



This is a check-list for questions to ask a Health & Safety Consultant before you look at engaging them for work:

This has been designed because we have witnessed paid Consultants with various other companies who are not suitably trained & completing sub-standard work!

This is a guideline only. These are basic questions and in WorkSI opinion, any suitably qualified Health & Safety Consultant **should know**.

**This has been designed as a basic general guideline only to test knowledge and competency. You may have other critical questions or requirements based on your industry group.*

What sort of training, credentials & experience do they have?	They should be providing training records or a CV or licence information. Health & Safety qualifications preferably. Or what experience do they have? These should be documented.
Are they on the HASNZ Register? Or what is that?	This is a register for certified Health & Safety Consultants. www.hasanz.co.nz
Are they members of NZISM?	New Zealand Institute of Safety Management. Or another association connected with? Such as Hazardous substance professionals, Human Factors & Ergonomics Society, NZ Occupational Health Nurses Association, NZ Occupational Hygiene Society, NZ Safety Council, Physiotherapy NZ, Occupational Therapy NZ Whakaora Ngangahau Aotearoa.
What is the Act covering Health & Safety in NZ? (Current legislation?)	Health & Safety At Work Act 2015 (HSWA) & Regulations. (NOT The Health & Safety in Employment Act 1992- This is old legislation NOT CURRENT).
What is a Notifiable Event?	A Fatality, A notifiable illness or injury or a notifiable incident.
What do you have to do if you have a Notifiable Event?	WorkSafe NZ must be notified as soon as possible by PCBU in the fastest means available. (Phone 0800 030 040 – 24/7) Other industry groups such as the Civil Aviation Authority (CAA), Railways, Maritime industries will also have their own Notifiable reporting requirements.
What is a PCBU?	Person Conducting a business or undertaking. Generally, and simply put a company.

What is an OFFICER?	A company CEO, Director or Board of Directors. They have a due diligence to ensure the PCBU complies with legislation. (Old legislation referred to them as the Principal).
What is a WORKER?	Employee, Contractors, Sub-contractors, Volunteers, People on work experience, home workers. (Old legislation referred to them as employee's).
How will they assess YOUR company hazards, risk & controls?	They should be talking to you about your site specific or task or job specific work. What are the workers doing day to day? What emergency procedures do you have in place? When was your last incident? What PPE do your workers have? Any hazardous substances? Safety Data Sheets? What training is required by your supervisors? Workers? What work do you do? Are your workers lone workers or work in pairs or teams? Are they supervised? How do you assess worker competency? Do you complete inductions for new workers and or for workers and others on site? This is a bit of a brainstorm but there are a LOT of ways this can be done. It should be in consultation with your workers and an ongoing process. Do you have any systems in place for your Contractors and Sub-contractors? How do you check they are Health & Safety compliant? It is handy if the Consultant has experience in your industry group, so they have a good understanding of worker process, possible hazardous exposure and pressures. This is not crucial however as a fresh set of eyes can also be a good form of control to identify hazards and risk.
What insurances do they have?	Current Professional Indemnity? Public Liability? Others?
What references do they have?	The best way is to talk to previous or current clients.