
**CONSTRUCTION HEALTH AND SAFETY,
AND INJURY PREVENTION**
**Plan for an on site health and safety
compliance audit on a construction site**

level:	4
credit:	3
planned review date:	December 2003
sub-field:	Construction
purpose:	<p>People credited with this unit standard are able to develop a plan for an on site health and safety audit from existing organisational documentation and develop a strategy for the implementation of an on site health and safety compliance audit programme.</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.
special notes:	<p>1 <i>An Audit</i> is defined as an independent review conducted to compare some aspect of safety and health performance with a standard set for that performance. Audit includes inspection, assessment or other examination.</p>

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The development of a health and safety audit plan and its subsequent implementation, is the basis of this unit standard and is directed towards surveying a health and safety programme or system in action through the media of questioning, listening, observing, challenging and noting down observations of facts so that it can be compared with defined model standards. Statements of fact, both positive and negative, regarding conformance are then prepared.

Audit activities must comply with any relevant legislation.

- 2 *Codes of Practice* refers 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: the 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 coordination 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.
- 10 *Compliance* is required with the hierarchy of controls outlined in the Health and Safety in Employment Act 1992 (HSE), i.e: elimination of significant hazards, isolation of significant hazards when elimination is not practicable, and minimisation of significant hazards where elimination and isolation are not practical.
- 11 *All practical steps* means all steps to achieve the result that it is reasonably practicable to take in the circumstances having due regard to: nature and severity of the harm; current state of knowledge about that harm; current state of knowledge about the means available to achieve the result; availability and cost of each of those means.
- 12 *Client* is defined as employer, contractor, sub-contractor responsible for all or part of any building and construction work.

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Elements and Performance Criteria

element 1

Develop a plan for an on site health and safety audit from existing organisational documentation.

Range: includes but are not limited to - organisation's health and safety management documentation.

performance criteria

1.1 Plan determines type of audit to be used that is consistent with the organisation's operations and requirements.

Range: internal, external, or third party audits (independent regulatory agencies).

1.2 Plan includes all basic steps of the audit process.

Range: timing, scope of audit, meetings, compliance audit, methods for gathering evidence, audit report, corrective action, continuing surveillance and return audits.

1.3 Plan includes methods for reporting procedures.

Range: findings verified with evidence, report includes corrective action to be taken or recommendations.

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element 2

Develop a strategy for the implementation of an on site health and safety compliance audit programme.

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

performance criteria

- 2.1 A strategy to plan the implementation steps of the on site health and safety compliance audit is consistent with identified needs of the organisation and of the health and safety compliance requirements.
- 2.2 The strategy defines communication channels and responsibilities in accordance with the organisation's and audit requirements.
- 2.3 Organisational commitment to the implementation of the compliance audit is obtained from the relevant management decision making group and is authorised in accordance with organisational policies and procedures.

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.

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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>.