

<b>Title</b>	<b>Apply safe work practices in the workplace</b>		
<b>Level</b>	<b>2</b>	<b>Credits</b>	<b>4</b>

<b>Purpose</b>	People credited with this unit standard are able to identify the principles of workplace safety in a given workplace and demonstrate safe work practices in a specific workplace.
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<b>Classification</b>	Occupational Health and Safety > Occupational Health and Safety Practice
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<b>Available grade</b>	Achieved
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## Guidance Information

### Definitions

*Legislative requirements* include but are not limited to – Health and Safety at Work Act 2015 (HSWA) and relevant regulations, and any applicable Approved Codes of Practice created under the primary Act or related guidelines.

*Organisational requirements* refer to instructions to staff on policy and procedures, which are documented in memo or manual format and are available in the workplace. These requirements may include but are not limited to – site specific requirements, company quality management requirements, Approved Codes of Practice and guidelines, and legislative requirements.

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## Outcomes and performance criteria

### Outcome 1

Identify the principles of workplace safety in a given workplace.

### Performance criteria

1.1 Safe work practices are identified in relation to organisational requirements.

Range examples may include but are not limited to – personal protective equipment, standard operating procedures, signage, safety guarding, work permits.  
evidence is required for a minimum of three examples.

1.2 Workplace hazard identification systems are identified.

Range examples of systems include but are not limited to – hazard registers, hazard reports, inspections, area analysis, task analysis and process analysis.  
evidence is required for a minimum of three of these.

1.3 The importance of clear and effective communication is explained in terms of good workplace health and safety practice.

1.4 Communication methods and procedures are described according to organisational requirements.

Range includes but is not limited to – radio, electronic, signage, oral, written, sirens, signals.  
evidence is required for a minimum of three procedures.

## Outcome 2

Demonstrate safe work practices in a specific workplace.

### Performance criteria

2.1 Routine work activities are carried out in accordance with organisational requirements.

Range includes but is not limited to – correct use of personal protective equipment, following safety rules, demonstrating an awareness of workplace hazards and controls, use of good ergonomic practice, incident reporting, compliance with signage and entry requirements.  
evidence of a minimum of two examples is required.

2.2 Communication methods and procedures are applied according to workplace activities and organisational requirements.

2.3 Workplace hazard identification methods are applied according to organisational requirements.

2.4 Unsafe work practices are identified, and corrective actions applied in accordance with organisational requirements.

2.5 Documentation relating to safe work practices, in accordance with organisational requirements, is identified and followed.

<b>Planned review date</b>	31 December 2022
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**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	14 December 2000	N/A
Revision	2	16 May 2005	N/A
Review	3	25 May 2007	N/A
Rollover and Revision	4	22 May 2014	N/A
Rollover and Revision	5	22 August 2019	N/A
Rollover and Revision	6	25 March 2021	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0121
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

**Comments on this unit standard**

Please contact The Skills Organisation [reviewcomments@skills.org.nz](mailto:reviewcomments@skills.org.nz) if you wish to suggest changes to the content of this unit standard.