

Title	Undertake job safety analysis		
Level	3	Credits	3

Purpose	People credited with this unit standard are, for a specified job, able to: prepare a work method statement; and undertake a job safety analysis.
----------------	--

Classification	Occupational Health and Safety > Occupational Health and Safety Practice
-----------------------	--

Available grade	Achieved
------------------------	----------

Guidance Information

- 1 *Organisation* refers to a specific entity which may be – in private, public, or community and volunteer sectors; a business, a discretely managed unit within a larger entity, a Māori organisation, or a special-purpose body.
Organisational requirements may include but are not limited to:
 - organisation purpose and/or direction
 - organisation policies and processes
 - compliance: legislative/legal, health and safety
 - risk management
 - sustainability.
- 2 Assessment and training activities and resources for this unit standard must take into consideration the Health and Safety at Work Act 2015, its regulations and any subsequent amendments and replacements. When assessment and training is contextualised for a specific industry, any industry specific legislation, codes of practice, guidelines and standards must be incorporated.
- 3 *A specified job* will be agreed by the candidate, their supervisor and the assessor.

Outcomes and performance criteria

Outcome 1

Prepare a work method statement for a specified job.

Range methods to identify the information required may include but are not limited to three from – direct observation, group discussion, interviews, flowcharts, documentation, manufacturer instructions, safety data sheets, job descriptions, standard operating procedures, questionnaire, compliance and legislative requirements.

Performance criteria

- 1.1 Identify the job, the work activity, environmental context, key processes involved, and the equipment used, and complete documentation in accordance with organisational requirements.

Outcome 2

Produce a job safety analysis for a specified job.

Performance criteria

- 2.1 Define the activity or task in terms of the work to be performed.
- 2.2 Identify the job steps in terms of the work to be performed.
- 2.3 Identify the potential hazards and associated risk ratings for each job step.
- 2.4 Identify control measures for hazards in accordance with the legal hierarchy of risk control measures.
- 2.5 Identify the person(s) responsible for implementing, monitoring, and reviewing the control measures in accordance with organisational requirements.

Planned review date	31 December 2022
----------------------------	------------------

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	20 September 2002	31 December 2019
Review	2	25 May 2007	31 December 2019
Rollover and Revision	3	22 May 2014	31 December 2021
Review	4	20 July 2017	N/A
Revision	5	22 August 2019	N/A

Consent and Moderation Requirements (CMR) reference	0121
--	------

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.