
**CONSTRUCTION HEALTH AND SAFETY,
AND INJURY PREVENTION**
**Develop a strategy to coordinate health
and safety information and activity on
construction sites**

level:	4
credit:	3
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: develop a strategy for the coordination of on site health and safety activity; develop a communication strategy for dissemination of information and on site training in terms of health and safety; and evaluate the coordination and communication strategies.</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 *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.
- 2 *Standards* refer to any New Zealand or other Standards that provide technical guidance and specifications. Standards may also be specified in Regulations.
- 3 *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.
- 4 *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.
- 5 *Safety Supervisor* is defined as a person recognised as a health and safety practitioner pertaining to the building and construction industry or trades.

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- 6 *Organisation* may refer to any business employing people in a building and construction environment.
- 7 *Site Safety Plan* is defined as a building and construction site specific document that demonstrates an organisations means of compliance with the Health and Safety in Employment Act 1992 and includes but not limited to the following:
 - assignment 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.
- 8 *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

Develop a strategy for the coordination of on site health and safety activity.

performance criteria

- 1.1 A strategy to plan implementation steps consistent with the coordination of health and safety activities on site is produced.
- Range: involves - sub-contractors, clients, visitors, employees, main contractors, supervisors, and employers and identified trade activities.
- 1.2 The strategy defines roles and responsibilities in accordance with organisational and legislative requirements.
- 1.3 Organisational commitment to the implementation of the health and safety strategy is obtained from the relevant management decision making group and is authorised in accordance with organisational policies and procedures.

element 2

Develop a communication strategy for dissemination of information and on site training in terms of health and safety.

performance criteria

- 2.1 A strategy to plan the communication steps for dissemination of information and training consistent with the coordination of health and safety activities on site is produced.
- Range: involves - sub-contractors, clients, visitors, employees, main contractors, supervisors, and employers and identified trade activities.
- 2.2 The strategy defines communication channels and responsibilities in accordance with organisational and legislative requirements.

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- 2.3 The strategy defines the training needs in accordance with organisational and health and safety requirements.
- 2.4 Organisational commitment to the communication and training strategy is obtained from the relevant management decision making group and is authorised in accordance with organisational policies and procedures.

element 3

Evaluate the coordination and communication strategies.

performance criteria

- 3.1 The evaluation determines whether the initial procedures were appropriate to establish the coordination and communication of health and safety activities on construction sites.
- 3.2 The evaluation determines whether the sources of information and coordination methods selected and used were appropriate for the strategies developed.
- 3.3 The evaluation determines whether steps taken in the coordination and communication processes were appropriate for developing strategies to coordinate and disseminate health and safety information, training and activities on construction sites.
- 3.4 A process for review is documented and is consistent with legal obligations and the health and safety management requirements of the organisation.

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.

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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>.