

Workplace Health and Safety Checklist



Workplace Health and Safety Checklist

Developed by our team of legal experts, this checklist provides you with guidance on your compliance obligations, to ensure your business is meeting its workplace health and safety requirements from first aid to risk and hazard management. Content is taken from the Workplace Health and Safety compliance register, part of our Core Modules Suite that also includes: Anti-Bribery & Corruption, Anti-Bribery & Corruption, Company Law, Consumer Law, Employment Law, Environment Law, Privacy & Data Protection and Tax Law.

Workplace Health and Safety Compliance Register

The Workplace Health and Safety compliance register offers comprehensive guidance to organisations, outlining their legal obligations pertaining to providing a safe and healthy workplace for people in the workplace. It also covers other obligations as they relate to risk management applicable in such areas as: asbestos, earthquakes, construction work, hazardous chemicals, as well as the possible consequences to duty holders and organisations that fail to comply with their obligations.

The health and safety in the workplace regulatory scheme in New Zealand is based on the Health and Safety at Work Act 2015 and the regulatory agency, WorkSafe New Zealand (WorkSafe) which administers and enforces the legislation. WorkSafe also has responsibility for the health and safety provisions in other legislation, including regulating the gas, electricity and construction sectors.

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WORKPLACE HEALTH & SAFETY CHECKLIST

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Overview

Requirement	Needs work	Don't know	Meets requirement
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Does the organisation ensure, so far as is reasonably practicable, the health and safety of workers and others in the workplace by eliminating or minimising risks that arise from its business or undertaking? In addition, does the organisation ensure it complies with the obligations arising from the health and safety at work legislative framework?

Work Health and Safety Duties

Requirement	Needs work	Don't know	Meets requirement
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Does the organisation ensure, so far as is reasonably practicable, the health and safety of workers and others by eliminating or minimising risks that arise from its business or undertaking? Do officers comply with their duty to exercise due diligence to ensure that the organisation complies with that duty or obligation?

Does the organisation ensure, so far as is reasonably practicable, the health and safety of its workers and that other people are not put at risk by its work?

Do the officers of the organisation exercise due diligence to ensure that the organisation complies with its work health and safety duties and obligations?

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Work Health and Safety Management System

Requirement	Needs work	Don't know	Meets requirement
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Does the organisation adopt a systematic approach to managing work health and safety?

Does the organisation formulate a coherent health and safety policy and set of objectives that are endorsed by senior management at board level, documented and disseminated to all interested parties?

Does the organisation develop an effective health and safety management plan?

Does the organisation develop meaningful health and safety targets and performance indicators?

Does the organisation implement a health and safety programme and accompanying procedures that give effect to the health and safety management system and policy?

Does the organisation provide training, instruction and supervision to ensure that workers have the necessary skills and competencies to carry out their work safely?

Does the organisation arrange periodic audits of its work health and safety management system?

Does the organisation conduct a regular review of its health and safety management system?

Does the organisation routinely monitor, measure and evaluate its health and safety performance?

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Risk and Hazard Management

Requirement	Needs work	Don't know	Meets requirement
Does the organisation have a structured, documented and effective process for managing health and safety risks and hazards at the workplace?			
Does the organisation have a structured, documented and effective process for identifying work-related hazards?			
Does the organisation have a structured, documented and effective process for assessing risks that may arise from identified work-related hazards?			
Does the organisation implement effective controls to manage work-related risks and hazards?			
Does the organisation monitor risk control measures to ensure that they remain effective after implementation?			
Does the organisation regularly review its risk and hazard management system, including specific risk control measures, to ensure that the system continues to work effectively?			

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Engagement with Workers

Requirement	Needs work	Don't know	Meets requirement
Does the organisation engage workers, including health and safety representatives where applicable, throughout the work health and safety risk management process?			
Does the organisation establish appropriate work groups to facilitate the election of health and safety representatives, if requested by workers (unless such a request may be refused) or initiated by the organisation?			
Does the organisation facilitate the election of one or more health and safety representatives to represent workers at the workplace?			
Does the organisation fulfil its obligations toward health and safety representatives, and does it maintain an up-to-date list of representatives?			
Does the organisation consider establishing a health and safety committee if requested by a health and safety representative or five or more workers?			
Does the organisation and its workers (or the workers' representative) make reasonable efforts to resolve health and safety issues?			
Does the organisation have follow its procedures for engagement and issue resolution where a worker lawfully ceases unsafe work?			
Does the organisation comply with provisional improvement notices or ask the regulator to appoint an inspector to review a notice?			
Does the organisation have a process for monitoring and reviewing engagement procedures to ensure that they remain effective?			

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Consultation, Cooperation and Coordination with Other Duty Holders

Requirement	Needs work	Don't know	Meets requirement
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Does the organisation with health and safety duties consult, cooperate and coordinate activities with other organisations that have health and safety duties in relation to the same matter?

Does the organisation take steps to identify other duty holders with whom it must consult, cooperate and coordinate?

Does the organisation have a process for monitoring and reviewing consultation, cooperation and coordination arrangements with other duty holders to ensure that they remain effective?

Notifiable Events

Requirement	Needs work	Don't know	Meets requirement
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Does the organisation report notifiable events to the regulator immediately after becoming aware of an incident?

Does the organisation ensure that it preserves a site where a notifiable event has occurred until an inspector arrives or directs otherwise, bearing in mind that some actions at the site are permitted?

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Investigations and Enforcement

Requirement	Needs work	Don't know	Meets requirement
Does the organisation familiarise itself with the range of tools that the regulator and inspectors can use to encourage, monitor and enforce compliance with health and safety at work laws?			
Does the organisation give information, documents or evidence to the regulator in response to requests?			
Does the organisation ensure that it does not hinder or obstruct an inspector exercising his or her power to enter a workplace?			
Does the organisation comply with the requirement to give reasonable help to the inspector in exercising his or her powers at the workplace?			
Does the organisation ensure that it responds properly to an inspector's requirements to provide information or documents, and that people at the workplace understand their obligations and rights in relation to answering an inspector's questions or providing documents?			
Does the organisation ensure that it complies with an inspector's determination to seize or remove items in the exercise of his or her statutory function?			
Does the organisation ensure that staff are aware that they must provide their name and address to an inspector if the inspector finds them committing an offence under health and safety legislation, or reasonably suspects them of having done so?			
Does the organisation ensure that it does not hinder or obstruct a health and safety medical practitioner exercising their power to enter a workplace, without reasonable cause?			
Does the organisation ensure that it does not hinder or obstruct a health and safety medical practitioner exercising the power to enter a workplace and direct that workers be medically examined and/or suspended from work?			
Does the organisation comply with an improvement notice within the specified period?			
Does the organisation comply with a prohibition notice issued by an inspector?			
Does the organisation comply with a non-disturbance notice issued by an inspector?			
Does the organisation comply with an enforceable undertaking while the undertaking is in effect?			

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Adverse, Coercive and Misleading Conduct

Requirement	Needs work	Don't know	Meets requirement
Does the organisation ensure that it does not engage in adverse conduct for a prohibited reason, and that it does not engage in coercion, inducement or misrepresentation in relation to work health and safety matters?			
Does the organisation ensure that it does not engage in adverse conduct towards workers, prospective workers and others in relation to work health and safety matters, and that it does not ask or help other people to engage in such conduct?			

Does the organisation ensure that it does not engage in coercion, inducement or misleading conduct in relation to work health and safety matters?

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Workplace and Facilities Management

Requirement	Needs work	Don't know	Meets requirement
Does the organisation ensure it has a structured, documented and effective process for maintaining a safe work environment with appropriate facilities for workers?			
Does an organisation that manages or controls a workplace or workplace fixtures, fittings or plant ensure, so far as is reasonably practicable, that the workplace or the fixtures, fittings or plant are without risks to the health and safety of any person?			
Does the organisation that manages or controls a workplace ensure, so far as is reasonably practicable, that the means of entering and exiting the workplace are without risks to the health and safety of any person?			
Does the organisation have a structured, documented and effective process for providing and maintaining a physical work environment that is without risks to health and safety, so far as is reasonably practicable?			
Does the organisation provide, so far as is reasonably practicable, adequate and accessible welfare facilities for workers at a workplace?			
Does the organisation have current, documented, tested and effective procedures in place to effectively manage emergencies that could happen at a workplace?			
Does the organisation ensure workers have access to adequate first aid equipment and facilities at the workplace, and to people trained to administer first aid?			
Does the organisation have a structured, documented and effective system for managing the health and safety risks of workers who perform remote or isolated work?			
Does the organisation manage the health and safety risks associated with work being done under an object that has been raised or lifted by any means?			
Does the organisation manage the health and safety risks associated with falling objects if an object is reasonably likely to fall on a person and injure them?			
Does the organisation manage the risk of drowning associated with containers of liquids?			
Does the organisation manage the risks to health and safety of a worker being trapped or engulfed by loose but enclosed materials?			
Does the organisation ensure that young people are not present in certain areas of the workplace and that they do not carry out certain activities there?			

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Major Hazard Facilities

Requirement	Needs work	Don't know	Meets requirement
Does the operator of a major hazard facility (MHF) ensure that it eliminates or minimises risks, so far as is reasonably practicable, to prevent major incidents from occurring at the MHF?			
Does the operator of a facility notify the regulator if specified hazardous substances are present, or likely to be present, at the facility in a quantity that meets or exceeds the lower threshold quantity?			
Does the prospective operator of a proposed upper tier facility submit to the regulator a design notice as soon as practicable after the conception of the design, and before making a final investment decision or commencing development of a detailed design?			
Does the operator of a lower tier major hazard facility (MHF) prepare, retain and implement a major accident prevention policy?			
Does the operator of a determined major hazard facility (MHF) establish a safety management system for the operation of the MHF?			
Does the operator of the determined major hazard facility (MHF) prepare an emergency plan for the MHF that satisfies specific criteria?			
Does the operator of the upper tier major hazard facility (MHF) conduct a safety assessment relating to the operation of the MHF?			
Does the operator of an upper tier major hazard facility (MHF) ensure it has prepared and submitted a safety case to the regulator by 4 April 2018 in the case of an existing MHF, or at least 6 months before operation in the case of a proposed MHF?			
Does the operator of a determined major hazard facility (MHF) ensure that any visitor to the MHF is provided with appropriate information, including the operation of the emergency plan if required?			
Does the operator of a designated major hazard facility (MHF) take reasonable steps to provide the local community and the local authority with the necessary information relevant to the MHF?			
Does the operator of a determined major hazard facility (MHF) take reasonable steps to provide information to the public as required?			
Does the operator of a determined major hazard facility (MHF) implement a safety role for workers and engage with workers on relevant matters?			
Has the operator of a designated major hazard facility (MHF) abided by a decision as to designation (including conditions imposed) of an MHF and suitability of operator, while aware that its revocation may be sought?			

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Fire Safety

Requirement	Needs work	Don't know	Meets requirement
Does the organisation create emergency plans, evacuation schemes and train employees to prepare for a fire emergency?			
Does the organisation prepare test procedures for evacuating the workplace?			

Has the organisation developed procedures to ensure occupants and employees in the workplace are provided with any required fire safety training?

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Workplace Management – Asbestos

Requirement	Needs work	Don't know	Meets requirement
Does the organisation ensure that it does not carry out, or direct or allow a worker to carry out, work involving asbestos except in certain circumstances?			
Does the organisation ensure, so far as is reasonably practicable, that exposure to airborne asbestos at the workplace is eliminated or minimised, and that the airborne contamination standard for asbestos is not exceeded?			
Does the organisation that manages or controls a workplace ensure, so far as is reasonably practicable, that asbestos or asbestos-containing material at the workplace is identified, and that the presence and location of asbestos or asbestos-containing materials are clearly indicated?			
Does the organisation that manages or controls a workplace ensure that an asbestos management plan has been prepared and kept up-to-date?			
Does the organisation that manages or controls a workplace ensure that asbestos records are prepared and kept up-to-date?			
Does the organisation that manages or controls a workplace have an effective asbestos management plan for naturally occurring asbestos at the workplace? Does it provide appropriate training about naturally occurring asbestos to workers?			
Does the organisation ensure that workers are trained about asbestos if the workers are involved in asbestos removal work or asbestos-related work?			
Does the organisation limit the use of certain equipment on asbestos or asbestos-containing material?			
Does the organisation ensure that health monitoring is provided to workers who are involved in asbestos removal work or asbestos-related work?			
Does the organisation comply with asbestos-related health and safety requirements when demolition or refurbishment of certain structures or plant is carried out?			
Does the organisation hold a Class A or Class B asbestos removal licence to remove certain types and quantities of asbestos, and do individuals hold an asbestos assessor licence to undertake air monitoring and clearance inspections?			
Does the organisation that commissions asbestos removal work ensure that the work is carried out by a licensed or competent removalist (as applicable)? Does a licensed asbestos removalist ensure that workers have appropriate certification, training, and information about health and safety risks?			
Does the licensed asbestos removalist prepare an asbestos removal control plan and give a copy of the plan to the organisation that commissioned the work?			

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Workplace Management – Asbestos

Requirement	Needs work	Don't know	Meets requirement
Does the licensed asbestos removalist give written notice to WorkSafe, the health and safety at work regulator? Do both the removalist and the organisation that manages or controls the workplace inform certain people about the asbestos removal work before the work starts?			
Does the organisation that commissions asbestos removal work or manages the workplace limit access to the asbestos removal area? Does the asbestos removalist place signs and erect barriers for asbestos removal work?			
Does the asbestos removalist ensure that decontamination facilities are available for asbestos removal work, that asbestos waste is disposed of correctly, and that contaminated equipment is dealt with appropriately?			
Does the organisation that commissions licensed asbestos removal work at a workplace (or the licensed asbestos removalist, in the case of domestic premises) ensure that a clearance inspection is carried out when the work is completed?			
Does the organisation (or the licensed asbestos removalist, in the case of domestic premises) ensure that, from 4 April 2018, an independent licensed asbestos assessor undertakes air monitoring for asbestos removal work requiring a Class A licence? Does the removalist comply with the mandatory control measures for removing friable asbestos?			
Does the organisation ensure that any asbestos-related work is carried out safely and in accordance with the legislation and regulations, and that air monitoring is undertaken if there is uncertainty whether the airborne contamination standard for asbestos is likely to be exceeded?			
Does the organisation ensure that decontamination facilities are available for asbestos-related work, that asbestos waste is disposed of correctly, and that contaminated equipment is dealt with appropriately?			
Does the applicant for an asbestos removal or asbestos assessor licence ensure that the application contains all the required information? Does the licence holder advise the regulator of any material changes to information provided to the regulator?			
Does the licence holder apply for renewal of an asbestos removal or asbestos assessor licence before the licence expires? Does it return the licence document to the regulator if the licence is suspended or cancelled?			

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Workplace Management – Construction Work

Requirement	Needs work	Don't know	Meets requirement
Does the organisation have a structured, documented and effective process for managing the risks of construction work?			
Does the organisation ensure that small construction sites under its control are managed in a way that optimises health and safety performance?			
Does the organisation have a structured, documented and effective process for managing the health and safety risks associated with excavation work?			
Does the organisation have a structured, documented and effective process for managing electrical risks associated with construction work?			
Does the organisation ensure that notifiable work is notified to the regulator in the prescribed way?			
Does the organisation ensure that workers it engages to carry out construction work are provided with workplace-specific induction training?			

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Workplace Management - Earthquakes

Requirement	Needs work	Don't know	Meets requirement
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Does the organisation have a structured, documented and effective process for managing earthquake risks at the workplace?

Does the organisation have emergency procedures that effectively address the risk of earthquakes and the consequent risk of damage to people and property?

Does the organisation comply with the structural requirements for both new and existing buildings that constitute a workplace? Does it also comply with directions made by the local authority in respect of the assessment of earthquake-prone buildings and consequent remedial work where required?

Does the organisation manage risks that may arise from falling objects and loose but enclosed materials in the event of an earthquake?

Does the organisation ensure the safety of its energy distribution systems and installations in the event of an earthquake? Does it implement the relevant elements of its energy safety management system, if applicable?

Does the organisation ensure that exposure standards for dusts following an earthquake are not exceeded at the workplace?

Does the organisation ensure that exposure standards for asbestos following an earthquake are not exceeded at the workplace, and that any subsequent building work is carried out as authorised?

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Workplace Management – Electrical Risks

Requirement	Needs work	Don't know	Meets requirement
Does the organisation have a structured, documented and effective process for managing electrical risks at the workplace?			
Does the organisation have a structured, documented and effective process for managing the health and safety risks of unsafe electrical equipment at the workplace?			
Does the organisation only use authorised persons to carry out certain electrical work?			
Does the organisation eliminate, as far as is reasonably practicable, the risks of working near energised electrical parts? If this is not reasonably practicable, does the organisation minimise the risks of working near energised electrical parts?			
Does the organisation ensure that electrical work is appropriately certified?			
Does the organisation have a documented and effective process to manage the health and safety risks of work on high voltage electrical installations?			
Does the organisation have a documented and effective process to manage the health and safety risks of work on low and extra-low voltage electrical installations?			
Does the organisation ensure that residual current devices are used as required in a workplace to minimise the risk of electric shock from plug-in electrical equipment?			
Does the organisation ensure that power circuits at the workplace are protected by an appropriately rated fuse or circuit-breaker to prevent overloading?			
Does the organisation ensure that electrical leads and tools are not used in damp or wet conditions unless they are specially designed for those conditions?			
Does the organisation have clear and effective procedures for tagging electrical equipment to manage electrical risks at the workplace?			
Does the organisation ensure that it effectively manages the risks associated with working near, or on, an overhead or underground electric line?			

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Workplace Management - Gas Risks

Requirement	Needs work	Don't know	Meets requirement
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Does the organisation have a structured, documented and effective process for managing gas risks at the workplace?

Does the organisation ensure the safety of gas distribution systems and installations by allowing only those authorised to do so to carry out the work of gasfitting?

Does the organisation ensure that all gasfitting work is appropriately certified and complies with all the requirements for issuing certificates of compliance and gas safety certificates?

Does the organisation ensure the safety of any gas distribution system and installation? Does it develop and implement a safety management system that expressly addresses gas risk?

Does the organisation comply with notification requirements in the event of gas-related accidents? Does it provide for appropriate responses to accidents in the operation of its safety management system?

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Workplace Management – Hazardous Chemicals

Requirement	Needs work	Don't know	Meets requirement
Does the organisation have a structured, documented and effective process for managing the risks of hazardous chemicals and substances at work?			
Does the supplier of hazardous substances comply with its work health and safety duties, including the provision of safety data sheets and ensuring correct packing and labelling?			
Does the organisation ensure that hazardous substances at the workplace are correctly packaged and labelled?			
Does the organisation obtain a safety data sheet for hazardous chemicals used at the workplace, and does it make it readily accessible to relevant workers and others?			
Does the organisation prepare and maintain a hazardous substances inventory and display signage where necessary?			
Does the organisation that designs, manufactures, imports or supplies a substance for a workplace ensure, so far as is reasonably practicable, that the substance is without health and safety risks?			
Does the manufacturer or importer of hazardous substances comply with its work health and safety duties, including the classification of the substances, the preparation of safety data sheets and correct packaging and labelling?			
Does the person conducting a business or undertaking have a structured, documented and effective process for managing the risks of hazardous substances and substances at work?			
Does the person conducting a business or undertaking store and handle hazardous substances correctly and manage the risk of spills?			
If the person conducting a business or undertaking uses, handles, generates or stores hazardous substances, do they have emergency and safety equipment available and a suitable emergency response plan?			
Does the person conducting a business or undertaking ensure that the risks associated with hazardous atmospheres at the workplace are managed?			
Does the person conducting a business or undertaking ensure that exposure standards for airborne contaminants are not exceeded at the workplace?			

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Workplace Management – Hazardous Chemicals

Requirement	Needs work	Don't know	Meets requirement
Does the person conducting a business or undertaking provide health monitoring for workers who are exposed to a significant health risk from using hazardous chemicals at the workplace?			
Does the person conducting a business or undertaking provide appropriate supervision and training to workers who deal with hazardous substances or are likely to be exposed to them?			
Does the organisation ensure that the operation of pipelines that convey hazardous chemicals is safe, complies with a current certificate of fitness, and complies with all regulatory notification requirements?			
Does the organisation have a structured, documented and effective process for managing the risks of lead exposure at work?			
Does the organisation provide health monitoring for workers involved in lead-risk work?			
Does the organisation give information to current and prospective workers about the risks of lead exposure at work and (where applicable) information about health monitoring?			
Does the person conducting a business or undertaking ensure that all people, equipment and locations are test certified by an approved test certifier, as required by the legislation and regulations?			

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Workplace Management – Hazardous Work

Requirement	Needs work	Don't know	Meets requirement
Does the organisation ensure it has a structured, documented and effective process for managing the risks of hazardous work, and for complying with any authorisation requirements for high-risk work activities?			
Does the organisation ensure it has a structured, documented and effective process for managing the health and safety risks of falls at work?			
Does the organisation ensure it has a structured, documented and effective process for managing the health and safety risks of musculoskeletal disorders associated with hazardous manual tasks at work?			
Does the organisation have a structured, documented and effective process for managing the health and safety risks of noise at work?			
Does the organisation have a structured, documented and effective process for managing the health and safety risks of working in confined spaces?			
Does the organisation, where necessary, provide personal protective equipment to workers and others at a workplace, and ensure that the equipment is properly maintained?			
Does the organisation that manages or controls an amusement device implement the required risk control measures and keep appropriate records?			
Does the organisation ensure that the designs of certain types of plant are authorised before any plant manufactured to that design is used at the workplace?			
Does the organisation ensure that certain items of plant are authorised before they can be used at the workplace?			

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