

## Implement a health and safety plan for a workplace

**Level** 4

**Credits** 4

**Purpose** People credited with this unit standard are able to: identify responsibilities for the workplace arising out of health and safety legislation; apply a health and safety plan for a specified workplace; report an accident and an occurrence of serious harm in a specified workplace; and prepare to manage emergencies in a specified workplace.

**Subfield** Business Operations and Development

**Domain** Systems and Resources Management

**Status** Registered

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**Entry information** Open.

**Accreditation** Evaluation of documentation and visit by NZQA and industry.

**Standard setting body (SSB)** NZQA Business and Management

**Accreditation and Moderation Action Plan (AMAP) reference** 0113

This AMAP can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

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### Special notes

- 1 This unit standard is for people who need to understand health and safety regulations and apply a prepared health and safety plan to a particular workplace. People who are specialist health and safety representatives are referred to standards in domain Occupational Health and Safety.
- 2 Legislation relevant to this unit standard includes but is not limited to the:  
Health and Safety in Employment Act 1992  
Health and Safety Employment Regulations 1995  
In some workplaces, the Hazardous Substances and New Organisms Act 1996 will apply.

- 3 **Glossary**  
*Workplace* refers to a permanent or semi-permanent site where work is undertaken. It may also refer to a specific project undertaken in a workplace where the health and safety hazards may relate to the project rather than to the workplace;  
*Organisational requirements* are those that are formally documented, and are available for reference in the workplace.
- 4 This unit standard will be assessed on the basis of evidence of demonstrated performance in the workplace, or in simulated situations that demand performance equivalent to that required in work.
- 5 This unit standard may lead on to others in domain Occupational Health and Safety Practice such as Unit 5619, *Assist in evaluating occupational health and safety standards and practice*, and Unit 20198, *Identify the roles and responsibilities of the health and safety representative in the workplace*.

## Elements and performance criteria

### Element 1

Identify workplace responsibilities arising out of health and safety legislation.

#### Performance criteria

- 1.1 Clauses that address health and safety issues in employment are identified in current legislation.
- 1.2 Employee's responsibilities in respect of the employer are outlined with reference to legislative requirements.
- 1.3 Employer's responsibilities in respect of the employee are outlined with reference to legislative requirements.
- 1.4 The roles and responsibilities according to the Health and Safety in Employment Act 1992 are described in terms of their application in the workplace.
- Range evidence of at least three roles is required.
- 1.5 Actions required by employer and employee when a notice is issued by a safety official are identified.

## Element 2

Apply a health and safety plan for a specified workplace.

Range In this element it is not intended that the candidate prepare the health and safety plan, but rather that they can confirm that the plan meets legislative requirements, and can apply it in a specified workplace.

### Performance criteria

- 2.1 Health and safety responsibilities are determined and allocated for a specific workplace, with reference to legislative requirements.
- 2.2 A health and safety plan for the specific workplace is checked to ensure it meets the legislative requirements.
- 2.3 Procedures are outlined for monitoring the application of the health and safety plan.

## Element 3

Report an accident and an occurrence of serious harm in a specified workplace.

### Performance criteria

- 3.1 Documentation is completed for an accident in the workplace, in accordance with organisational requirements.
- 3.2 Documentation is completed for an occurrence of serious harm in the workplace, in accordance with organisational requirements.

## Element 4

Prepare to manage emergencies in a specified workplace.

### Performance criteria

- 4.1 Possible emergencies are identified within a specified workplace.  
  
Range two specific emergency situations, which may include but are not limited to – injury, fire, earthquake.
- 4.2 Emergency procedures are described that deal with the specific situations and meet legislative requirements.
- 4.3 A specified workplace emergency is analysed and recommendations are made which minimise the likely effects of and/or the likely recurrence of the emergency situation.

### **Please note**

Providers must be accredited by the Qualifications Authority, or an inter-institutional body with delegated authority for quality assurance, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be accredited by the Qualifications Authority before they can register credits from assessment against unit standards.

Accredited providers and Industry Training Organisations assessing against unit standards must engage with the moderation system that applies to those standards.

Accreditation requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

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### **Comments on this unit standard**

Please contact the NZQA National Qualifications Services [nqs@nzqa.govt.nz](mailto:nqs@nzqa.govt.nz) if you wish to suggest changes to the content of this unit standard.