



EZHR System Rollout Plan

HR1A3

Employer	360 Degrees Security & Investigations Limited		Date of plan	00/00/0000	
Person responsible	HR Manager		Last updated	00/00/0000	
Purpose of this plan	Strategy is an organisation’s long-term direction. Our strategic vision is a world where 360 Degrees Security & Investigations Limited is recognised as a standout provider of modern, responsive, and affordable security services. Our HR strategy is to create a sustainable competitive advantage by aligning our people to our strategic vision by building a skilled, safe, and motivated workforce while driving a work culture of professionalism and continuous improvement. Our approach to strategy execution is to adopt the EZHR System and its policy framework. The role responsible for implementing the system is the HR Manager’s role described in the HR1A1 HR Manager’s Job Description. The purpose of this plan is to guide the successful appointment of a competent person to the role of HR Manager and to support him or her in achieving the successful rollout of the EZHR System and its policy framework across the organisation. Planning is about setting goals and stating how you are going to achieve them.				
Goal	The EZHR System has been successfully rolled out across the organisation and an Annual HR Action Plan is in place to ensure our future actions remain aligned to our HR strategy.				
Approach to goal achievement	Our approach to goal achievement is to work methodically through a sequence of steps framed as objectives arranged in a logical order. We will achieve the goal of this plan by focusing on achieving the following objectives: <div>1. The employer is licensed to use the EZHR System.</div> <div>2. A competent person has been appointed to the role of HR Manager.</div> <div>3. The HR Manager has acquired a good understanding of the EZHR System and how to confidently navigate the “User Portal” on the www.ezhr.co.nz website.</div> <div>4. The HR document storage system is set up.</div> <div>5. Employees have been informed of what’s going on; what’s in it for them; and what to expect.</div> <div>6. The employer’s human resources strategy has been developed in consultation with employees.</div> <div>7. The baseline KPI report is completed.</div> <div>8. The employer’s HR policies have been signed off.</div> <div>9. Employees have been inducted to the employer’s HR policies.</div> <div>10. Employees have been inducted to health & safety at work, & the employer’s general safety rules.</div> <div>11. First aid requirements under the regulations are being complied with.</div> <div>12. An Emergency Plan is displayed in a prominent place and employees have completed emergency response training.</div> <div>13. Employees have completed hazards & risks management training.</div> <div>14. The Annual HR Action Plan has been developed in consultation with employees.</div>				
Objective 1	The employer is licensed to use the EZHR System				
Tasks	Do what?	By who?	By when?	Done?	
Task 1.1	Contact an EZHR Customer Care Specialist via the www.ezhr.co.nz website to discuss licensing terms and conditions.	Director		<input type="checkbox"/>	

Task 1.2	Subscribe to the EZHR System.	Director		<input type="checkbox"/>
Task 1.3	Obtain the EZHR System password from the EZHR Customer Care Specialist to access the template working documents via the “User Portal” on the www.ezhr.co.nz website.	Director		<input type="checkbox"/>
Objective 2	A competent person has been appointed to the role of HR Manager			
Tasks	Do what?	By who?	By when?	Done?
Task 2.1	<input type="checkbox"/> Visit the www.ezhr.co.nz website. <input type="checkbox"/> Enter the “User Portal” from the menu bar. <input type="checkbox"/> Click the button “HR1 Human Resources Management Policy”. <input type="checkbox"/> Click the button “HR1 Human Resources Management Policy” and read 360 Degrees Security & Investigations Limited’s policy, noting in particular clauses 4 and 5 of the policy document. <input type="checkbox"/> Click on the “HR1A1 HR Manager’s Job Description” button, read the document, and decide: <ul style="list-style-type: none"> <input type="checkbox"/> Create a new role: OR <input type="checkbox"/> Assign the role’s responsibilities to an existing role. 	Director		<input type="checkbox"/>
Task 2.2	Where a new HR Manager’s role is to be created: <input type="checkbox"/> Visit the www.ezhr.co.nz website. <input type="checkbox"/> Enter the “User Portal” from the menu bar. <input type="checkbox"/> Click the button “HR3 Recruitment, Selection, & Employment Policy”. <input type="checkbox"/> Click the button “HR3 Recruitment, Selection, & Employment Policy” and read 360 Degrees Security & Investigations Limited’s policy. <input type="checkbox"/> Follow the policy guidelines and use the “HR1A2 Job Advertisement – HR Manager” to appoint a competent person to the role of HR Manager.	Director		<input type="checkbox"/>
Objective 3	The HR Manager has acquired a good understanding of the EZHR System and how to confidently navigate the “User Portal” on the www.ezhr.co.nz website			
Tasks	Do what?	By who?	By when?	Done?
Task 3.1	Obtain the EZHR System password (see task 1.3)	HR Manager		<input type="checkbox"/>
Task 3.2	Browse the www.ezhr.co.nz website to build confidence on how to navigate the “User Portal”	HR Manager		<input type="checkbox"/>
Task 3.3	Read the HR1A4 Introduction to the EZHR System	HR Manager		<input type="checkbox"/>
Task 3.4	Read 360 Degrees Security & Investigations Limited’s Human Resources Strategy (noting that the HR Manager will formulate a similar HR strategy for the employer using the EZHR Human Resources Strategy Template”).	HR Manager		<input type="checkbox"/>
Task 3.5	Read 360 Degrees Security & Investigations Limited’s HR policies on the EZHR policy framework via the “User Portal” (noting that the HR Manager will develop similar policies for the	HR Manager		<input type="checkbox"/>

	<p>employer using the template working documents accessible via the “User Portal” – see Task 8.1):</p> <ul style="list-style-type: none"> <input type="checkbox"/> HR1 Human Resources Management Policy <input type="checkbox"/> HR2 Remuneration & Pay Review Policy <input type="checkbox"/> HR3 Recruitment, Selection, & Employment Policy <input type="checkbox"/> HR4 New Employee Induction Policy <input type="checkbox"/> HR5 Training & Supervision Policy <input type="checkbox"/> HR6 Performance Management Policy <input type="checkbox"/> HR7 Misconduct Management Policy <input type="checkbox"/> HR8 Health & Safety at Work Policy <input type="checkbox"/> HR9 Outstanding Leave Policy <input type="checkbox"/> HR10 Employee Exit Policy <input type="checkbox"/> HR11 Organisation Review & Change Management Policy. 			
Task 3.6	Read 360 Degrees Security & Investigations Limited’s HR4D Worker’s & Safety Handbook.	HR Manager		<input type="checkbox"/>
Task 3.7	Read 360 Degrees Security & Investigations Limited’s HR4F Employer’s HR Policies Booklet.	HR Manager		<input type="checkbox"/>
Objective 4	The HR document storage system is set up			
Tasks	Do what?	By who?	By when?	Done?
Task 4.1	Set up the employer’s document storage system including the electronic filing system using guidance from the HR1B EZHR System Index & Document Storage Guide accessible via the “User Portal”.	HR Manager		<input type="checkbox"/>
Objective 5	Employees have been informed of what’s going on; what’s in it for them; and what to expect			
Tasks	Do what?	By who?	By when?	Done?
Task 5.1	Download, save as, and read a HR1A4 Introduction to the EZHR System via the “User Portal”.	HR Manager		<input type="checkbox"/>
Task 5.2	<p>EMAIL 1 of 9</p> <p>Prepare an email to all employees that reads similar to the following (cut, paste, and edit the following text to make it easy):</p> <p>START</p> <p>Subject: Changing our approach to managing our people</p> <p>Hi team,</p>	HR Manager		<input type="checkbox"/>

Our directors recognise the importance of getting better at what we do as an organisation in order to remain competitive in the market. One way to get better at what we do is to improve the way we manage our most valued business asset – our people!

As a consequence, our directors have made the strategic move to adopt the EZHR System. **Attached** to this email is some information about the system and its benefits for both business owners and employees. Additional information can be found on the website www.ezhr.co.nz.

I am responsible for implementing the system across our organisation and will be accountable to our directors for this. The key things that I will need to focus on to get the system up and running include:

1. In consultation with employees, develop a human resources strategy for our organisation that paints the picture of where we want our workforce to be in 5 years' time; and
2. Implement the EZHR Policy Framework:
 - a. that makes clear what management expects from employees to move our workforce towards our strategic vision; and
 - b. that recognises and rewards those employees who consistently exceed management's expectations; and
3. Ensure all employees are notified of the policies so employees know what management expects from them, and how individual performance links to recognition and reward.

You can expect to receive regular communications from me over the next few weeks regarding the system's implementation and I encourage you all to get on board and actively participate in the rollout.

So we can start off on the right footing, I want to know what employees think about our long-term direction as an organisation – where do we want to be in 5 years' time? 360 Degrees Security & Investigations Limited's strategic vision is a world where 360 Degrees Security & Investigations Limited is recognised as a standout provider of modern, responsive, and affordable security services. What vision do you have for our organisation?

If you have any thoughts or ideas, please fire them through to me.

END

Task 5.3	Attach the HR1A4 Introduction to the EZHR System to the email.	HR Manager		<input type="checkbox"/>
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Task 5.2	Send the email to all employees.	HR Manager		<input type="checkbox"/>
Objective 6	The employer's Human Resources Strategy has been developed in consultation with employees			
Tasks	Do what?	By who?	By when?	Done?
Task 6.1	Analyse any feedback that comes through from employees regarding the organisation's long-term direction and consider whether or not that feedback is in alignment with the organisation's current vision. If there is non-alignment then consider changing the vision. If the organisation does not have a vision then dream one up that is in alignment with what employees think.	HR Manager		<input type="checkbox"/>
Task 6.2	Prepare a Consultation Draft Human Resources Strategy for your employer using the EZHR Human Resources Strategy Template accessible via the "User Portal" and store it on the electronic filing system.	HR Manager		<input type="checkbox"/>
Task 6.3	Refer the Consultation Draft Human Resources Strategy to a director for approval.	HR Manager		<input type="checkbox"/>
Task 6.4	Approve the Consultation Draft Human Resources Strategy for consultation with employees.	Director		<input type="checkbox"/>
Task 6.5	<p>EMAIL 2 of 9</p> <p>Prepare an email to all employees that reads similar to the following (cut, paste, and edit the following text to make it easy):</p> <p>START</p> <p>Subject: Consultation Draft Human Resources Strategy</p> <p>Hi team,</p> <p>You might recall my previous email advising that our organisation intends to change our approach to managing our people by adopting the EZHR System.</p> <p>As part of the system's implementation, our directors have approved a draft human resources strategy document and require that I consult with employees before a final version of the strategy document is considered for approval by our directors.</p> <p>I attach a copy of the Consultation Draft Human Resources Strategy document. I encourage all employees to read the consultation draft and provide feedback to me by (specify a date in 2 weeks' time).</p> <p>All feedback will be taken into account when preparing the final draft document. If you support</p>	HR Manager		<input type="checkbox"/>

	<p>the consultation draft in its present form then please let me know. If you have concerns with the document, or suggestions on how it could be improved, then please let me know.</p> <p>I thank you in advance for your participation in the consultation process.</p> <p>If you have any questions then please don't hesitate to contact me.</p> <p>END</p>			
Task 6.6	Attach the Consultation Draft Human Resources Strategy to the email.	HR Manager		<input type="checkbox"/>
Task 6.7	Send the email to all employees for feedback.	HR Manager		<input type="checkbox"/>
Task 6.8	Take employee feedback into account and revise the "Consultation Draft" into a "Final Draft".	HR Manager		<input type="checkbox"/>
Task 6.9	Store the Final Draft Human Resources Strategy on the electronic filing system.	HR Manager		<input type="checkbox"/>
Task 6.10	Refer the Final Draft Human Resources Strategy to a director for approval.	HR Manager		<input type="checkbox"/>
Task 6.11	Approve the Final Draft Human Resources Strategy.	Director		<input type="checkbox"/>
Task 6.12	Prepare the Human Resources Strategy and store it on the electronic filing system.	HR Manager		<input type="checkbox"/>
Task 6.13	Send a copy of the Human Resources Strategy to a Director for sign-off.	HR Manager		<input type="checkbox"/>
Task 6.14	Sign the Human Resources Strategy (see "Foreword").	Director		<input type="checkbox"/>
Task 6.15	Scan (or convert to PDF) the signed Human Resources Strategy to the electronic filing system.	HR Manager		<input type="checkbox"/>
Task 6.16	<p>EMAIL 3 of 9</p> <p>Prepare an email to all employees that reads similar to the following (cut, paste, and edit the following text to make it easy):</p> <p>START</p> <p>Subject: Human Resources Strategy</p> <p>Hi team,</p> <p>I want to send a shout out to those employees that made the effort to read the Consultation Draft Human Resources Strategy document that I had emailed out to all employees, and also to those who provided me with their feedback. That feedback has been considered and taken into account when drawing up the final draft of the document.</p>			

	<p>I am pleased to be able to confirm that the final draft has received sign-off from our directors.</p> <p>I attach for your information our Human Resources Strategy document. It paints the picture of where we want our workforce to be in 5 years' time.</p> <p>My focus now turns to executing the strategy.</p> <p>The first step in that process is to develop an HR policy framework that aligns with the strategy. That HR policy framework will be modelled on the EZHR Policy Framework. Guideline policies can be downloaded from the website www.ezhr.co.nz.</p> <p>I encourage all employees to browse the website, and let me know if you have any concerns or suggestions regarding any of the guideline policies, as the policies that our organisation adopts are likely to be very similar to those guideline policies.</p> <p>All policies that our organisation adopts will be notified to all employees.</p> <p>If you have any questions then please don't hesitate to contact me.</p> <p>END</p>			
Task 6.17	Attach a copy of the Human Resources Strategy to the email.	HR Manager		<input type="checkbox"/>
Task 6.18	Send the email to all employees	HR Manager		<input type="checkbox"/>
Objective 7	The Baseline KPI Report is completed			
Tasks	Do what?	By who?	By when?	Done?
Task 7.1	Complete a Baseline KPI Report using a HR1E EZHR System Quarterly KPI Report template working document accessible via the "User Portal" and store it on the electronic filing system.	HR Manager		<input type="checkbox"/>
Task 7.2	Send a copy of the completed Baseline KPI Report to the CEO & director/s.	HR Manager		<input type="checkbox"/>
Objective 8	The employer's HR policies have been signed-off			
Tasks	Do what?	By who?	By when?	Done?
Task 8.1	<p>Draw up the following documents for the employer by using the template working documents accessible via the "User Portal" and store them on the document filing system:</p> <ul style="list-style-type: none"> <input type="checkbox"/> HR1 Human Resources Management Policy <input type="checkbox"/> HR1A EZHR Policy Framework Model (to be read in conjunction with the HR1 policy) <input type="checkbox"/> HR1A1 HR Manager's Job Description (to be read in conjunction with the HR1 policy) <input type="checkbox"/> HR2 Remuneration & Pay Review Policy 	HR Manager		<input type="checkbox"/>

	<input type="checkbox"/> HR2A Pay Review Flowchart (to be read in conjunction with the HR2 policy) <input type="checkbox"/> HR3 Recruitment, Selection, & Employment Policy <input type="checkbox"/> HR4 New Employee Induction Policy <input type="checkbox"/> HR4A New Employee Induction Flowchart (to be read in conjunction with the HR4 policy) <input type="checkbox"/> HR5 Training & Supervision Policy <input type="checkbox"/> HR5A Training & Supervision Flowchart (to be read in conjunction with the HR5 policy) <input type="checkbox"/> HR6 Performance Management Policy <input type="checkbox"/> HR6A Performance Management Flowchart (to be read in conjunction with the HR6 policy) <input type="checkbox"/> HR7 Misconduct Management Policy <input type="checkbox"/> HR7A EZHR Guide to Misconduct Management (to be read in conjunction with the HR7 policy) <input type="checkbox"/> HR8 Health & Safety at Work Policy (Note: ensure the first aid policy settings are adequate to meet the requirements of Regulation 13, Health and Safety at Work (General Risk and Workplace Management) Regulations 2016 (“Duty to provide first aid”) having regard to the nature of the employer’s business. Modify the policy settings if necessary to meet compliance. <input type="checkbox"/> HR9 Outstanding Leave Policy <input type="checkbox"/> HR9A Managing Outstanding Leave Flowchart (to be read in conjunction with the HR9 policy) <input type="checkbox"/> HR10 Employee Exit Policy <input type="checkbox"/> HR11 Organisation Review & Change Management Policy <input type="checkbox"/> HR11B Organisation Review & Change Management Flowchart (to be read in conjunction with the HR11 policy) <input type="checkbox"/> HR4D Worker’s Health & Safety Handbook <input type="checkbox"/> HR4F Employer’s HR Policies Booklet			
Task 8.2	Refer the Task 8.1 documents (either in print form, or electronically) to a director for sign off.	HR Manager		<input type="checkbox"/>
Task 8.3	Read, sign and date (either by hand or by electronic signature) the Task 8.1 documents requiring sign-off, and return them to the HR Manager.	Director		<input type="checkbox"/>
Task 8.4	Scan (or convert to PDF) the Task 8.1 documents to the electronic filing system.	HR Manager		<input type="checkbox"/>
Objective 9	Employees have been inducted to the employer’s HR policies			
Tasks	Do what?	By who?	By when?	Done?
Task 9.1	EMAIL 4 of 9 Prepare an email to all employees that reads similar to the following (cut, paste, and edit the following text to make it easy):	HR Manager		<input type="checkbox"/>

START

Subject: HR policies induction

Hi team,

We are making steady progress in implementing the EZHR System across our organisation.

Our current focus is on executing our human resources strategy, which involves adopting the EZHR policy framework. I can confirm that our HR policies which are based on the EZHR policy framework have now been signed-off by our directors.

The next step is to notify our organisation's HR policies to all current employees. This will be achieved through our HR policies induction process.

The following documents are attached to this email:

1. HR4F Employer's HR Policies Booklet; and
2. HR4G Employee's Acknowledgement Regarding the "Employer's HR Policies Booklet" form; and
3. HR7 Misconduct Management Policy; and
4. HR7A EZHR Guide to Misconduct Management; and
5. HR8 Health & Safety at Work Policy; and
6. HR8A EZHR Guide to Hazards & Risks Management.

Please begin by reading the Booklet, and follow its instructions.

Please aim to get your completed Acknowledgement form back to me by [2 weeks' time].

I thank you in advance for your full co-operation with these requirements.

If you have any questions, or need help, then please don't hesitate to contact me.

END

Task 9.2

Attach the following documents to the email:

HR Manager



	<input type="checkbox"/> HR4F Booklet <input type="checkbox"/> HR4G Acknowledgement form <input type="checkbox"/> HR7 Misconduct Management Policy <input type="checkbox"/> HR7A EZHR Guide to Misconduct Management <input type="checkbox"/> HR8 Health & Safety at Work Policy <input type="checkbox"/> HR8A EZHR Guide to Hazards & Risks Management.			
Task 9.3	Send the email to all employees	HR Manager		<input type="checkbox"/>
Task 9.4	Maintain the HR1D Database (Worksheet: Induction) and use it as a tool to monitor receipt of completed HR4G Acknowledgement forms from employees.	HR Manager		<input type="checkbox"/>
Task 9.5	As each HR4G Acknowledgement form is received: <input type="checkbox"/> Check that the form has been completed correctly by the employee; and <input type="checkbox"/> Update the HR1D Database (Worksheet: Induction); and <input type="checkbox"/> Scan a copy of the form to the employee's electronic personnel file on the electronic filing system; and <input type="checkbox"/> Store the paper copy on the employee's personnel file.	HR Manager		<input type="checkbox"/>
Task 9.6	Ensure all HR4G Acknowledgement forms have been received from employees and actioned as per Task 9.5 above.	HR Manager		<input type="checkbox"/>
Objective 10	Employees have been inducted to health & safety at work & the employer's general workplace safety rules			
Tasks	Do what?	By who?	By when?	Done?
Task 10.1	EMAIL 5 of 9 Prepare an email to all employees that reads similar to the following (cut, paste, and edit the following text to make it easy): START Subject: Induction to health and safety at work Hi team, We continue to chip away at implementing the EZHR System across our organisation. Our focus now shifts to ensuring all current employees have been inducted to health and safety at work.	HR Manager		<input type="checkbox"/>

	<p>The following documents are attached to this email:</p> <ol style="list-style-type: none"> 1. HR4D Worker's Health & Safety Handbook; and 2. HR4E Worker's Acknowledgement Regarding the "Worker's Health & Safety Handbook" form. <p>Please begin by reading the Handbook, and follow the instructions in the Handbook.</p> <p>Please aim to get your completed Acknowledgement form back to me by [2 weeks' time].</p> <p>I thank you in advance for your full co-operation with these requirements.</p> <p>If you have any questions, or need help, then please don't hesitate to contact me.</p> <p>END</p>			
Task 10.2	<p>Attach to the email:</p> <p><input type="checkbox"/> the HR4D Handbook</p> <p><input type="checkbox"/> the HR4E Acknowledgement form</p>	HR Manager		<input type="checkbox"/>
Task 10.3	Send the email to all employees.	HR Manager		<input type="checkbox"/>
Task 10.4	Maintain the HR1D Database (Worksheet: Induction) and use it as a tool to monitor receipt of completed HR4E Acknowledgement forms from employees.	HR Manager		<input type="checkbox"/>
Task 10.5	<p>As each HR4E Acknowledgement form is received:</p> <p><input type="checkbox"/> Check that the form has been completed correctly by the employee; and</p> <p><input type="checkbox"/> Update the HR1D Database (Worksheet: Induction); and</p> <p><input type="checkbox"/> Scan a copy of the form to the employee's electronic personnel file on the electronic filing system; and</p> <p><input type="checkbox"/> Store the paper copy on the employee's personnel file.</p>	HR Manager		<input type="checkbox"/>
Task 10.6	Ensure all HR4E Acknowledgement forms have been received from employees and actioned as per Task 10.5 above.	HR Manager		<input type="checkbox"/>
Objective 11	First aid requirements under the regulations are being complied with			
Tasks	Do what?	By who?	By when?	Done?
Task 11.1	Read Regulation 13, Health and Safety at Work (General Risk and Workplace Management) Regulations 2016 ("Duty to provide first aid").	HR Manager		<input type="checkbox"/>
Task 11.2	Read the "First aid" section of the HR8 Health & Safety at Work Policy.	HR Manager		<input type="checkbox"/>

Task 11.3	<p>Implement the policy requirements regarding first aid:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A first aid kit is available: <ul style="list-style-type: none"> <input type="checkbox"/> At each office location <input type="checkbox"/> In every work vehicle <input type="checkbox"/> A HR8H First Aid Kit Record Sheet is kept with each first aid kit. <input type="checkbox"/> The HR1D Database (Worksheet: First aid kits) has been updated. <input type="checkbox"/> There is at least one employee that holds a current first aid certificate for each office site. <input type="checkbox"/> The HR1D Database (Worksheet: First aiders) has been updated. 	HR Manager		<input type="checkbox"/>
Task 11.4	<p>EMAIL 6 of 9</p> <p>Prepare an email to all employees that reads similar to the following (cut, paste, and edit the following text to make it easy):</p> <p>START</p> <p>Subject: First aid</p> <p>Hi team,</p> <p>We continue to chip away at implementing the EZHR System across our organisation.</p> <p>Our focus now shifts to getting our first aid house in order by making sure we are compliant with the requirements of the health and safety at work regulations.</p> <p>I advise the following:</p> <ol style="list-style-type: none"> 1. First aid kits can be accessed at the following locations: <ol style="list-style-type: none"> a. The main office (mounted to the wall by Henry's desk) b. In each work vehicle. 2. Inside each First aid kit there is a HR8H First Aid Kit Record Sheet (see attached) 3. When accessing items from a first aid kit you are required: <ol style="list-style-type: none"> a. To complete the HR8 First Aid Kit Record Sheet and LEAVE THE SHEET with the first aid kit; and b. To advise me that you have accessed first aid items (if you are able to email me a photo of the completed HR8 First Aid Kit Record Sheet – that would be 	HR Manager		<input type="checkbox"/>

	<p>appreciated).</p> <ol style="list-style-type: none"> 4. Completing the HR8 First Aid Kit Record Sheet at the time of accessing first aid items will support our restocking and incident reporting processes. 5. The following persons hold current first aid certificates (first aiders): <ol style="list-style-type: none"> a. Henry b. Tony 6. Where practicable, first aid should be administered via a first aider. 7. First aid kits will be periodically inspected as part of our routine workplace inspections procedure to replace any used and / or expired items. <p>I thank you in advance for your full co-operation with these requirements.</p> <p>If you have any questions then please don't hesitate to contact me.</p> <p>END</p>			
Task 11.5	Attach an HR8H First Aid Kit Record Sheet to the email.	HR Manager		<input type="checkbox"/>
Task 11.6	Send the email to all employees.	HR Manager		<input type="checkbox"/>
Objective 12	An Emergency Plan is displayed in a prominent place and employees have received emergency response training			
Tasks	Do what?	By who?	By when?	Done?
Task 12.1	Read Regulation 14, Health and Safety at Work (General Risk and Workplace Management) Regulations 2016 ("Duty to prepare, maintain, and implement emergency plan").	HR Manager		<input type="checkbox"/>
Task 12.2	Read the "Emergency response" section of the HR8 Health & Safety at Work Policy.	HR Manager		<input type="checkbox"/>
Task 12.3	Download and read 360 Degrees Security & Investigations Limited's HR8i Emergency Plan accessible from the "User Portal".	HR Manager		<input type="checkbox"/>
Task 12.4	Develop in consultation with key employees a Draft HR8i Emergency Plan for the employer using the HR8i Emergency Plan template working document accessible from the "User Portal" and store it on the electronic filing system (noting that a separate emergency plan may be required for separate work sites)	HR Manager		<input type="checkbox"/>
Task 12.5	Refer the Draft HR8i Emergency Plan (or plans) to an officer of a PCBU (e.g. CEO or director) for approval	HR Manager		<input type="checkbox"/>
Task 12.6	Approve the Draft HR8i Emergency Plan (or plans)	Director		<input type="checkbox"/>
Task 12.7	<p>Prepare the HR8i Emergency Plan and:</p> <ul style="list-style-type: none"> <input type="checkbox"/> store it on the electronic filing system; and <input type="checkbox"/> (where practicable) display it in a prominent place or places where it can be seen by employees (e.g. on the staff notice board and on the organisation's intranet and website) 	HR Manager		<input type="checkbox"/>

Task 12.8	Download from the “User Portal” the HR8-TRAIN-1A Emergency Response Training Quiz template working document and review it against the HR8i Emergency Plan to check that the questions in the quiz line up with the plan (if not, re-work the questions in the quiz form so they line up with the plan).			
Task 12.9	Download from the “User Portal” and store on the electronic filing system: <input type="checkbox"/> the HR8-TRAIN-1 Emergency Response Training Module. <input type="checkbox"/> the HR8-TRAIN-1A Emergency Response Training Quiz (word document)	HR Manager		<input type="checkbox"/>
Task 12.10	<p>EMAIL 7 of 9</p> <p>Prepare an email to all employees that reads similar to the following (cut, paste, and edit the following text to make it easy):</p> <p>START</p> <p>Subject: Emergency response training</p> <p>Hi team,</p> <p>We continue to chip away at implementing the EZHR System across our organisation.</p> <p>Our focus now shifts to emergency response preparedness and compliance with the requirements of the health and safety at work regulations.</p> <p>To achieve this, all employees will be required to complete emergency response training.</p> <p>The following documents are attached to this email:</p> <ol style="list-style-type: none"> 1. HR8-TRAIN-1 Emergency Response Training Module; and 2. HR8i Emergency Plan; and 3. HR8-TRAIN-1A Emergency Response Training Quiz. <p>Please begin by reading and following the instructions in the training module.</p> <p>Please aim to get your completed quiz form back to me by [2 weeks’ time].</p> <p>I thank you in advance for your full co-operation with these requirements.</p>	HR Manager		<input type="checkbox"/>

	<p>If you have any questions, or need help, then please don't hesitate to contact me.</p> <p>END</p>			
Task 12.11	<p>Attach to the email:</p> <p><input type="checkbox"/> the HR8-TRAIN-1 Emergency Response Training Module.</p> <p><input type="checkbox"/> the HR8i Emergency Plan.</p> <p><input type="checkbox"/> the HR8-TRAIN-1A Emergency Response Training Quiz.</p>	HR Manager		<input type="checkbox"/>
Task 12.12	Send the email to all employees.	HR Manager		<input type="checkbox"/>
Task 12.13	Use and maintain the HR1D Database (Worksheet: Emergency response training) to monitor receipt from employees of the signed HR8-TRAIN-1A Emergency Response Training Quiz forms.	HR Manager		<input type="checkbox"/>
Task 12.14	Mark quiz forms as they come in and advise each employee of their result.	HR Manager		<input type="checkbox"/>
Task 12.15	Scan the quiz form to the employee's electronic file and place the paper copy on the employee's personnel file.	HR Manager		<input type="checkbox"/>
Objective 13	Employees have completed hazards & risks management training			
Task 13.1	Read Regulations 4-9 Health and Safety at Work (General Risk and Workplace Management) Regulations 2016	HR Manager		<input type="checkbox"/>
Task 13.2	Read the hazards and risks management section of the HR8 Health & Safety at Work Policy	HR Manager		<input type="checkbox"/>
Task 13.3	<p>EMAIL 8 of 9</p> <p>Prepare an email to all employees that reads similar to the following (cut, paste, and edit the following text to make it easy):</p> <p>START</p> <p>Subject: Hazards & risks management training</p> <p>Hi team,</p> <p>We continue to chip away at implementing the EZHR System across our organisation.</p> <p>Our focus now shifts to effective hazards and risks management and compliance with the requirements of the health and safety at work regulations.</p>	HR Manager		<input type="checkbox"/>

	<p>To achieve this, all employees will be required to complete hazards and risks management training.</p> <p>The following documents are attached to this email:</p> <ol style="list-style-type: none"> 1. HR8-TRAIN-2 Hazards & Risks Management Training Module; and 2. HR8A EZHR Guide to Hazards & Risks Management; and 3. HR8B Hazard ID & Risk Management form; and 4. HR8C EZHR Risk Management Tool; and 5. HR8-TRAIN-2A Hazards & Risks Management Training Quiz. <p>Please begin by reading and following the instructions in the training module.</p> <p>Please aim to get your completed quiz form back to me by [2 weeks' time].</p> <p>I thank you in advance for your full co-operation with these requirements.</p> <p>If you have any questions, or need help, then please don't hesitate to contact me.</p> <p>END</p>			
Task 13.4	<p>Attach to the email:</p> <ul style="list-style-type: none"> <input type="checkbox"/> the HR8-TRAIN-2 Hazards & Risks Management Training Module. <input type="checkbox"/> the HR8A EZHR Guide to Hazards & Risks Management <input type="checkbox"/> A HR8B Hazard ID & Risk Management form <input type="checkbox"/> the HR8C EZHR Risk Management Tool <input type="checkbox"/> the HR8-TRAIN-2A Hazards & Risks Management Training Quiz. 	HR Manager		<input type="checkbox"/>
Task 13.5	Send the email to all employees.	HR Manager		<input type="checkbox"/>
Task 13.6	Use and maintain the HR1D Database (Worksheet: Hazards & risks mangt training) to monitor receipt from employees of the signed HR8-TRAIN-2A Hazards & Risks Management Training Quiz forms.	HR Manager		<input type="checkbox"/>
Task 13.7	Mark quiz forms as they come in and advise each employee of their result.	HR Manager		<input type="checkbox"/>
Task 13.8	Scan the quiz form to the employee's electronic file and place the paper copy on the employee's personnel file.	HR Manager		<input type="checkbox"/>
Objective 14	The HR1G Annual HR Action Plan has been developed in consultation with employees			
Tasks	Do what?	By who?	By when?	Done?

	Download and read the HR1G Annual Action Plan accessible from the “User Portal”.			
Task 14.1	Prepare a Consultation Draft HR1G Annual HR Action Plan for your employer using the working document template and store it on the electronic filing system.	HR Manager		<input type="checkbox"/>
Task 14.2	Refer the Consultation Draft HR1G Annual HR Action Plan to a director for approval.	HR Manager		<input type="checkbox"/>
Task 14.3	Approve the Consultation Draft HR1G Annual HR Action Plan for consultation with employees.	Director		<input type="checkbox"/>
Task 14.4	<p>Email 9 of 9</p> <p>Prepare an email to all employees that reads similar to the following (cut, paste, and edit the following text to make it easy):</p> <p>START</p> <p>Subject: Consultation Draft Annual HR Action Plan</p> <p>Hi team,</p> <p>We are now in the home straight with implementing the EZHR System across our organisation.</p> <p>I attach a copy of the Consultation Draft Annual HR Action Plan document. I encourage all employees to read the consultation draft and provide feedback to me by (specify a date in 2 weeks’ time).</p> <p>All feedback will be taken into account when preparing the final draft document. If you support the consultation draft in its present form then please let me know. If you have concerns with the document, or suggestions on how it could be improved, then please let me know.</p> <p>I thank you in advance for your participation in the consultation process.</p> <p>If you have any questions then please don’t hesitate to contact me.</p> <p>END</p>	HR Manager		<input type="checkbox"/>
Task 14.5	Attach the Consultation Draft HR1G Annual HR Action Plan to the email.	HR Manager		<input type="checkbox"/>
Task 14.6	Send the email to all employees for feedback.	HR Manager		<input type="checkbox"/>
Task 14.7	Take employee feedback into account and revise the “Consultation Draft” into a “Final Draft”.	HR Manager		<input type="checkbox"/>
Task 14.8	Store the Final Draft HR1G Annual HR Action Plan on the electronic filing system.	HR Manager		<input type="checkbox"/>

Task 14.9	Refer the Final Draft HR1G Annual HR Action Plan to a director for approval.	HR Manager		<input type="checkbox"/>
Task 14.10	Approve the Final Draft HR1G Annual HR Action Plan.	Director		<input type="checkbox"/>
Task 14.11	Prepare the HR1G Annual Action Plan and store it on the electronic filing system.	HR Manager		<input type="checkbox"/>
Task 14.12	Bring a copy of the HR1G Annual Action Plan to the notice of all staff (e.g. by email or by making it available on the organisation's intranet or website).	HR Manager		<input type="checkbox"/>