

### ***The Benefits of using Questmac Consulting***

1. Your business is a priority. We listen to your needs, dreams and goals before we start allowing us to get the best fit for your business.
2. We can take care of the background work – checking legislation, designing templates, policies and procedures that are effective.
3. If you are not satisfied with the results, we work with you at no extra charge, making sure your system works and you are happy with it before we finalise the project.

This allows you to focus on your core business.

### ***Services Provided by Questmac Consulting***

#### **Quality Assurance**

- ★ Quality Assurance Systems
- ★ System Documentation
- ★ Australian Standards Compliance
- ★ Policy and Procedural Writing
- ★ Technical Writing

#### **Environmental Management**

- ★ Environmental Management Systems
- ★ Erosion and Sediment Control Plans
- ★ Hazardous substance storage reviews

#### **Safety and Health**

- ★ Work Health and Safety Systems
- ★ Emergency Management Systems
  - including evacuation maps
  - compliance to AS 3745-2010
  - emergency plans
- ★ Writing of Work Method Statements, Job Safety Analysis and Work Procedures
- ★ Audit and Reviews of Safety Documentation
- ★ Workplace Safety Analysis
- ★ Management and Safety Planning
- ★ Hazard Assessment and Risk Control
- ★ Low Voltage Electrical Appliance Testing and Tagging
- ★ Return to Work Co-ordination

#### **Training**

- ★ Learning materials resource development
- ★ Workplace Induction Development
- ★ Instructional Design
- ★ Site Specific Training
- ★ Organisational Competency Requirements
- ★ Training Coordination
- ★ Training Needs Analysis
- ★ Staff development.

#### **Management Systems**

- ★ Management and Business Planning
- ★ Management System Auditing (Quality, WHS)
- ★ Business Risk Management
- ★ Workplace Compliance Documentation
- ★ Project Management
- ★ Traffic management planning

#### **Customised Systems**

- ★ We can customise systems or documents to suit the needs of your business.

*David Matthews*  
Specialist Consultant