

<b>Title</b>	<b>Establish and maintain procedures to protect personnel, plant, and property in a retail or distribution environment</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>4</b>

<b>Purpose</b>	People credited with this unit standard are able to establish and maintain procedures to protect personnel, plant, and property in a retail or distribution environment.
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<b>Classification</b>	Retail, Distribution, and Sales > Retail and Distribution Management
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<b>Available grade</b>	Achieved
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## Guidance Information

### 1 Definitions

*Distribution environment* refers to a workplace where the primary focus is on storage and distribution of stock.

*Organisational procedures* referred to in this unit standard may include but are not limited to the applicable procedures found in the following: organisational performance guidelines and standards; Government and local body legislation.

*Retail environment* refers to workplaces where the primary focus is on customers purchasing goods or services.

### 2 Legislation relevant to this unit standard includes but is not limited to: Health and Safety at Work Act 2015, Health and Safety in Employment Regulations 1995, Hazardous Substances and New Organisms Act 1996.

### 3 Range

Procedures to protect personnel, plant and property may include but are not limited to – instructions, contingency plans, emergency contact details, use of passwords where applicable, evacuation plans for emergencies such as fire, robbery, armed robbery, earthquake.

Documented procedures include but are not limited to – complying with any workplace or legislative documentation requirements, implementation plan, staff training requirements, review and monitoring criteria, review schedule.

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## Outcomes and performance criteria

### Outcome 1

Establish and maintain procedures to protect personnel, plant, and property in a retail or distribution environment.

**Performance criteria**

- 1.1 Requirements for the protection of personnel, plant, and property are identified.
- 1.2 Policies, strategies, processes, and resources to protect personnel, plant, and property are developed and established in accordance with organisational procedures.
- Range includes but is not limited to – training, refresher training, practice drills;  
resources may include but are not limited to – manuals, posters, information booklets, electronic documents available on an intranet.
- 1.3 Procedures to protect personnel, plant, and property are implemented in accordance with organisational procedures.
- 1.4 Procedures are documented in accordance with organisational procedures.
- Range includes but is not limited to – current, complete, accessible to staff in the workplace.
- 1.5 Staff knowledge of and compliance with documented procedures for specific emergencies are verified in accordance with organisational procedures.

<b>Planned review date</b>	31 December 2027
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**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	31 October 1997	31 December 2018
Review	2	29 July 2002	31 December 2018
Review	3	21 November 2008	31 December 2018
Review	4	8 December 2016	31 December 2024
Review	5	26 January 2023	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0112
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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 Ringa Hora Services Workforce Development Council [qualifications@ringahora.nz](mailto:qualifications@ringahora.nz) if you wish to suggest changes to the content of this unit standard.