

---

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

---

<b>level:</b>	<b>4</b>
<b>credit:</b>	<b>4</b>
<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 conduct an on site compliance audit, and produce a report on completion of audit.</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>	<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 for that performance. Audit includes inspection, assessment or other examination.</p>

---

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

---

The development of a health and safety audit plan and its subsequent action, are the basis of this unit standard and are 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 *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.
- 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 *Client* is defined as employer, contractor, sub contractor responsible for all or part of any building and construction work.

---

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

---

- 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.
- 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.

---

**CONSTRUCTION HEALTH AND SAFETY,  
AND INJURY PREVENTION**

**Conduct an on site health and safety  
compliance audit on a construction site**

---

- 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 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.

---

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

---

**Elements and Performance Criteria**

**element 1**

Conduct an on site compliance audit.

**performance criteria**

- 1.1 Work practice is observed in accordance with organisation requirements and legislative obligations.
- Range: may include - policies, procedures, responsibility lines, resources, evaluation and review procedures, and adherence to Health and Safety in Employment Act 1992 (HSE) and Health and Safety in Employment Regulations 1995 (refer special notes).
- 1.2 Compliance and non-compliance factors are identified in relation to legislative and organisational requirements for health and safety.
- 1.3 Incidents of non-compliance are determined from the audit and recorded.
- 1.4 Potential incidents of non-compliance or unsafe situations are determined and recorded and recommendations made consistent with organisational and legislative requirements.
- 1.5 Severity of non-compliance is assessed against compliance requirements and causes determined and included in the report.

---

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

---

**element 2**

Produce a report on completion of audit.

**performance criteria**

- 2.1 Audit findings are reported in terms of findings, compliance, non-compliance, and recommendations, and provide an outline of the audit process, an accurate assessment of the investigation, the scope and impact of the results on the organisation in terms of health and safety compliance.
- 2.2 Legislative reporting requirements of the audit are completed and provide an outline of the audit process and findings.
- 2.3 Organisational reporting requirements of the audit are completed and provide an outline of the audit process and findings.
- 2.4 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.

---

**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.

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

---

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

---

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>.