

Specialty Services

Minerva Consulting Group provides a wide range of services to cover all your OHS needs. We provide the following services:

- **OHSMS Development**

Using our professionals you can access technical writing specialists to work with you to develop, upgrade and maintain your vital OHS documentation

- **Accident Investigation**

If you have an accident a Minerva professional can assist you with the investigation and advise on the process of making the worksite safe, dealing with WorkCover and getting help for your staff.

- **Risk Assessments**

We can conduct Hazard Surveys of your worksite to identify and assess hazards and provide you with recommendations for effective risk control and elimination.

- **Ergonomic Assessments**

Ensure your staff workspaces are set up correctly. Our professionals can assess work stations, home offices etc and modify them to protect workers against injury.

- **Safe Work Method Statements**

Our professionals can assist you to write Safe Work Method Statements (SWMS), audit your current ones or train your employees to write and follow SWMS.

Minerva Consulting Group

experience where it counts

- Construction
- Education
- Government
- Health Services
- Manufacturing
- Mining
- Oil and Gas
- Printing
- Retailing
- Rail
- Road
- Transport
- Water
- Wholesale



“Minerva Consulting Group has been providing practical OHS advice since 1985. We work hard for our clients, ensuring they get the best possible service available. You can rely on our team to help protect your people and property.”

- Scott Cornwell



Suite 8 Surveyor House
2 Castlereagh Street
PENRITH NSW 2750
T: +612 473 111 99
F: +612 473 115 66

E: admin@minervaconsulting.com.au

W: www.minervaconsulting.com.au



MINERVA
CONSULTING GROUP

Place your **OHS** in the safest hands.

- **Auditing**
- **Training**
- **Consulting**
- **Systems Development**
- **Risk Assessments**
- **Investigations**

Experienced Consultants

Minerva Consulting Group was established in 1985. Based in Sydney NSW we offer a broad range of OHS services to clients throughout Australia and New Zealand. At Minerva Consulting Group we specialise in helping other organisations prevent accidental loss arising from inadequate workplace health and safety management systems. We do this by offering exceptional OHS auditing, training and consultancy services.

We employ experienced professionals who are qualified in health, scientific, engineering, and educational disciplines. Our consultants understand the current business environment and the challenges posed by stringent human resources, OHS&E, and workers' compensation legislation.

On-site Consultancy

Minerva aims to provide flexible services for our clients. You can contract one of our professionals to come and provide a training course, complete an audit or conduct a risk assessment. Or you can contract a professional to assist your OHSMS development on a daily, weekly or monthly basis.

We will work with you to help your organisation meet its' legislative requirements.

Audit Services

Minerva Consulting Group can assist you with a number of auditing services. We are Self Insurance experts helping a number of local NSW councils achieve success in recent WorkCover audits.

We also provide:

- **National SI Gap Analysis** - Self Insurance Gap Analysis Audits help your company identify issues in your OHSMS prior to WorkCover Audits.
- **AS/NZS 4801 Audits** - AS/NZS 4801 has been written to be applicable to all types and sizes of organisations and to be general enough to accommodate varied geographical, cultural and social conditions, as well as the range of OHS legal jurisdictions.
- **Due Diligence Audits** - Due Diligence audits help companies take every precaution deemed reasonable to protect the health safety and welfare of their workers.
- **OHS Compliance Audits** - Are carried out to determine whether workplace practices are meeting legislative requirements.
- **SHE Audits** - Minerva has been providing SHE services to Australian public and private sector organisations for over 20 years.
- **SafetyMAP Audits** - SafetyMAP is a tool designed by WorkCover Victoria to help workplaces improve their ability to manage OHS.

Training Courses

Minerva Consulting Group runs a number of OHS training courses. All our trainers have conducted quality training for a number of years and this is backed up by extensive knowledge/experience in the OHS field.

We provide the following training courses:

- **Certified Lead OHS Auditor**
This course trains OHS professionals to audit in accordance with the methodology of AS/NZS ISO 19011:2003 *Guidelines for quality and/or environmental management systems auditing*.
- **National Self Insurance Audit Tool**
This course provides participants with extensive information regarding the Self Insurer Audit process. Participants learn about the structure and requirements of the new tool.
- **Accredited OHS Consultation**
This course aims to provide participants with the knowledge and skills necessary to apply the principles of workplace OHS consultation.
- **Other Courses** -
 - Certified Lead OHS Auditor Refresher
 - Risk Management For Line Managers and Supervisors
 - Manual Handling
 - Emergency Evacuation Procedures