subclause (2)(a), (b), (c), or (d) affects, or may affect, the health and safety of a member of the work group represented by the health and safety representative; and
 - (b) the PCBU has not adequately reviewed the control measure in response to the circumstance.

Compare: Model Work Health and Safety Regulations (Aust) rr 38, 352

Supervision, training, and instruction of workers

9 Duty to provide information, supervision, training, and instruction

- (1) A PCBU must ensure, so far as is reasonably practicable, that every worker who carries out work of any kind, uses plant of any kind, or deals with a substance of any kind that is capable of causing a risk in a workplace—
- (a) either—
 - (i) has adequate knowledge and experience of similar places, and work, plant, or substances of that kind, to ensure that the worker carrying out the work, using the plant, or dealing with the substance is not likely to adversely affect the health and safety or cause harm to the worker or any other person; or
 - (ii) is adequately supervised by a person who has that knowledge and experience; and
 - (b) is adequately trained in the safe use of—
 - (i) all plant, objects, substances, or equipment that the worker is or may be required to use or handle; and
 - (ii) all personal protective equipment that the worker is or may be required to wear or use.
- (2) In complying with subclause (1), the PCBU must ensure that the supervision and training provided to a worker are suitable and adequate, having regard to—
- (a) the nature of the work carried out by the worker; and
 - (b) the nature of the risks associated with the work at the time the supervision or training is provided; and
 - (c) the control measures implemented in relation to the work that the worker is undertaking.
- (3) The PCBU must ensure, so far as is reasonably practicable, that the training is readily understandable by any person to whom it is provided.
- (4) In this regulation, **training** includes the provision of information or instruction.
- (5) A PCBU who contravenes this regulation commits an offence and is liable on conviction,—

(a) for an individual, to a fine not exceeding \$10,000;

(b) for any other person, to a fine not exceeding \$50,000.

Compare: 1992 No 96 s 13; Model Work Health and Safety Regulations (Aust) r 39

General workplace facilities

10 Duty in relation to general workplace facilities

- (1) A PCBU must ensure, so far as is reasonably practicable, that—
- (a) the layout of the workplace allows, and the workplace is maintained to allow, persons to enter and exit the workplace and to move within it without risks to health and safety, both under normal working conditions and in an emergency;
 - (b) work areas have sufficient space for work to be carried out without risks to health and safety;
 - (c) floors and other surfaces are designed, installed, and maintained to allow work to be carried out without risks to health and safety;
 - (d) there is suitable and sufficient lighting to enable—
 - (i) each worker to carry out work without risks to health and safety; and
 - (ii) persons to move within the workplace without risks to health and safety; and
 - (iii) safe evacuation in an emergency;
 - (e) there is suitable and sufficient ventilation to enable workers to carry out work without risks to health and safety;
 - (f) workers carrying out work in extremes of heat or cold are able to do so without risks to health and safety.
- (2) A PCBU who contravenes this regulation commits an offence and is liable on conviction,—
- (a) for an individual, to a fine not exceeding \$10,000;
 - (b) for any other person, to a fine not exceeding \$50,000.

Compare: Model Work Health and Safety Regulations (Aust) r 40

11 Duty to provide certain workplace facilities

- (1) A PCBU must ensure, so far as is reasonably practicable, that adequate facilities are provided for workers at a workplace, including—
- (a) toilets;
 - (b) drinking water;
 - (c) hand-washing facilities;
 - (d) facilities where workers can eat and take breaks:

- (a) for an individual, to a fine not exceeding \$10,000;
- (b) for any other person, to a fine not exceeding \$50,000.

Compare: SR 1995/167 r 7

First aid

13 Duty to provide first aid

- (1) A PCBU must ensure that—
 - (a) adequate first aid equipment is provided for the workplace; and
 - (b) each worker at the workplace has access to the equipment; and
 - (c) workers have access to facilities for the administration of first aid.
- (2) A PCBU must ensure that—
 - (a) an adequate number of workers are trained to administer first aid at the workplace; or
 - (b) workers have access to an adequate number of other persons who have been trained to administer first aid.
- (3) In complying with subclauses (1) and (2), the PCBU must have regard to all relevant matters, including—
 - (a) the nature of the work being carried out at the workplace;
 - (b) the nature of the hazards at the workplace;
 - (c) the size and location of the workplace;
 - (d) the number and composition of the workforce at the workplace.
- (4) A PCBU who contravenes this regulation commits an offence and is liable on conviction,—
 - (a) for an individual, to a fine not exceeding \$10,000;
 - (b) for any other person, to a fine not exceeding \$50,000.

Compare: Model Work Health and Safety Regulations (Aust) r 42

Emergency plans

14 Duty to prepare, maintain, and implement emergency plan

- (1) A PCBU must ensure that an emergency plan is prepared for the workplace.
- (2) The emergency plan must—
 - (a) provide emergency procedures, including—
 - (i) an effective response to an emergency; and
 - (ii) evacuation procedures; and
 - (iii) procedures for notifying emergency service organisations at the earliest opportunity; and
 - (iv) medical treatment and assistance procedures; and

- (v) procedures to ensure effective communication between the person authorised by the PCBU to co-ordinate the emergency response and all other persons at the workplace;
 - (b) provide for testing of the emergency procedures, including the frequency of testing;
 - (c) provide for information, training, and instruction to be given to relevant workers in relation to implementing the emergency procedures.
- (3) The PCBU must maintain the emergency plan for the workplace so that it remains effective.
- (4) In complying with subclauses (1) to (3), the PCBU must have regard to all relevant matters, including—
 - (a) the nature of the work being carried out at the workplace;
 - (b) the nature of the hazards at the workplace;
 - (c) the size and location of the workplace;
 - (d) the number and composition of the workforce at the workplace.
- (5) The PCBU must implement the emergency plan for the workplace in the event of an emergency.
- (6) A PCBU who contravenes this regulation commits an offence and is liable on conviction,—
 - (a) for an individual, to a fine not exceeding \$10,000;
 - (b) for any other person, to a fine not exceeding \$50,000.

Compare: Model Work Health and Safety Regulations (Aust) r 43

Personal protective equipment

15 General duty of PCBU to provide personal protective equipment

- (1) This regulation and regulations 16 and 17 apply if personal protective equipment is to be used to minimise risks to health and safety.
- (2) A PCBU who directs the carrying out of work at a workplace must provide personal protective equipment to workers carrying out the work unless the personal protective equipment has been provided by another PCBU.
- (3) A PCBU who contravenes subclause (2) commits an offence and is liable on conviction,—
 - (a) for an individual, to a fine not exceeding \$10,000;
 - (b) for any other person, to a fine not exceeding \$50,000.

Compare: Model Work Health and Safety Regulations (Aust) r 44

16 Worker may choose to provide personal protective equipment

- (1) A PCBU does not have to comply with regulation 15(2) if—