

How a Management Systems Professional can add value to an organisation(H.S.E.Q. & T)

OHS

AS 4801 / 4-Helping management to comply

Audits-Carry out safety audits using recognised safety standards and advise areas for improvement

Safety Training-Training of supervisors & management in safety responsibilities, legislative compliance and compliance with Common Law principles-Induction training-Accident investigation training-Training risk assessment teams in risk assessment-Training teams in Job Safety Analysis to enable safe working procedures to be developed, Training needs analysis

Legislative compliance-Advising the requirements of safety legislation

Safety responsibilities / accountabilities-Developing a safety responsibilities / accountabilities matrix for all levels of personnel

Safety leadership-Providing safety leadership and advising management on how they must provide safety leadership

Safety committee / Safety representatives-Developing meaningful committee & representative processes

Safety meeting-Conducting and advising others how to conduct effective safety meetings

Safety in job specifications-Advising how to include safety specifications in job ads, position descriptions and the performance appraisal process

Risk management-Incorporating the risk management process into safety management

Accident investigation-Accident investigation and follow-up using recognised models

Emergency response-Development of emergency response plans

Quality assurance-Incorporate all safety approaches in the Quality system and use the Quality system for follow-up on recommendations

Liaison- Liaison with internal and external stakeholders

Behaviour-based safety-Provide recommendations on implementing behaviour-based safety approaches

Role of the safety professional- Provide technical advice, guidance, a “safety conscience”, prod, promote and demand high safety standards

Lead safety problem-solving groups –Provide dynamic leadership to safety task groups

Safety procedures-Assist others to develop short, sharp, easy to comprehend safe working procedures

Communications-Target safety communications at the identified needs of the receiver

Workers compensation / rehabilitation / common law claims-Manage pro-actively

First-aid-Management of first-aid facilities

Safety management plans-Development of detailed Hazard Management & Safety Management Plans

Industrial hygiene testing-Noise, dust, illumination, organic vapour testing

Recruitment & selection-Recruitment & selection of OHS staff

Contractor safety management-Develop contractor safety management systems

Safety consultant-Acting as an internal safety consultant

Safety promotions-Promoting safety by various means

Safety Management System-Develop, promote, implement, audit and continuously improve a robust Safety Management System, integrate safety into other management systems

Environment

I.S.O. 14000- Helping management to comply

Audits-Carry out environment audits using recognised standards and advise areas for improvement

Environment Training-Training of supervisors & management in environment responsibilities and legislative compliance.

Legislative compliance-Advising the requirements of environment legislation

Environment responsibilities / accountabilities-Developing an environment responsibilities / accountabilities matrix for all levels of personnel

Environment leadership-Providing environment leadership and advising management on how they must provide environment leadership
Environment committee-Developing meaningful committee processes
Environment in job specifications-Advising how to include environment specifications in job ads, position descriptions and the performance appraisal process
Incident investigation-Incident investigation and follow-up
Emergency response-Development of emergency response plans
Quality assurance-Incorporate all environment approaches in the Quality system and use the Quality system for follow-up on recommendations
Liaison- Liaison with internal and external stakeholders
Role of the environment professional- Provide technical advice, guidance, an “environment conscience”, prod, promote and demand high environment standards
Lead environment problem-solving groups –Provide dynamic leadership to environment task groups
Environment procedures-Assist others to develop short, sharp, easy to comprehend environment procedures
Communications-Target environment communications at the identified needs of the receiver
Environment management plans-Development of detailed Environment Management Plans
Recruitment & selection-Recruitment & selection of Environment staff
Contractor environment management-Develop contractor environment management systems
Environment consultant-Acting as an internal environment consultant
Environment promotions-Promoting environment by various means
Environment Management System-Develop, promote, implement, audit and continuously improve a robust Environment Management System, integrate environment into other management systems
Environment risks-Assess and manage
Environment needs-Identify & manage
Contract specification-Incorporate environment aspects
Non-conformances-Define how to manage

Quality

I.S.O. 9000- Helping management to comply
Audits-Carry out quality audits using recognised standards and advise areas for improvement
Customer needs-Identify
Core processes-monitor, measure, analyse
Document control-Establish
Calibrate-Essential measuring devices
Quality Training-Training of supervisors & management in quality responsibilities & compliance.
Document-Work instructions, standard operating procedures
Quality responsibilities / accountabilities-Developing a quality responsibilities / accountabilities matrix for all levels of personnel
Quality leadership-Providing quality leadership and advising management on how they must provide quality leadership
Quality committee-Developing meaningful committee processes
Quality in job specifications-Advising how to include quality specifications in job ads, position descriptions and the performance appraisal process
Liaison- Liaison with internal and external stakeholders
Role of the quality professional- Provide technical advice, guidance, a “quality conscience”, prod, promote and demand high quality standards
Lead quality problem-solving groups –Provide dynamic leadership to quality task groups
Quality procedures-Assist others to develop short, sharp, easy to comprehend quality procedures
Communications-Target quality communications at the identified needs of the receiver
Quality management plans-Development of detailed quality Management Plans

Recruitment & selection-Recruitment & selection of quality staff
Contractor quality management-Develop contractor quality management systems
Quality consultant-Acting as an internal quality consultant
Quality promotions-Promoting quality by various means
Quality Management System-Develop, promote, implement, audit and continuously improve a robust Quality Management System
Quality risks-Assess and manage
Quality needs-Identify & manage
Contract specification-Incorporate quality aspects
Non-conformances-Define how to manage
Continuous improvement-Establish as a way of life

Learning (commonly know as Training)

Audits-Carry out learning audits using recognised learning standards and advise areas for improvement
Legislative compliance-Advising the requirements of learning legislation
Learning responsibilities / accountabilities-Developing a learning responsibilities / accountabilities matrix for all levels of personnel
Learning leadership-Providing learning leadership and advising management on how they must provide learning leadership
Learning committee-Developing meaningful committee processes
Learning in job specifications-Advising how to include learning specifications in job ads, position descriptions and the performance appraisal process
Quality assurance-Incorporate all learning approaches in the Quality system and use the Quality system for follow-up on recommendations
Liaison- Liaison with internal and external stakeholders
Role of the learning professional- Provide technical advice, guidance, a “learning conscience”, prod, promote and demand high learning standards
Lead learning problem-solving groups –Provide dynamic leadership to learning task groups
Learning procedures-Assist others to develop short, sharp, easy to comprehend learning procedures
Communications-Target learning communications at the identified needs of the receiver
Learning management plans-Development of detailed Learning Management Plans
Recruitment & selection-Recruitment & selection of learning staff
Learning consultant-Acting as an internal learning consultant
Learning promotions-Promoting learning by various means
Learning Management System-Develop, promote, implement, audit and continuously improve a robust Learning Management System, integrate learning into other management systems
Learning needs analysis-Carry-out
Learning design-Use experiential and action learning models
Evaluation-Use the Kirkpatrick model