

Title	Implement a health and safety plan for a workplace		
Level	4	Credits	4

Purpose	<p>This unit standard is for people who need to understand health and safety regulations and apply a prepared health and safety plan to a particular workplace.</p> <p>People credited with this unit standard are able to identify workplace responsibilities arising out of health and safety legislation; apply a health and safety plan for a specified workplace; report an accident and an occurrence of serious harm in a specified workplace; and prepare to manage emergencies in a specified workplace.</p>
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Classification	Occupational Health and Safety > Occupational Health and Safety Practice
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Available grade	Achieved
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Guidance Information

- 1 Legislative requirements include but are not limited to – Health and Safety at Work Act 2015 (HSWA) and relevant regulations, any applicable Approved Codes of Practice created under the primary Act or related guidelines.
- 2 Definitions

Organisational requirements – instructions to staff on policies and procedures which are documented in memo or manual format. These requirements include but are not limited to site-specific requirements and any quality management requirements.

Workplace – a permanent or semi-permanent site where work is undertaken. It may also refer to a specific project undertaken in a workplace where the health and safety hazards may relate to the project rather than to the workplace.
- 3 This unit standard must be assessed on the basis of evidence of demonstrated performance in the workplace, or in simulated situations that demand performance equivalent to that required in work.
- 4 In outcome 2 it is not intended that the candidate prepare the health and safety plan, but rather that they can confirm that the plan meets legislative requirements, and can be applied in a specified workplace.

Outcomes and performance criteria

Outcome 1

Identify workplace responsibilities arising out of health and safety legislation.

Performance criteria

- 1.1 Clauses in current legislation that address health and safety issues in employment are identified in accordance with legislative requirements.
- 1.2 Employee's responsibilities in respect of the employer are outlined in accordance with legislative requirements.
- 1.3 Employer's responsibilities in respect of the employee are outlined in accordance with legislative requirements.
- 1.4 The roles and responsibilities outlined in the Health and Safety at Work Act 2015 are described in terms of their application in the workplace.

Range evidence of at least three roles is required.
- 1.5 Actions required by employer and employee when a notice is issued by a safety official are identified in accordance with legislative and organisational requirements.

Outcome 2

Apply a health and safety plan for a specified workplace.

Performance criteria

- 2.1 Health and safety responsibilities are determined and allocated for a specific workplace in accordance with legislative requirements.
- 2.2 A health and safety plan for a specific workplace is checked to ensure it meets legislative requirements.
- 2.3 Procedures are outlined for monitoring the application of the health and safety plan in accordance with legislative and organisational requirements.

Outcome 3

Report an accident and an occurrence of serious harm in a specified workplace.

Performance criteria

- 3.1 Documentation is completed for an accident in the workplace in accordance with organisational requirements.
- 3.2 Documentation is completed for an occurrence of serious harm in the workplace in accordance with organisational requirements.

Outcome 4

Prepare to manage emergencies in a specified workplace.

Performance criteria

- 4.1 Possible emergencies are identified within a specified workplace.
- Range two specific emergency situations, which may include but are not limited to – injury, fire, earthquake.
- 4.2 Emergency procedures are described that deal with the specific situations and meet legislative and organisational requirements.
- 4.3 A specified workplace emergency is analysed, and recommendations are made which minimise the likely effects of and/or the likely recurrence of the emergency situation.

Planned review date	31 December 2022
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	10 February 1999	31 December 2012
Review	2	18 December 2006	31 December 2012
Review	3	17 November 2011	N/A
Rollover and Revision	4	22 May 2014	N/A
Rollover and Revision	5	22 August 2019	N/A
Rollover and Revision	6	25 March 2021	N/A

Consent and Moderation Requirements (CMR) reference	0121
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact The Skills Organisation reviewcomments@skills.org.nz if you wish to suggest changes to the content of this unit standard.