



THE BEST QUALITY TRAINING

BY THE BEST QUALITY PEOPLE

HSL. Ver 2: Apr 08

Laboratory Health and Safety

How to Integrate Occupational Safety and Health into Your ISO/IEC 17025 system

Health & safety management systems are important because they introduce discipline and structure into the identification of hazards and the prevention of harm. They should always be considered an integral part of your laboratory's total management system.

This two-day course is related directly to the laboratory situation and is structured around the requirements of the New Zealand Health & Safety in Employment Act, 1992. This Act requires you to have undertaken all practicable steps to prevent accidents or illness to your people.

At the end of the programme, you will be able to:

- Understand the requirements of the Act
- Understand health & safety principles
- Identify and evaluate health and safety hazards
- Prepare action plans to reduce hazards
- Begin implementing a health & safety system
- Integrate your health & safety system with your quality management system.

Presenter

The course is led by Dr. Max Robertson, Retired General Manager Accreditation Services, International Accreditation New Zealand. Dr Robertson has over 20 years in the analytical fields of environmental, health and safety, food, water, forensic and toxicological science. For several years he consulted to a variety of businesses including laboratories and has conducted many management systems training courses both open and in-house.

Please note

The number of participants for each course is restricted to ensure a trainer /student ratio that will facilitate effective training outcomes.

Participating in a course

It's very easy to take part. You can make a provisional booking by phoning 0800 9000 99 or emailing us at info@nzqc.co.nz.

To confirm your place, just send us a completed registration form either with full payment or a purchase order. As soon as we receive your registration form (preferably no later than four weeks before the course), we'll send you a confirmation letter with full details.

Course fees include

- Tuition
- Morning tea, lunch and afternoon tea (depending on course times)
- All course notes and take-home reference materials

Duration & Prices

Two day course \$TBA +gst

Book one month in advance to receive the early bird price of \$TBA +gst

Dates & Locations

TBA

NZQC COURSE REGISTRATION FORM



Name of Course Laboratory Health and Safety

Date _____ Location _____

REGISTRANT INFORMATION

First Name _____ Last Name _____

Position/Title _____

Email _____

Company Name _____

Postal Address _____ Postcode _____

Telephone _____ Fax _____

APPROVING MANAGER

First Name _____ Last Name _____

Position/Title _____

Email _____

Telephone _____ Fax _____

BOOKING

Purchase Order _____

Booking Contact Name _____

Invoice Address (if different to above) _____

Please read the terms and conditions below before posting your registration for this course.

METHOD OF PAYMENT

Payment for the course must be received by NZQC prior to course commencement date unless another arrangement has been agreed with NZQC.

Pay By Cheque

Please make cheque payable to:
New Zealand Quality College
Private Bag 28908, Remuera
Auckland 1541

Pay by Credit Card

Currently we accept VISA and MASTERCARD

VISA MASTERCARD

Card Number _____

Expiry Date _____

Cardholder's Name _____

Signature _____

Payment Amount: \$ _____ (+ GST)

TERMS AND CONDITIONS

Amendment, Alteration and Cancellation

We reserve the right to amend, alter or withdraw any of the information in this brochure or on any course being offered should circumstances dictate. If we cancel, we will notify registrants as early as possible to minimise any inconvenience. Please check with us before booking any travel or accommodation connected with your course registration.

Unable to attend

We understand that priorities change and you may not be able to attend the course you have registered for. When this arises, the following terms may apply:

- If you advise us of the registrant's non-attendance 14 days or more before the course starts, you will be issued with a full refund.
- Should we receive cancellation less than 14 days before the course starts, we will refund 50% of the course fee.
- If we receive cancellation on the day of the course or the registrant does not attend, no refund will be made.

Transfers

You may transfer to another date and/or location for the course you have registered for up to 14 days prior to the course commencing at no additional cost. If we receive a transfer request within 14 days of the course, a 10% transfer fee will apply. Transfers on the day of the course will be treated as cancellation.