



Bedrock Solutions

creating solid business infrastructure through

people. policy. process

Newsletter

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Issue#8

Welcome

Welcome to Issue #8. Please feel free to contact us if you would like to discuss any aspect of the newsletter - our contact details are at the bottom of this page.

Choosing the Right Consultant...

A **consultant** (from the Latin word, *consultare*) is a professional who provides advice in a particular area of expertise. As a consultant engages with multiple and changing clients, its clients have access to deeper levels of expertise than would be feasible to retain in-house.

When choosing a consultant it is important to be clear about your business needs and check that the consultant understands these. Make sure they have the necessary expertise to provide all the services you require and to deal with the specific issues you may have. Consider also whether you want a consultant to simply assess and provide an action plan for you to implement yourself or one who will work with you to help implement these actions.

Weigh the potential benefits against the costs. To maximize your investment you need to select and manage the consultant correctly.

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Unfortunately in some sectors such as health and safety here in New Zealand, anyone can set themselves up as a safety consultant – all that is required is a set of nice business cards! I am sure we have come across people like these who give genuine consultants a bad name.

Some questions to ask your prospective consultant:

- ☑ What professional qualifications they have
- ☑ Membership of any professional bodies
- ☑ References from previous clients including any direct experience of working in similar business to yours
- ☑ Can they provide training for your staff? If yes, check that they have the necessary training qualifications
- ☑ What is the communication process – ie how they will communicate progress with you?
- ☑ Do they have the appropriate level of professional indemnity insurance. Ask to see their policy documentation
- ☑ Do they operate a quality management programme?
- ☑ Does the consultant have enough resources to cope with your demand? Will they sub-contract some of the work? Check how the sub-contracted work will be monitored.
- ☑ Who will be the main contact person?
- ☑ What is staff turnover like in the consultant's business? It can be very frustrating and costly having to explain the nature of the project several times to different consultants and then wait for them to familiarize themselves with it.

Good luck choosing your consultant. Just remember that using a consultant doesn't absolve you of your legal responsibilities!

"We must not promise what we ought not, lest we be called on to perform what we cannot"
Abraham Lincoln

Bedrock Solutions Ltd

P O Box 28-032 | Beckenham | CHRISTCHURCH 8242

T. 03 337 0493 | F. 03 337 0593 | E. info@bedrocksolutions.co.nz

www.bedrocksolutions.co.nz

What's new...?

Resources from ACC

HabitAtWork Manager's Toolkit from www.habitatwork.co.nz

Resources from DoL

Skills Highway Literacy website launched. Go to www.skillshighway.govt.nz

Bullying Factsheet. Download this from the DoL Recent Publications www.dol.govt.nz

Bedrock Solutions Workshop Coming Up – Christchurch

Date	Course
15 – 16 th July	S1 – Approved Course for H&S Representatives (Introduction to Health and Safety)
5 – 6 th August	S2 - Approved Course for Health & Safety Representatives (Incident Investigations)
20 th August	Best Practices in Incident Investigation

Why attend our workshops?

- ❖ Knowledge gained may help your company:
 - Improve current systems
 - Better meet with legislative requirements
 - Decrease likelihood of non compliance issues with OSH

Who can attend?

Training is suitable for managers, supervisors, Health & Safety committee, Health & Safety Representatives or anyone with an interest in health and safety.

Have other training requirements?

We can design specific in-house courses to suit your operations. Please contact us.

Don't have enough people for an in-house course or the dates above don't suit, or you just cannot justify a trip to Christchurch, then our distance learning packages may be what you are looking for. Contact us for further information.

Available Now – Bedrock Solutions B-Compliant Software



B-Compliant is a competitively priced, standalone software package designed for small to medium sized businesses. It is an effective health and safety management tool that helps capture and analyze critical information in the workplace from managing hazards, incidents and training records to document control.

Key Features:

- No contracts or annual licensing fees, just a one-off fee
- Tracking and reviewing of all your internal and external documents
- Employee tracking including issue and replacement dates for personal protective equipment (PPE), record of both internal and external training
- Hazard management including risk assessment, tracking tasks assigned to control hazards
- Incident and injury management including investigation report capturing relevant factors and associated hazards, tracking tasks associated with the investigation

Call us today on 03 337 0493 to discuss how this software can help you!

Did you know?

- Lake Baikal in Siberia is the world's deepest lake.
- Traffic lights were used before the advent of the motorcar.
- The first fax process was patented in 1843 but fax machines went into service only in 1964.