

Human Resource & OHS Services

M.J. Smith and Partners (MJSP) is a specialist management consultancy focusing on providing clients with advice and support in managing their organisations and businesses.

mjsp.com.au

MJSP is pleased to announce that due to a recent strategic alliance with Success Directions, a specialist occupational health and safety firm lead by Donna Ross, we can now offer you an additional range of services in the occupational health and safety area including:

Occupational Health and Safety Audit / Risk Assessment

Under legislation it is required that all organisations undertake an assessment of their risks and implement and review controls to prevent or minimise exposure to such risks. An Occupational Health and Safety Audit / Risk Assessment can help organisations to ensure they are compliant with such requirements by providing a comprehensive assessment of their risks and hazards, the likelihood and possible consequences arising from exposure to such risks and hazards and the controls and measures required to effectively manage these.

Occupational Health and Safety Policy Manual

The Occupational Health and Safety Policy Manual will help ensure the organisation continues to maintain its legislative compliance by providing a coordinated and systematic approach to managing health and safety risks and ensuring legislative compliance. The System includes, but is not limited to: hazard and incident management, safe working procedures, health and hygiene procedures, contractor and record management, hazardous substances/dangerous goods management, plant and equipment, manual handling and ergonomics, training and competencies.

We would also like to take this opportunity to remind you of our key HR services which will think could be of most value to you:

Human Resource Audit

A Human Resource Audit involves a review of current HR/IR practices, policy implementation and awareness matters specifically in relation to legislative compliance and best practice. Areas covered in the HR Audit may include: HR policy, employment arrangements/contracts, personnel records, position descriptions, performance management systems, employee training/development, recruitment and selection practices, employee induction, remuneration management. An Audit Report will be delivered with key findings and recommendations.

Human Resource Policy Manual

A collection of core Human Resource policies form the foundation of any successful business. MJSP can review an organisations existing policies and procedures with a view to assessing compliance and best practice. Alternatively, MJSP can provide a core collection of tailored policies and procedures that ensures basic HR issues are satisfactorily addressed.

Human Resource Advisory Service

The Human Resource Advisory Service provides key managers/stakeholders access to immediate telephone or email advice on any HR issue. This service is provided by a dedicated MJSP specialist and is available at an annual rate determined by the number of employees within the organisation.

For more information, please contact Mark Smith on (07) 3839 1233.