

ACC Workplace Safety Discount

Audit process



ACC Fact sheet

Assessing your safety management practices

We have received your application for entry into the ACC Workplace Safety Discount programme.

The next step to achieving a levy discount is to have an assessment of your workplace safety management practices carried out by an ACC approved auditor. There are two ways that we may do this:

1. Review the paperwork you sent us when you applied. In some instances, we may also conduct a telephone interview about your health and safety systems.
2. By visiting your workplace to:
 - review the documents relating to your health and safety systems, and
 - observe your actual work practices.

This may take up to half a day to complete (or longer if more than one worksite is involved).

Whichever way your workplace safety management is assessed, it will be carried out by an ACC approved auditor.

What happens next?

The covering letter tells you how we will assess your business. If a telephone interview or on-site visit is involved, we'll arrange for the auditor who will do this to contact you.

Please note that if an on-site visit is arranged, this must be carried out within six weeks of the date of the covering letter.

Preparing for an on-site visit

An on-site visit gives you an opportunity to show all the positive things you are doing to create a safer workplace. Here are some things you can do to make sure you're properly prepared:

- have the person most familiar with your health and safety procedures and systems act as host during the site visit
- make sure you have all the relevant process documents and records handy (including a copy of your application and documentation) so they can be easily reviewed.

- have appropriate staff available to answer any questions that may be asked.

How your workplace is assessed

An ACC approved auditor will carry out a workplace observation and ask you a few questions related to the health and safety management practices in your workplace.

The auditor who assesses your workplace will be qualified in the area of health and safety, and specially trained and approved by ACC to help us manage the ACC Workplace Safety Discount programme.

What happens after the assessment?

Written report

After the assessment is completed, a written report will be sent to you, which may include suggestions for improving health and safety at your workplace.

Discount decision

ACC makes the final decision about whether your audit meets or does not meet the required standards, based on our assessment of the recommendations contained in the report.

If you are successful, you will receive an ACC Workplace Safety Discount certificate. ACC will then apply the discount to your ACC levy for three years from 1 April in the levy year in which you apply.

You will need to make an annual declaration to let us know if there have been any changes in your workplace. You must also inform ACC immediately if there is a change in the ownership or financial control of your organisation.

You will also need to reapply for the discount every three years, by filling out the application form. ACC will notify you within three months before your discount expires.

What happens if the assessment is unsuccessful?

If you are unsuccessful in meeting the required standards, you can reapply after six months from the date of the previous assessment. You will have to complete a new application form.

Need more information?

If you need more information, please contact the ACC Business Service Centre on 0800 222 776, or email wsd.enquiries@acc.co.nz