

# ➤ ACC independent Audits

## WorkPlace Health and Safety

Employers are encouraged under the Health and Safety in employment act 1992 to be proactive in ensuring the Health and Safety of employees and visitors to their property. Telarc Limited provides independent, authoritative, impartial assessments that help you ensure you achieve and maintain Health and Safety standards that are appropriate to your organisation.

### Typically, ACC audits look for:

- Formulation of clear policies, objectives and procedures
- Establishment of Health and Safety management plans and the setting of clear and achievable objectives
- Development of comprehensive procedures to support policy and assist in the achievement of management plans
- Periodic reviews of policies, plans and procedures

### Employee engagement

### Auditors working with you

At Telarc, our business is professional auditing. It's what we do all day, every day. And, because we are the leading management system certification body in New Zealand, we have auditors experienced in most industries.

Our team of ACC independent auditors work with you to help you achieve your audit requirements. Their wide range of industry knowledge combined with their professional auditing skills will ensure audits of your Health and Safety system will achieve your business objectives. The Telarc approach is to work with you. We are not there to trip you up. We want to help your business be strong and healthy.

### ACC Accredited Employer Programme

The ACC Accredited Employer Programme (referred to as AEP) allows employers, who meet certain defined criteria, to take responsibility for managing their employees' WorkPlace injuries.

This programme aims to promote safer working environments, better WorkPlace rehabilitation, and reduce WorkPlace injury claim costs and premiums.

Each employer who applies and meets the criteria will be required to sign an agreement with ACC before they join the ACC AEP.

You can choose from several premium options and can use a third party for claims and case management. The agreement remains between ACC and the employer at all times. You are not able to take on other insurance to cover your obligations or your financial risk, under the programme.

There are two pricing options: partnership discount plan and full self cover plan. The two plans have different cost structures and potentially, two different financial outcomes when claims case administration and other associated costs are taken into account.

### 1. Partnership discount plan

You receive a premium discount recognising the responsibility to undertake the provision of case and claims management, injury prevention and rehabilitation of your employees' WorkPlace injuries. This is agreed for a set claims management period of either 1 or 2 years.

### 2. Full self cover plan

Under the full self cover plan, an agreement is signed with ACC to take responsibility for the full cost and management of providing the injured employee with the entitlements as set out in the Accident Compensation Act 2001. You are responsible for providing these entitlements for a predetermined fixed claims management period. The agreement covers a claims management period for a minimum of 24 months and a maximum of 60 months.

### Criteria

To participate in the ACC AEP, the employer must meet certain criteria and must be able to manage the programme to audited guidelines.

### In summary your business must:

- Demonstrate employee involvement in the injury management process
- Meet New Zealand standards for WorkPlace safety and be able to demonstrate a commitment to injury prevention safety programmes
- Have injury management programmes including rehabilitation and return to work policies
- Have systems and processes in place to ensure injured employees can access their legal entitlements
- Demonstrate financial solvency.

### Independent audit

To be accepted into the ACC partnership programme, employers must pass an audit, specific to ACC requirements. The audit must be undertaken by an independent, ACC approved auditor. You may contact Telarc for a list of Telarc assessors recognised by ACC.

Employers are able to select any auditor from the approved list. It is the employer's responsibility to arrange and agree with the chosen auditor the costs, dates and timeline for the audit (ACC will indicate the number of on-site visits required).

ACC does not pay for the full cost of the AEP audits and the employer must pay audit fees and disbursements.



## ACC independent Audits (continued)

### Helpful information

ACC have produced additional information to help employers, including:

- A framework document, which provides the legislative details about the programme (referred to as the accredited employers programme)
- A guidelines document, which provides fuller details about the programme, primarily the criteria, premium and costs, plan options, audit guidelines, application process and forms.
- Copies of these documents can be obtained from an ACC account manager or ACC in wellington.
- To join or inquire about the ACC AEP, contact your ACC account manager or contact ACC's business service centre on 0800 222 776.

### Telarc Health and Safety certification

- In addition to the ACC scheme, Telarc provides assessment and recognition for:  
AS/NZS 4801:2001 occupational Health and Safety management systems – specification with guidance for use  
OHSAS 18001:2007  
ISO 45001:2018

### Call now

To have your independent ACC audit completed by Telarc and for information about Telarc Occupational Health and Safety Certification, please contact Telarc on 0800 004 004 or email [admin@telarc.org](mailto:admin@telarc.org).

### Contact Us

Phone:  
NZ: 0800 004 004  
AUS toll free: 809 114 97  
FIJI toll free: 809 13578  
Email: [admin@telarc.org](mailto:admin@telarc.org)  
Web: [www.telarc.org](http://www.telarc.org)