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**CONSTRUCTION HEALTH AND SAFETY,  
AND INJURY PREVENTION**  
**Conduct and report an on site accident  
and incident investigation on a  
construction site**

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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 carry out an accident and/or incident investigation, and prepare report documentation according to legislative and organisational requirements, following an accident and incident on a building and construction site.</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.
<b>special notes:</b>	1 <i>An accident</i> is an undesired event that results in harm to person, damage to property, and/or disruption to work programmes.

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- 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; and 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 engaging, controlling, or employing, people in a building and construction environment.
- 11 *Site Safety Plan* is defined as a building or construction work site specific document that demonstrates an organisation's means of compliance with the Health and Safety in Employment Act 1992 and includes but 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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- 12 This unit standard requires assessment in a practical work situation, on site. *On site* refers to a wide range of building and construction environments within which trade skills are required.

### **Elements and Performance Criteria**

#### **element 1**

Carry out an accident and/or incident investigation on site.

#### **performance criteria**

- 1.1 Investigation is conducted according to legislative and organisational requirements.

Range: includes but not limited to - gathering all facts from any witness, identify all the hazards involved, identify all the people involved, assess the controls (practical steps) in place, examine materials, equipment and existing records, decide on future action, inform all those affected.

- 1.2 Information on accident and/or incident details is obtained from the investigation procedures and is documented in accordance with organisational requirements and the health and safety management obligations.

Range: details include - have all practical steps been taken, was the accident caused by a significant hazard, were effective controls in place to manage the hazard, was the person experienced, had appropriate training been provided, were appropriate levels of supervision in place at the time, what needs to be done to prevent a re-occurrence.

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- 1.3 Cause of accident and/or incident is determined from the investigation and all obvious and underlying factors are identified and documented.

**element 2**

Prepare report documentation according to legislative and organisational requirements.

Range: documents include but are not limited to - the details of the injured person, details of witnesses, what, where, when, how, why it happened and what should be done. Reports to OSH, ACC, Police, Insurance company as required.

**performance criteria**

- 2.1 Organisational reporting requirements are completed and provide an outline of the investigation process and findings.
- 2.2 Legislative reporting requirements are completed and provide an outline of the investigation process and findings.
- 2.3 Report identifies the causes, the corrective and preventative action applied consistent with the organisational and legislative requirements, and provides a rationale for the actions prescribed.
- 2.4 Report is submitted to appropriate stakeholders and interest parties and provides an accurate assessment of the investigation, the scope and impact of the results on the organisation in terms of health and safety compliance.

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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**

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.

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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>.