

Order Form | Policies & Guides

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Billing Address (if different to above)			
Phone	Fax	Mobile	
Email			
Industry		No. of Employees	

Policy suites will be sent via email to the contact name and email address listed above.

Policy Suites																																																																																																																												
<p>Enter the Core Document code to order 'Core & Subordinate' documents from the Buzz-IQ document library.</p>																																																																																																																												
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Employee Relations Policy and Procedure Suite (ERPOL)

KEY	CORE DOCUMENT
	• SUBORDINATE DOCUMENT/S

- \$200** **ERPOL 01 - Code of Conduct**
 - ERPOL 01.1 Understanding Assessment
- \$200** **ERPOL 02 - Conflict of Interest Policy**
 - ERPOL 02.1 Procedure
 - ERPOL 02.2 Understanding Assessment
 - ERPOL 02.3 Form - Declaration Form
 - ERPOL 02.4 Form - Conflict Register
- \$100** **ERPOL 03 - Induction, Training, and Probation Policy**
 - ERPOL 03.1 ER Training Needs Analysis - Employee
 - ERPOL 03.2 ER Training Needs Analysis - Manager
 - ERPOL 03.3 Induction Checklist
 - ERPOL 03.4 Probationary Appraisal
- \$100** **ERPOL 04 - Staff Development Policy**
 - ERPOL 04.1 Template - Development Plan
 - ERPOL 04.2 Template - Monthly Discussion Form
- \$100** **ERPOL 05 - Abandonment of Employment Policy**
 - ERPOL 05.1 Procedure
 - ERPOL 05.2 Flowchart
 - ERPOL 05.3 Management Guide (template letter)
- \$200** **ERPOL 06 - Cameras & Surveillance in the Workplace Policy**
- \$100** **ERPOL 07 - Mobile Phones Policy**
 - ERPOL 07.1 Understanding Assessment
- \$200** **ERPOL 08 - Respect in the Workplace Policy**
 - ERPOL 08.1 Understanding Assessment
- \$100** **ERPOL 09 - Right to Request Flexible Work Policy**
 - ERPOL 09.1 Procedure
 - ERPOL 09.2 Understanding Assessment
 - ERPOL 09.3 Flowchart
 - ERPOL 09.4 Form: Employee Request Form
 - ERPOL 09.5 Management Documents
- \$100** **ERPOL 10 - Fitness for Work Policy**
 - ERPOL 10.1 Understanding Assessment
 - ERPOL 10.2 Template - Pre-Employment Disclosure Form
- \$500** **ERPOL 11 - Drug and Alcohol Policy**
 - ERPOL 11.1 Understanding Assessment
 - ERPOL 11.2 Management Guide (template letters)
- \$100** **ERPOL 12 - Smoke Free Workplace Policy**
 - ERPOL 12.1 Understanding Assessment
- \$100** **ERPOL 13 - Employee Assistance Program (EAP) Policy**
- \$100** **ERPOL 14 - Fatigue Management Policy**
 - ERPOL 14.1 Procedure
 - ERPOL 14.2 Understanding Assessment
- \$500** **ERPOL 15 - Privacy Policy**
 - ERPOL 15.1 Privacy Policy - condensed version
 - ERPOL 15.2 Management Documents
- \$100** **ERPOL 16 - Confidential Information Policy**
 - ERPOL 16.1 Understanding Assessment
 - ERPOL 16.2 Template - Confidentiality Agreement
- \$100** **ERPOL 17 - IT Systems Use Policy**
 - ERPOL 17.1 Understanding Assessment
- \$200** **ERPOL 18 - Social Media Policy**
 - ERPOL 18.1 Understanding Assessment
- \$600** **ERPOL 19 - Investigations and Disciplinary Management (IDM) Policy**
 - ERPOL 19.1 Investigations and Disciplinary Management (IDM) Procedure for Managers
 - ERPOL 19.2 Flowchart
 - ERPOL 19.3 Management Documents
- \$100** **ERPOL 20 - Motor Vehicle Policy**
 - ERPOL 20.1 Understanding Assessment
 - ERPOL 20.2 Form - Expense Reimbursement

- \$100** **ERPOL 21 - Annual Leave Policy**
 - ERPOL 21.1 Understanding Assessment (All Leave Types)
 - ERPOL 21.2 Form - Application form (All Leave Types)
- \$100** **ERPOL 22 - Personal/Carer's and Compassionate Leave Policy**
 - ERPOL 22.1 Procedure
 - ERPOL 22.2 Flowchart - Sick Leave
 - ERPOL 22.3 Flowchart - Carers' Leave
 - ERPOL 22.4 Flowchart - Compassionate Leave
 - ERPOL 22.5 Application form - Sick Leave
 - ERPOL 22.6 Application form - Carers' Leave
 - ERPOL 22.7 Application form - Compassionate Leave
- \$100** **ERPOL 23 - Community Service Leave Policy**
- \$500** **ERPOL 24 - Parental Leave Policy**
 - ERPOL 24.1 Procedure
 - ERPOL 24.2 Flowchart / Checklist
 - ERPOL 24.3 Application form
- \$100** **ERPOL 25 - Other Leave Policy (special paid/unpaid leave)**
 - ERPOL 25.1 Application form
- \$100** **ERPOL 26 - Ceremonial Leave Policy**
 - ERPOL 26.1 Application form
- \$100** **ERPOL 27 - Family Violence Leave Policy**
 - ERPOL 27.1 Application form
- \$100** **ERPOL 28 - Long Service Leave Policy**
- \$500** **ERPOL 29 - Complaints and Grievances Policy**
 - ERPOL 29.1 Procedure
 - ERPOL 29.2 Understanding Assessment
 - ERPOL 29.3 Form - Complaint Form
 - ERPOL 29.4 Flowchart
- \$100** **ERPOL 30 - Study Support Policy**
 - ERPOL 30.1 Procedure
 - ERPOL 30.2 Flowchart - Study Assistance
 - ERPOL 30.3 Flowchart - Study Leave
- \$100** **ERPOL 31 - Employee Discounts Policy**
- \$100** **ERPOL 32 - Uniform / Personal Presentation Policy**
 - ERPOL 32.1 Understanding Assessment
- \$100** **ERPOL 33 - Working from Home Policy**
 - ERPOL 33.1 Procedure
 - ERPOL 33.2 Flowchart
 - ERPOL 33.3 Checklist
 - ERPOL 33.4 Risk Assessment
- \$100** **ERPOL 34 - Relationships in the Workplace Policy**
 - ERPOL 34.1 Procedure
 - ERPOL 34.2 Understanding Assessment

Employee Relations Contracts Suite (ERCON)

- \$300** **ERCON 01 - Contract of Employment - Permanent full time**
- \$300** **ERCON 02 - Contract of Employment - Permanent part time**
- \$300** **ERCON 03 - Contract of Employment - Casual**
- \$300** **ERCON 04 - Contract of Employment - Fixed term**
- \$200** **ERCON 05 - Letter of Offer (Award based) - full time**
- \$200** **ERCON 06 - Letter of Offer (Award based) - part time**
- \$200** **ERCON 07 - Letter of Offer (Award based) - casual**
- \$200** **ERCON 08 - Letter of Offer (Award based) - fixed term**
- \$200** **ERCON 09 - Letter of Offer (Agreement based) - full time**
- \$200** **ERCON 10 - Letter of Offer (Agreement based) - part time**
- \$200** **ERCON 11 - Letter of Offer (Agreement based) - casual**
- \$200** **ERCON 12 - Letter of Offer (Agreement based) - fixed term**

ALL FOR \$1000
ALL FOR \$600
ALL FOR \$600

Work Health and Safety Policy and Procedure Suite (WHSPOL)

KEY

CORE DOCUMENT

• SUBORDINATE DOCUMENT/S

\$400 WHSPOL 1 - WHS Policy

- WHSPOL 1.1 WHS Policy Knowledge Assessment
- WHSPOL 1.2 WHS Safety Accountabilities Policy
- WHSPOL 1.3 WHS Employee Induction Checklist Template
- WHSPOL 1.4 WHS Employee WHS Refresher Checklist
- WHSPOL 1.5 WHS Board Report Template

- WHSPOL 12.6 License Register Template
- WHSPOL 12.7 Lock Out / Tag Out Plant and Equipment Procedure Template
- WHSPOL 12.8 Plant and Equipment Maintenance Register Template
- WHSPOL 12.9 Forklift Charging Area Checklist Template
- WHSPOL 12.10 Use of Communication Technology Procedure

\$400 WHSPOL 2 - WHS Consultation, Co-operation and Co-ordination Procedure

- WHSPOL 2.1 Health and Safety Committee Terms of Reference and Constitution Template
- WHSPOL 2.2 Consultation Checklist Worker Template
- WHSPOL 2.3 Consultation Checklist Other Duty Holders Template
- WHSPOL 2.4 Conducting Issue Resolution Procedure

\$400 WHSPOL 13 - Electrical Safety Procedure Template

- WHSPOL 13.1 Electrical safety Knowledge Assessment
- WHSPOL 13.2 Testing and Inspection Intervals for Electrical Equipment Template
- WHSPOL 13.3 Electrical Equipment Safe Work Method Statement Template
- WHSPOL 13.4 Responding to an Electrical Incident Procedure

\$400 WHSPOL 3 - WHS Training and Competency Policy

- WHSPOL 3.1 WHS Training Needs Analysis
- WHSPOL 3.2 WHS Training Matrix Template
- WHSPOL 3.3 WHS Training Matrix Template (Individuals)
- WHSPOL 3.4 Competency Verification Checklist Template

\$400 WHSPOL 14 - Managing and Transporting Cash Procedure Template

- WHSPOL 14.1 Managing and Transporting Cash Knowledge Assessment
- WHSPOL 14.2 Managing and Transporting Cash Checklist Template
- WHSPOL 14.3 Robbery Description Form Template

\$400 WHSPOL 4 - Risk Management Policy

- WHSPOL 4.1 Risk Management Knowledge Assessment Template
- WHSPOL 4.2 Risk Management Template
- WHSPOL 4.3 Developing a Safe Work Method Statement
- WHSPOL 4.4 Manage Hazards and Incidents SWMS
- WHSPOL 4.5 Officers Safety Walk Template
- WHSPOL 4.6 Safety Signs Guides Template

\$400 WHSPOL 15 - Hazardous Chemicals Procedure Template

- WHSPOL 15.1 Hazardous Chemicals Knowledge Assessment
- WHSPOL 15.2 Hazardous Chemicals Register Template
- WHSPOL 15.3 Hazardous Chemicals Risk Assessment Template
- WHSPOL 15.4 Dangerous Goods Storage Compatibility Poster
- WHSPOL 15.5 Handling and Storing LPG Cylinders Safety Procedure
- WHSPOL 15.6 Working Safely With Forklift Batteries Procedure

\$400 WHSPOL 5 - Workplace Inspections and Audits Procedure Template

- WHSPOL 5.1 Workplace Inspections and Audits Knowledge Assessment
- WHSPOL 5.2 Monthly Inspection Checklist

\$400 WHSPOL 16 - Asbestos Management Procedure Template

- WHSPOL 16.1 Asbestos Management Knowledge Assessment
- WHSPOL 16.2 Asbestos Register Template
- WHSPOL 16.3 Asbestos Management Plan

\$400 WHSPOL 6 - Investigation Procedure Template

- WHSPOL 6.1 WHS Investigation Knowledge Assessment Template
- WHSPOL 6.2 WHS Investigation Report Template

\$400 WHSPOL 17 - Hazardous Manual Tasks Procedure

- WHSPOL 17.1 Hazardous Manual Tasks Knowledge Assessment
- WHSPOL 17.2 Hazardous Manual Tasks SWMS Template
- WHSPOL 17.3 Hazardous Manual Tasks Risk Assessment Template
- WHSPOL 17.4 Managing Workstation Ergonomic Risks Procedure
- WHSPOL 17.5 Ergonomic Workstation Checklist Template

\$400 WHSPOL 7 - First Aid Policy

- WHSPOL 7.1 First Aid Kit Contents Checklist Template
- WHSPOL 7.2 First Aid Knowledge Assessment
- WHSPOL 7.3 Standard Precautions for First Aid Related Infection Control Procedure Template
- WHSPOL 7.4 First Aider Contact Details Template
- WHSPOL 7.5 First Aid Risk Assessment Template
- WHSPOL 7.6 First Aid Register Template

\$400 WHSPOL 18 - Working at Heights Procedure Template

- WHSPOL 18.1 Working at Heights Knowledge Assessment
- WHSPOL 18.2 Respond to a Fall From Height Emergency Procedure
- WHSPOL 18.3 Harness Inspection Checklist Template
- WHSPOL 18.4 Harness Inspection Register Template

\$600 WHSPOL 8 - Emergency Management Procedure

- WHSPOL 8.1 Emergency Management Knowledge Assessment
- WHSPOL 8.2 Emergency Plan Template
- WHSPOL 8.3 Evacuation Diagram Template
- WHSPOL 8.4 Evacuation Drill Template
- WHSPOL 8.5 Emergency Control Organisation Poster Template
- WHSPOL 8.6 Dealing With Extreme Weather Procedure Template
- WHSPOL 8.7 Operating the Store With No Power Procedure Template
- WHSPOL 8.8 Bomb Threat Checklist Template
- WHSPOL 8.9 Personal Emergency Evacuation Plan Template

\$600 WHSPOL 19 - Traffic Management Procedure

- WHSPOL 19.1 Traffic management Knowledge Assessment
- WHSPOL 19.2 Traffic Management Plan Checklist
- WHSPOL 19.3 Traffic Control Measures Checklist
- WHSPOL 19.4 Vehicle Accident Checklist
- WHSPOL 19.5 Loading and Unloading SWMS (Dock)
- WHSPOL 19.6 Loading and Unloading SWMS (Shipping Container)
- WHSPOL 19.7 Loading and Unloading SWMS (Vehicle)
- WHSPOL 19.8 Driving Safely Procedure
- WHSPOL 19.9 Driving Safely Knowledge Assessment
- WHSPOL 19.10 Safe Business Travel Procedure

\$400 WHSPOL 9 - Procurement Procedure

- WHSPOL 9.1 Procurement Consultation Checklist Template
- WHSPOL 9.2 Procurement Acceptance Checklist Template
- WHSPOL 9.3 Procurement Risk Assessment Template

\$400 WHSPOL 20 - Personal Protective Equipment (PPE) Policy

- WHSPOL 20.1 PPE Knowledge Assessment
- WHSPOL 20.2 PPE Risk Assessment Template

\$400 WHSPOL 10 - Stock Storage Procedure

- WHSPOL 10.1 Racking System Risk Assessment Template
- WHSPOL 10.2 Pallet Block Stack Risk Assessment Template
- WHSPOL 10.3 Responding to a Pallet Block Stack or Racking System Collapse Procedure
- WHSPOL 10.4 Managing Stock in Bulk Bays Procedure
- WHSPOL 10.5 Picking Orders Safely Procedure

\$400 WHSPOL 21 - Respect in the Workplace Policy (Bullying/Harassment/Discrimination)

- WHSPOL 21.1 Respect in the Workplace Knowledge Assessment

\$200 WHSPOL 11 - Housekeeping Procedure

- WHSPOL 11.1 WHS Daily Housekeeping Checklist
- WHSPOL 11.2 WHS Welfare Facilities Checklist

\$400 WHSPOL 22 - Drug and Alcohol Policy

- WHSPOL 22.1 Drugs and Alcohol Policy Knowledge Assessment
- WHSPOL 22.2 Smoke Free Workplace Policy

\$600 WHSPOL 12 - Plant and Equipment Procedure Template

- WHSPOL 12.1 Plant and Equipment Knowledge Assessment
- WHSPOL 12.2 Plant and Equipment Hazard Register Template
- WHSPOL 12.3 Plant and Equipment Risk Assessment Template
- WHSPOL 12.4 Mobile Plant Safe Work Method Statement Template
- WHSPOL 12.5 Stationary Plant Safe Work Method Statement Template

\$400 WHSPOL 23 - Visitors Guide

- WHSPOL 23.1 Contractor Driver Induction Knowledge
- WHSPOL 23.2 Contractor Tradesperson Induction Knowledge Assessment Template
- WHSPOL 23.3 Contractors and Other Workers Handbook

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