

## Introduction

TOSHA are industrial Trainers, Auditors and Consultants operating nationally and in Australia for those NZ organisations wishing to maintain consistent systems of operation.

### **There are seven core business functions we deliver services within:**

- Safety, Health, Environmental Management Systems
- Top Management Development, First Line Management, People Development
- Driver Education - training, licensing, and endorsements
- Fire Safety/Warden, Fire Extinguisher, Breathing Apparatus, Emergency Response
- Truck Mounted Crane and Hiab training
- First Aid, and Pre-Hospital Care, Back Injury Prevention
- Work at Heights, and Fall Arrest, Harness Inspection/Compliance training

### **Specialist areas cover:**

- Hazardous Substances and New Organisms – Systems, Compliance, Training
- Elevating Work Platform training and Specialised Equipment/Machinery
- Computer training

TOSHA is a registered and accredited NZQA Private Training Establishment working with 22 ITOs and/or Advisory Boards and has been in business since 1990. We are also registered/approved Instructors/Examiners with the Land Transport NZ, DOL, AA, and ERE.

We have RABQSA Auditors through to Lead Auditor OSH Management status and MCA Auditors for the Electrical Division Employer Licensing. We audit for ACC relevant to the Workplace Safe Management Safety Discount programmes programmes. Several OSH and Environmental Management audit models have been designed for internal application and training to meet specific workplace practice and procedures conducted.

All services are client specific and are **100% moneyback guaranteed** if value is not added to any operation we deliver services within. Our trainers come from industry, speak industry language and are professionally qualified.

# **BASE SERVICES**

## **1. TRAINING:**

### **NZQA National Certificates :**

- Occupational Health and Safety (Workplace) - L3 and L4
- First Line Management – L3 and L4
- Driving
- Many National Certificates and Limited Programme deliveries

### **Specialised Training:**

#### **Through Task Analysis Identification and Reporting (if required) :**

- Computer Strategic Planning
- Computer training – basic to advanced
- Dangerous Goods and Chemical Spill
- Electrical Equipment Testing
- Fall Arrest
- Fire Extinguisher
- First Aid
- Harness Inspection and Maintenance
- Team Building
- Pre-Hospital Emergency Care
- Product Team Problem Solving
- Quality Management
- Supervisory Management
- Work at Heights
- Procedure Development and Writing

### **Safety, Health and Environmental:**

- Accident Investigation and Reporting
- Asbestos Awareness
- Back Injury Prevention
- Chemical Spill Control
- Confined Space Entry
- Consignors Packers
- Construction Supervision - Safety/Health
- Contractor Management (Contractors or Principal Companies)

- Dangers & Hazards of Confined Space & Plan a Confined Space Entry
- Dangerous Goods for Licence Endorsement
- Effective Committees – Health and Safety
- Emergency Response
- Electrical Equipment Testing
- Electrical Industry Induction and Safety Rules
- Environmental Awareness/Management Systems
- Fall Arrest
- Fire Extinguisher
- Fire and Emergency Response
- Fire and Emergency Response Warden
- Fire Extinguisher
- Forest Harvesting Auditing
- Gas Monitoring
- Gas Networks Emergency Response & Management of Buildings Containing Uncontrolled Gas Presence
- GSG EI & SR-EI Update
- Harness Inspection and Maintenance
- Hazard Identification and Control
- Hazardous Substances Awareness
- Hazardous Substances (Approved Handler)
- Hazardous Substances Management in the Workplace
- HAZOP Studies training and chairing
- Health and Safety Representative – Stage I
- Health and Safety Representative – Stage II
- Health & Safety Legislative Overview
- Health & Safety Legislative Overview – Contractor Manager
- Health & Safety Legislative Overview – Hazard Management
- Internal Electrical Networks, Work, and Health & Safety compliance Auditor
- Internal Quality & Environmental Auditor training to meet ISO9001 & ISO14001 Standards
- Internal Health & Safety Auditor
- Internal Health, Safety & Quality Auditing
- Internal Safety/Health Management System auditing
- International Maritime Dangerous Goods
- LPG Handling
- Logging Contractor Hazard Management
- Managing Safety and Health at Work
- Working at Heights
- Work Permit & Confined Space Systems & Application
- Work Permit Issuers
- Work Permit Holders with Photo ID (for onsite contractors also)

## **Business Management / People Development:**

### **Senior Management Level - Personnel Development**

*"Leading For Change - Senior Leadership Development*

An accredited programme

### **Middle Management / Supervisory Leadership**

- Communication
- Quality Management
- Internal Quality Management Systems Auditor
- Team Building and Decision making
- Report Writing
- Stress Management
- Shiftwork Management
- Train the Trainer
- Writing a Report
- Managing Conflict
- Interpersonal Communication
- Customer Service
- Receptionist
- Procedures and Manual Writing

## **Driver/Operator**

### **Training / Licensing / Endorsements:**

- Elevating Work Platform
- Advanced and/or Corporate Defensive Driving - AA Licensed
- Class 2 to 5 Truck and Trailer
- Dangerous Goods Endorsement (D)
- Forklift Operator - OSH Certificate
- Forklift Operator - Endorsement (F)
- Passenger Endorsement (P)
- Wheels (W) Tracks (T) Rollers (R) Endorsements
- Specialised Equipment e.g. Merlo, Aisle Riders, Reach Trucks

### **Crane Operator**

- Hiab
- Truck Mounted Crane Operator

### **Pre-employment Drive Assessments**

## **2. AUDITING:**

- ACC: Workplace Safe Management Practices programme (Workplace Safety Discount programme)
- 500 Series AS/NZS 4801:2001 - Occupational Health/Safety Management Systems & Legislative Compliance
- 240 Series Health/Safety Legislative Compliance
- QSA Regd and approved Series Safety/Health and Environmental Management Systems
- Employer Licence Electrical Auditing and Manual preparation
- Registered Auditor with Ministry of Consumer Affairs Energy Safety Services
  - Electrical Division
- Quality Management ISO9001
- 140 Series Environmental Management Systems ISO14001
- Industry Specific e.g.
  - Forest Harvesting
  - Log Export & Shipping
  - Warehousing and Logistics
- Construction/Project Site Safety/Health Management
- Contractor Safety and Health Management
- Hazardous Substances Storage
- Transport Operations - Heavy Road Transport
- Pre-audit Safe and Appropriate Environment
- Pre-audit Restraint Minimization and Safe Practice
- Pre-audit CCP's Food Industry

## **3. CONSULTING:**

### **Safety / Health / Environmental Management Systems specific to client requirements:**

- Operating manual including policies and procedures
- Gantt Chart for Project Management
- Leadership and staff awareness seminars
- Specific training programmes
- Internal Auditing training and supervision
- External Auditing
- Health and Safety Management Systems and Procedures Development
- Emergency Response procedure preparation

### **Quality Management Systems development, procedures and implementation**

### **Computer Strategic Planning and Training**

## **4. GENERAL SERVICES**

- Year Programmes computerised for your convenience, budgeting and outcome measurement
- Monthly Reports
- FREE Consultancy five minutes phone calls to partnership clients
- Annual fee for phone consultancy services to industrial enquirers
- Safety Poster Display - frame purchase and posters changed 8 times per annum
- Convection Mirror supply
- Email systems for Public Course information
- Email systems for advising clients when consultants working in their area
- Human Resource services and training planning and programming
- Training ID Cards – Website records of learning access – client company/candidates
- Training Record management and database website access

### **TRAINERS**

Clients do not have to use TOSHA trainers. If clients know of or have existing trainers who meet their needs, AND the trainers meet the TOSHA training delivery criteria including NZQA requirements where unit standard delivery is concerned, TOSHA will bring them in under its own umbrella on the behalf of the client. This ensures the client gets the training they know will meet their exact workplace needs, and that the trainer speaks their language.