
**CONSTRUCTION HEALTH AND SAFETY,
AND INJURY PREVENTION**
**Research and develop documentation
for health and safety and injury
prevention on construction sites**

level:	5
credit:	5
planned review date:	December 2003
sub-field:	Construction
purpose:	<p>People credited with this unit standard are able, specific to the organisation, employer, trades person, and trade activities, to: research health and safety management documentation and determine organisational requirements; develop health and safety management documentation from research data; develop a strategy for the implementation of health and safety management documentation; and evaluate the research process.</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>
entry information:	Open.
accreditation option:	Evaluation of documentation and visit by NZQA and industry.
moderation option:	A centrally established national moderation system has been set up by the Building and Construction Industry Training Organisation.

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special notes:

- 1 The development of health and safety, and injury prevention documentation, and planning the implementation of procedures are the basis of this unit standard, and are directed towards the promotion, enhancement, maintenance and restoration of health and safety specific to the organisation, employer, trades person, and trade activities within the building and construction environment.
- 2 *Codes of Practice* refer 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.

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- 5 *Legislation* relevant to this unit standard includes, but is not limited to: 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 co-ordination of on-site trade activities;
 - site audit procedures.

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- 9 *On site* refers to a wide range of building and construction environments within which trade skills are required.

Elements and Performance Criteria

element 1

Research health and safety management documentation and determine organisational requirements.

Range: requirements may include but are not limited to – meeting accepted industry standards, provision of safety information, development of safety procedures, accident, injury and hazard reporting system, injury prevention, maintenance of hazards register, first aid facilities and equipment, duties and responsibilities of people associated with the project, emergency preparedness planning, periodic evaluation of workplace safety programmes, rehabilitation programmes, health education programmes, environmental monitoring.

performance criteria

- 1.1 Legislation and information specific to the operations and to the health and safety management requirements of the organisation are collected.
- 1.2 Research findings and data specific to the operations and to the health and safety management requirements are collated and evaluated.
- 1.3 Recommended actions and associated costs are determined from the evaluation, and are documented in accordance with organisational requirements.

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element 2

Develop health and safety management documentation from research data.

performance criteria

- 2.1 Documentation developed complies with all relevant legislation, codes of practice, standards, guidelines (refer to special notes) and organisational requirements and is consistent with the research findings.

Range: documentation may include but is not limited to – meeting accepted industry standards, provision of safety information, development of safety procedures, accident, injury and hazard reporting system, injury prevention, maintenance of hazards register, first aid facilities and equipment, duties and responsibilities of people associated with the project, emergency preparedness planning, periodic evaluation of workplace safety programmes, rehabilitation programmes, health education programmes, environmental monitoring.

- 2.2 Documentation developed covers essential trade operations for named trade activities, and is consistent with the research findings.

Range: documentation may include but is not limited to – amenities and facilities, working at heights, electrical, hazardous chemicals and materials, machinery, special work situations, public and general safety, safe access and egress, scaffolding, transport and mobile mechanical plant, powder-actuated fastening tools, falsework and/or formwork, risk to the public, fire, noise, manual handling, protective clothing, health and safety information for personnel.

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- 2.3 Documentation defines organisational standards for health and safety management and establishes audit review criteria.

element 3

Develop a strategy for the implementation of health and safety management documentation.

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

performance criteria

- 3.1 A strategy to plan implementation steps consistent with identified needs of the organisation and of health and safety management is produced.
- 3.2 The strategy defines communication channels and responsibilities in accordance with the organisation and industry requirements.
- 3.3 Special notes are produced as required which are specific to the health and safety management context and for the nature of operations.
- Range: including but not limited to - timing, delivery sequences, cost.
- 3.4 A process for audit and review is documented and is consistent with legal obligations and the health and safety management requirements of the organisation.
- 3.5 Organisational commitment to the funding and implementation of the health and safety documentation is obtained from the relevant management decision making group and is authorised in accordance with organisational policies and procedures.

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element 4

Evaluate the research process.

performance criteria

- 4.1 The evaluation determines whether the initial procedures were appropriate to establish health and safety documented needs of the organisation.
- 4.2 The evaluation determines whether the sources of information and language selected and used were appropriate for the documentation developed.
- 4.3 The evaluation determines whether steps taken in the research process were appropriate for gathering, collating and classifying information from which to develop the health and safety management documentation.

Comments on this unit standard

Please contact the Building and Construction Industry Training Organisation bcitocs@xtra.co.nz if you wish to suggest changes to the content of this unit standard.

Please Note

Providers must be accredited by the Qualifications Authority or a delegated inter-institutional body before they can register credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be accredited by the Qualifications Authority before they can register credits from assessment against unit standards.

Accredited providers and Industry Training Organisations assessing against unit standards must engage with the moderation system that applies to those standards.

Accreditation requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP also includes useful information about special requirements for providers wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

This unit standard is covered by AMAP 0048 which can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.