

Title	Take preventative measures against emergencies in the workplace		
Level	2	Credits	3

Purpose	<p>This unit standard is for, but not restricted to, people in the workplace who have responsibility for ensuring the safety of others through applying preventative measures against the possibility of an emergency occurring.</p> <p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> - identify potential workplace emergency hazards and risks, and take corrective action; and - record and report hazards and risks that may cause an emergency or hinder an emergency response.
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Classification	Community and Workplace Fire and Emergency Management > Workplace Emergency Risk Management
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Available grade	Achieved
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Guidance Information

- 1 Legislation relevant to this unit standard includes:
Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018,
Health and Safety at Work (Hazardous Substances) Regulations 2017,
Health and Safety at Work Act 2015, and
Building Act 2004.
- 2 Definitions

Emergencies refer to situations or events where an organisation or workplace takes immediate action to protect people and property that are at risk, where this action does not form part of their normal business activity. Emergencies may include but are not limited to – fire, flood, storm, earthquake, tsunami, volcanic activity, hazardous substance emergency, bomb threat, subversive action, war, civil unrest, or a combination thereof.

Emergency equipment refers to workplace equipment that is specifically designed and placed for the purpose of being used to control or contain an emergency. Emergency equipment may include – identifying clothing, fire extinguishers, fire hose reels, ropes, stretchers, first aid kits, and blankets.

Emergency procedures refer to the actions to be taken in the event of an emergency as stated in the Workplace Emergency Management Plan.

Identifying clothing refers to the clothing that is worn by a workplace emergency warden and may include – hat, armband, jerkin, or other distinguishing clothing. Identifying clothing forms part of workplace emergency equipment.

Workplace Emergency Management Plan refers to the document that contains emergency procedures to be conducted in the event of an emergency. The plan may be referred to as a Disaster Management Plan, Emergency Plan, or Business Continuity Plan and will include the building Evacuation Scheme or Procedure.

- 3 Candidates should be assessed in the type of emergency most likely to be experienced in their own workplace and/or community, and assessment may be conducted in a simulated emergency.

Outcomes and performance criteria

Outcome 1

Identify potential workplace emergency hazards and risks, and take corrective action.

Performance criteria

- 1.1 Potential workplace emergency hazards and risks are identified.
- 1.2 Knowledge is demonstrated of all emergency equipment in the workplace.
- 1.3 Action is taken to ensure that emergency equipment is visible and accessible at all times.
- 1.4 Action is taken to prevent further risks from any identified potential hazards.

Outcome 2

Record and report hazards and risks that may cause an emergency or hinder an emergency response.

Performance criteria

- 2.1 Potential workplace emergency hazards and risks are recorded and reported in accordance with the Workplace Emergency Management Plan.
- 2.2 People are informed of potential workplace emergency hazards and risks in accordance with emergency procedures.

Planned review date	31 December 2023
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	19 October 1999	31 December 2013
Revision	2	22 March 2004	31 December 2013
Review	3	24 August 2006	31 December 2013
Review	4	17 November 2011	N/A

Process	Version	Date	Last Date for Assessment
Revision and Rollover	5	30 September 2021	N/A

Consent and Moderation Requirements (CMR) reference	0039
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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 if you wish to suggest changes to the content of this unit standard.