

Title	Manage workplace emergency prevention processes		
Level	4	Credits	4

Purpose	<p>This unit standard is intended for people in the workplace who have the role of Workplace Fire and Emergency Manager or a similar management position.</p> <p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> - inspect and report on emergency prevention processes; and - manage the performance of fixed fire and emergency protection equipment and installations.
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Classification	Community and Workplace Fire and Emergency Management > Workplace Emergency Risk Management
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Available grade	Achieved
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Guidance Information

- 1 Legislation relevant to this unit standard includes:
Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018,
Fire and Emergency New Zealand Act 2017,
Building Act 2004, and
Health and Safety at Work Act 2015.
- 2 Definitions
Emergency procedures refer to the actions to be taken in the event of an emergency as stated in the Workplace Emergency Management Plan.
Workplace Emergency Management Plan refers to the workplace document that contains emergency procedures to be conducted in the event of an emergency. The plan may be referred to as a Disaster Management Plan, Emergency Plan, or Business Continuity Plan and will include the building Evacuation Scheme or Procedure.
Workplace requirements refer to the written policies covering workplace emergency equipment and systems commissioning, maintenance, audit, and decommissioning.

Outcomes and performance criteria

Outcome 1

Inspect and report on emergency prevention processes.

Performance criteria

- 1.1 Hazard identification inspections of plant, equipment, and premises are planned and undertaken to ensure adequate prevention measures are taken.
- 1.2 Emergency hazards or risks are identified, isolated, minimised or eliminated, and reported in accordance with workplace requirements.
- 1.3 Workplace routines which create a risk of an emergency are monitored in accordance with occupational health and safety requirements and workplace requirements.

Outcome 2

Manage the performance of fixed fire and emergency protection equipment and installations.

Performance criteria

- 2.1 On-site emergency equipment and systems are identified and their operation is described.

Range may include but is not limited to – fixed fire protection systems; ventilation, pressurisation, and extraction systems; alarm, fire and smoke detection systems; communications, escape routes, fire compartments, security systems; first aid and fire extinguishing equipment.

- 2.2 Fire and emergency protection maintenance shutdowns are managed to provide maximum safety and security to the workplace and people.

- 2.3 Planning and reporting requirements are conducted in accordance with workplace requirements.

Range may include – out-sourced service contracts, marine surveys.

Planned review date	31 December 2023
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	19 October 1999	31 December 2013
Revision	2	22 March 2004	31 December 2013
Review	3	24 August 2006	31 December 2013
Review	4	17 November 2011	N/A
Revision and Rollover	5	30 September 2021	N/A

Consent and Moderation Requirements (CMR) reference	0039
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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.