

<b>Title</b>	<b>Plan for an on site health and safety compliance audit on a construction site</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>3</b>

<b>Purpose</b>	<p>People credited with this unit standard are able to develop a plan for an on site health and safety audit from existing organisational documentation and develop a strategy for the implementation of an on site health and safety compliance audit programme.</p> <p>This unit standard is for people who wish to act as Safety Supervisors or become involved in health and safety and injury prevention over a wide range of building and construction activities and environments.</p>
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<b>Classification</b>	Construction > Construction Health and Safety, and Injury Prevention
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 *An Audit* is defined as an independent review conducted to compare some aspect of safety and health performance with a standard set for that performance. Audit includes inspection, assessment or other examination.

The development of a health and safety audit plan and its subsequent implementation, is the basis of this unit standard and is directed towards surveying a health and safety programme or system in action through the media of questioning, listening, observing, challenging and noting down observations of facts so that it can be compared with defined model standards. Statements of fact, both positive and negative, regarding conformance are then prepared.

Audit activities must comply with any relevant legislation.

- 2 *Codes of Practice* refers to any issued code of practice approved by the Minister of Labour under Section 20 of the Health and Safety in Employment Act 1992 (HSE) and any work carried out in accordance with that code.
- 3 *Standards* refer to any New Zealand or other Standards that provide technical guidance and specifications. Standards may also be specified in Regulations.
- 4 *Guidelines* refer to any information on health and safety produced by the Occupation Safety and Health Service of the Department of Labour or Accident Compensation Corporation for the provision of health, safety and injury prevention in the building

and construction industry. The guidelines are referenced to Regulations, situations or hazards, and may be based on relevant sections of the Health and Safety in Employment Act 1992, Health and Safety in Employment Regulations 1995, Standards contained in former legislation, or accepted good practice and supportive information.

- 5 *Legislation* relevant to this unit standard includes, but is not limited to: the Health and Safety in Employment Act 1992 (HSE) and Health and Safety in Employment Regulations 1995, specifically, the definitions referring to Construction Work and Notifiable Work; Human Rights Act 1993; Privacy Act 1993; Local Government Act 1974; Resource Management Act 1991; Building Act 1991.
- 6 *Safety Supervisor* is defined as a person recognised as a health and safety practitioner pertaining to the building and construction industry or trades.
- 7 *Organisation* may refer to any business engaging, controlling, or employing, people in a building and construction environment.
- 8 *Site Safety Plan* is defined as a building and construction site specific document that demonstrates an organisation's means of compliance with the Health and Safety in Employment Act 1992, and includes but is not limited to the following:
  - assignment of responsibilities for on site implementation;
  - hazard identification methods;
  - accident investigation and report methods;
  - site emergency procedures;
  - site communication strategy;
  - strategy for the coordination of on site trade activities;
  - site audit procedures.
- 9 *On site* refers to a wide range of building and construction environments within which trade skills are required.
- 10 *Compliance* is required with the hierarchy of controls outlined in the Health and Safety in Employment Act 1992 (HSE), i.e: elimination of significant hazards, isolation of significant hazards when elimination is not practicable, and minimisation of significant hazards where elimination and isolation are not practical.
- 11 *All practical steps* means all steps to achieve the result that it is reasonably practicable to take in the circumstances having due regard to: nature and severity of the harm; current state of knowledge about that harm; current state of knowledge about the means available to achieve the result; availability and cost of each of those means.
- 12 *Client* is defined as employer, contractor, sub-contractor responsible for all or part of any building and construction work.

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## Outcomes and performance criteria

### Outcome 1

Develop a plan for an on site health and safety audit from existing organisational documentation.

Range includes but are not limited to – organisation's health and safety management documentation.

### Performance criteria

- 1.1 Plan determines type of audit to be used that is consistent with the organisation's operations and requirements.
- Range internal, external, or third party audits (independent regulatory agencies).
- 1.2 Plan includes all basic steps of the audit process.
- Range timing, scope of audit, meetings, compliance audit, methods for gathering evidence, audit report, corrective action, continuing surveillance and return audits.
- 1.3 Plan includes methods for reporting procedures.
- Range findings verified with evidence, report includes corrective action to be taken or recommendations.

### Outcome 2

Develop a strategy for the implementation of an on site health and safety compliance audit programme.

Range specific to the operations and circumstances of the particular organisation.

### Performance criteria

- 2.1 A strategy to plan the implementation steps of the on site health and safety compliance audit is consistent with identified needs of the organisation and of the health and safety compliance requirements.
- 2.2 The strategy defines communication channels and responsibilities in accordance with the organisation's and audit requirements.
- 2.3 Organisational commitment to the implementation of the compliance audit is obtained from the relevant management decision making group and is authorised in accordance with organisational policies and procedures.

**This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.**

**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	21 May 1999	31 December 2024
Revision	2	12 February 2003	31 December 2024
Review	3	25 August 2022	31 December 2024

**Consent and Moderation Requirements (CMR) reference**

0048

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