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| Title | Conduct and document infrastructure worksite health and safety meetings | | |
| Level | 4 | Credits | 3 |

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| Purpose | People credited with this unit standard are able to: <ul style="list-style-type: none"> – prepare for and conduct worksite health and safety meetings; – confirm infrastructure worksite safety controls; and – document infrastructure worksite health and safety meetings. |
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| Classification | Infrastructure Works > Generic Infrastructure Works |
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| Available grade | Achieved |
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Guidance Information

- 1 Evidence presented for assessment against this unit standard must be consistent with safe working practices and be in accordance with relevant legislative and industry requirements.
- 2 Legislation relevant to this unit standard include: Health and Safety at Work Act 2015; and all subsequent amendments and replacements.
- 3 Definition
Industry requirements refer to relevant policies, processes, methodologies, industry codes of practice, site specific health and safety plans, standard operating procedures, site safety plans, quality plans, work plans, traffic management plans, contract work programmes, job safety analysis, safe work method statements, job instructions, manufacturer's requirements, contract specifications, manuals, procedural documents.
- 4 The range for this unit standard is three meetings.

Outcomes and performance criteria

Outcome 1

Prepare for infrastructure worksite health and safety meetings.

Performance criteria

- 1.1 Relevant worksite personnel are advised of meeting time and venue.

1.2 Meeting topics are collected from on-site personnel and are determined in consultation with other contractors or service providers working on site.

Range meeting topics include – specific instructions from management; information from client or engineer to the contract.

Outcome 2

Conduct infrastructure worksite health and safety meetings.

Performance criteria

2.1 Record of previous meeting is read and confirmed.

2.2 Issues requiring action are explained and current strategies confirmed.

Range issues – outstanding, new.

2.3 Information is communicated to worksite personnel in terms of health, safety, and environmental issues.

2.4 All attendees are encouraged and given the opportunity to contribute at a meeting.

Outcome 3

Confirm infrastructure worksite safety controls.

Performance criteria

3.1 Updates to hazard identification, assessment, and controls for each worksite are confirmed.

3.2 Plant and equipment being used or stationed on worksite is confirmed as fit for purpose and safe for use.

3.3 Personal protective equipment is confirmed as fit for purpose and replacement items are confirmed to be available as required.

3.4 Worksite processes are monitored to ensure they continue to be safe and that safety controls remain in place.

3.5 Presence of environmental controls are confirmed and maintained.

3.6 Hazardous substances, where present, are confirmed as being labelled, stored, and controlled.

3.7 Any public health considerations associated with the work are confirmed as having been identified and controls are in place.

Outcome 4

Document infrastructure worksite health and safety meetings.

Performance criteria

- 4.1 Meetings are documented.
- 4.2 Meetings are recorded concisely, accurately, and legibly.
- 4.3 Records are distributed and outputs and/or recommendations from the meeting are reported within the organisation.

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| Planned review date | 31 December 2026 |
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Status information and last date for assessment for superseded versions

| Process | Version | Date | Last Date for Assessment |
|--------------|---------|-----------------|--------------------------|
| Registration | 1 | 27 October 2004 | 31 December 2021 |
| Review | 2 | 30 August 2018 | 31 December 2023 |
| Review | 3 | 28 October 2021 | N/A |

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| Consent and Moderation Requirements (CMR) reference | 0101 |
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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 Connexis - Infrastructure Industry Training Organisation qualifications@connexis.org.nz if you wish to suggest changes to the content of this unit standard.