



Clients are often faced with interpreting and/or preparing OHS and related documents for their clients, for registrations, for tender submissions, for regulatory or authority notices and submissions, for governance matters and the like.

## Client Assistance

Don't waste your valuable time pondering what the notices or questions are about or how to answer them. If you need assistance, we can assist readily and without fuss.

**Service description** - Our Client Assistance service assists you prepare, submit and / or respond to OHS and related documents of your clients or authorities.

**Service details** - We help you identify, locate, prepare, review and finalise safety and related documents. We can then submit, answer queries and negotiate on your behalf.

Typical examples include

- Government registrations - Federal government registrations, federal safety commission accreditations, state and local government registrations like Departments of Transport & Education and other government agency registrations
- Other registrations - for private clients, developers, managers, etc
- Tender submissions - completing forms for your tenders

- Regulatory matters - Responding to notices and demands from regulatory authorities such as WorkSafe, ComCare, Electrical Safety, Gas Safety, etc

**How the service works** - We come to you as you have working records often needed to be submitted as evidence of your activities. We quickly assess needs and then get on with the job.

Occasionally we can do the job at our office by you sending us the relevant documents but this approach rarely delivers without us having to visit your offices.

We identify what is needed to complete the documents and help you locate records in your soft or hard systems. Submission templates, forms and cover sheets are completed, reviewed, assembled and submitted. Queries from and negotiations with principals are dealt with as required.

Fisher Jenkin Workplace Safety encourages and assists employers proactively manage workplace safety risks whilst achieving compliance with obligations and responsibilities that employers must embrace in today's business environment. Please contact our head office or nearest franchise for personal, positive and professional attention to your workplace safety needs.