

Title	Demonstrate knowledge of workplace health and safety in wood manufacturing industries		
Level	2	Credits	3

Purpose	People credited with this unit standard are able to demonstrate knowledge of: the principles of the Health and Safety at Work Act 2015 and industrial site hazard control; and the elements of a health and safety programme in a wood manufacturing workplace.
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Classification	Wood Manufacturing - Generic Skills > Wood Manufacturing Foundation Skills
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Available grade	Achieved
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Guidance Information

- 1 Legislation
Health and Safety at Work Act 2015.
- 2 Definitions

Accepted industry practice refers to approved codes of practice and standardised procedures accepted by the wider wood manufacturing industry as examples of best practice.

PCBU (as defined by the Health and Safety at Work Act 2015) refers to a Person Conducting a Business or Undertaking.

Wood manufacturing industries include pulp and paper manufacturing, wood panels manufacture, solid wood processing, and wood product manufacturing.

Workplace procedures refer to documented policies and procedures set by the organisation carrying out the work, and to documented or other directions provided to staff, and applicable to the tasks being carried out. They may include but are not limited to – standard operating procedures, site specific procedures, site safety procedures, equipment operating procedures, quality assurance procedures, product quality specifications, references, approved codes of practice, housekeeping standards, environmental considerations, on-site briefings, supervisor’s instructions, and procedures to comply with legislative and local body requirements relevant to the wood manufacturing sector.
- 3 Assessment information
All activities and evidence must meet workplace procedures and accepted industry practice.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of the principles of the Health and Safety at Work Act 2015 and industrial site hazard control.

Performance criteria

1.1 Principles of the Health and Safety at Work Act are described.

Range duties of – employers, PCBU, employees, employee involvement; minimum standards for hazards.

1.2 Principles of industrial site hazard control are described.

Range safe work procedures, protection of employees, management of hazards through substitution of process or product, or engineering redesign.

Outcome 2

Demonstrate knowledge of the elements of a health and safety programme in a wood manufacturing workplace.

Performance criteria

2.1 Elements of a policy statement for a health and safety programme are described.

Range objectives, organisation's philosophy, responsibilities, consequences of non-performance.

2.2 Guidelines for establishing health and safety regulations at a workplace are described.

Range consultative formulation, clear and positive language, explanation of reasons, enforceability, written copies.

2.3 Items to be included in the guidelines for reporting and investigating incidents are described.

Range report content, method, frequency, author, investigator training, incidents to be investigated, summaries, statistics.

2.4 Roles and responsibilities of health and safety representatives, as described in the Health and Safety at Work Act 2015 are explained.

Planned review date	31 December 2024
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	23 November 1995	31 December 2020
Revision	2	27 January 1997	31 December 2020
Review	3	25 February 1999	31 December 2020
Review	4	18 December 2006	N/A
Review	5	28 May 2020	N/A

Consent and Moderation Requirements (CMR) reference	0013
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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 Competenz qualifications@competenz.org.nz if you wish to suggest changes to the content of this unit standard.