Maintain a secure work environment

Level 2
Credits 2

Purpose This unit standard is for people who work, or intend to work, in occupations or jobs outside the security industry that have a security component.

People credited with this unit standard are able to:
- maintain workplace security standards;
- maintain workplace health and safety standards;
- implement emergency procedure; and
- manage threats to personal safety.

Subfield Security
Domain Non Specialist Security Functions
Status Registered
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Entry information Open.

Accreditation Evaluation of documentation by NZQA and industry.

Standard setting body (SSB) ElectroTechnology Industry Training Organisation

Accreditation and Moderation Action Plan (AMAP) reference 0003
This AMAP can be accessed at http://www.nzqa.govt.nz/framework/search/index.do.

Special notes

1 References
   Health and Safety in Employment Act 1992; and

2 Definitions
   Security standing orders – general security standing orders and instructions issued by the employing company to employees;
   Site security procedure – other stated and agreed security procedures and work practices related to a specific site or work place;
Risk assessment – the process used to assess risks in any sensitive, critical, potentially dangerous, or challenging situation; to assess the possible outcomes of various courses of action and to select the best plan or course of action; Standard industry procedure – standard safety and security procedures or practices described in a nationally accredited or authorised training programme, procedural manual, or other reference.

Elements and performance criteria

Element 1
Maintain workplace security standards.

Performance criteria

1.1 Workplace security practices are implemented in accordance with management instructions, security standing orders, and site security procedure.

1.2 Tasks, duties, and work processes are executed in compliance with security standing orders and site security procedures related to them.

1.3 Threats to security and safety, and security hazards and breaches, are reported and remedied in accordance with management instructions, security standing orders, and site security procedure.

Range threats include but are not limited to those related to – fire, flood, other natural disaster; work process control failures; security breaches; criminal and other illegal activity; negligent, accidental, or deliberate behaviour or actions that threaten or are likely to threaten security and safety in the workplace.

1.4 Losses, faults or malfunctions of security and safety equipment are reported and rectified in accordance with management instructions, security standing orders, and site security procedure.

Element 2
Maintain workplace health and safety standards.

Performance criteria

2.1 Workplace health and safety practices are implemented in accordance with site health and safety plans, standing orders, and instructions.

2.2 Workplace tasks and duties are executed in compliance with occupation health and safety legislation, site health procedure, and industry standards.

Element 3

Implement emergency procedure.

Range  at a specified workplace, at any time, to include fires, in standard international fire classifications A, B, C, and D; situations involving personal accident, injury, or death; flood, earthquake, and other natural disasters; leakage or spillage of hazardous substances, dangerous process malfunctions, flooding, or leakages of water; bomb and other threats to persons and property; location or identification of suspicious objects; crime scenes and criminal and/or other dangerous activities.
Evidence of two is required.

Performance criteria

3.1 Initial response is made in accordance with risk assessment, standard emergency procedure, security standing orders, site procedure, and site health and safety plans governing the nature of the emergency.

3.2 Emergency services and other notifiable agencies, organisations, or persons are notified in accordance with risk assessment, standard emergency procedure, security standing orders, site procedure, and site health and safety plans governing the nature of the emergency.

3.3 Emergency instructions of a competent authority are complied with.
Range  emergency services, supervisor, site management.

3.4 Evacuation procedures are implemented in accordance with risk assessment and site health and safety plans.

3.5 Damage control, containment, or suppression methods are used in compliance with risk assessment, standard emergency procedure, standing orders, site procedure, and site health and safety plans governing the nature of the emergency.

3.6 Reports and records are made in accordance with standard emergency procedure, standing orders, site procedure, and site health and safety plans governing the nature of the emergency.

3.7 Post emergency actions are completed in accordance with standard emergency procedure, standing orders, site procedure, and site health and safety plans governing the nature of the emergency.
Element 4

Manage threats to personal safety.

Range threatened, potential or actual physical attacks by others on the person, and
dangerous or life-threatening situations caused by the accidental, negligent, or
deliberate act(s) of others.

Performance criteria

4.1 Immediate reaction and response are in accordance with risk assessment,
standard emergency procedure, standing orders and instructions.

4.2 Subsequent containment or counter action is in accordance with risk
assessment, and security and safety standard industry procedure.

4.3 Requests for assistance are made in accordance with risk assessment and
standard industry procedure.

4.4 Threats to personal safety are reported in accordance with standard industry
procedure.

4.5 Post-incident actions are completed in accordance with risk assessment and
standard industry procedure.

Please note

Providers must be accredited by NZQA, 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 NZQA 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.

Comments on this unit standard

Please contact the ElectroTechnology Industry Training Organisation
reviewcomments@etito.co.nz if you wish to suggest changes to the content of this unit
standard.