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**CONSTRUCTION HEALTH AND SAFETY,  
AND INJURY PREVENTION**  
**Research and develop accident and  
incident investigation procedures on  
construction sites**

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<b>level:</b>	4
<b>credit:</b>	4
<b>planned review date:</b>	December 2003
<b>sub-field:</b>	Construction
<b>purpose:</b>	<p>People credited with this unit standard are able to: research accident and/or incident investigation and reporting procedures to meet organisational and legislative requirements; develop accident investigation and reporting procedures from research data; develop a strategy for the implementation of accident and incident investigation procedures; and evaluate the research process on construction sites or in a building and construction environment.</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>
<b>entry information:</b>	Open.
<b>accreditation option:</b>	Evaluation of documentation and visit by NZQA and industry.
<b>moderation option:</b>	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 *An accident* is an undesired event that results in harm to person, damage to property, and/or disruption to work programmes.
- 2 *An incident* is an undesired event which, under slightly different circumstances, could have resulted in harm to person, damage to property and/or disruption to work programmes.
- 3 *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.
- 4 *Harm* means illness, injury or both.
- 5 *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.
- 6 *Standards* refer to any New Zealand or other Standards that provide technical guidance and specifications. Standards may also be specified in Regulations.
- 7 *Guidelines* refer to any information on health and safety produced by the Occupation Safety and Health Service of the Department of Labour or the Accident Compensation Corporation for the provision of health and safety 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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- 8 *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.
- 9 *Safety Supervisor* is defined as a person recognised as a health and safety practitioner pertaining to the building and construction industry and/or trades.
- 10 *Organisation* may refer to any business employing people in a building and construction environment.
- 11 *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.
- 12 *On site* refers to a wide range of building and construction environments within which trade skills are required.

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## **Elements and Performance Criteria**

### **element 1**

Research accident and/or incident investigation and reporting procedures to meet organisational and legislative requirements.

Range: includes but is not limited to – meeting accepted industry standards, provision, 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 requirements in terms of accident and incident procedures of the organisation, is collected.

Range: sources may include, but are not limited to - the Occupational Health and Safety Service of the Department of Labour, and Health and Safety in Employment Act 1992 (HSE).

1.2 Research findings and data specific to the operations and to the health and safety management requirements in terms of accident and incident procedures relating to the organisation are collated and evaluated.

1.3 Investigation and reporting procedures are determined from the evaluation and are documented in accordance with organisational requirements and the health and safety management obligations.

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**element 2**

Develop accident investigation and reporting procedures from research data.

**performance criteria**

2.1 Procedures comply with all relevant legislation, codes of practice, standards, guidelines and organisational requirements, (refer special notes) and organisational requirements and are consistent with the research findings.

2.2 Procedures cover essential trade operations for named trade activities, and are consistent with research findings.

Range: includes 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.

2.3 Procedures define organisational reporting standards for accident and incident investigation, establish an implementation strategy, and are documented.

**element 3**

Develop a strategy for the implementation of accident and incident investigation procedures.

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 consistent with accident and incident investigation is produced.

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- 3.2 The strategy defines communication channels and responsibilities in accordance with the organisation, industry and legal requirements.
- 3.3 A process for reviewing accident and incident procedures is documented and is consistent with legal obligations and the health and safety management requirements of the organisation.
- 3.4 Organisational commitment to the funding and implementation of accident and investigation procedures and documentation is obtained from the relevant management decision making group and is authorised in accordance with organisational policies and procedures.

**element 4**

Evaluate the research process.

**performance criteria**

- 4.1 The evaluation determines whether the initial procedures were appropriate to establish the accident and incident procedures and documented needs of the organisation.
- 4.2 The evaluation determines whether the sources of information and language selected and used were appropriate for the procedures and 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 accident and incident procedures and documentation.

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**Comments on this unit standard**

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

**Please Note**

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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>.