

Title	Conduct and document infrastructure worksite crew briefings		
Level	4	Credits	3

Purpose	People credited with this unit standard are able to: <ul style="list-style-type: none"> – prepare for and conduct infrastructure worksite crew briefings; – confirm infrastructure worksite safety controls; and – document infrastructure worksite crew briefings.
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Classification	Infrastructure Works > Generic Infrastructure Works
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Available grade	Achieved
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Guidance Information

- 1 Evidence presented for assessment against this unit standard must be consistent with safe working practices and be in accordance with industry requirements.
- 2 Legislation relevant to this unit standard includes the Health and Safety at Work Act 2015; available from www.legislation.govt.nz.
- 3 Definition
Industry requirements refer to relevant policies, processes, methodologies, industry codes of practice, site specific health and safety plans, standard operating procedures, site safety plans, quality plans, work plans, traffic management plans, contract work programmes, job safety analysis, safe work method statements, job instructions, manufacturer's requirements, contract specifications, manuals, procedural documents.
- 4 The range for this unit standard is three crew briefings.

Outcomes and performance criteria

Outcome 1

Prepare for infrastructure worksite crew briefings.

Performance criteria

- 1.1 Relevant worksite personnel are advised of crew briefing time and venue.

- 1.2 Crew briefing topics are collected from on-site personnel and are determined in consultation with other contractors or service providers working on site.

Range meeting topics include – specific instructions from management, information from client or engineer to the contract.

Outcome 2

Conduct infrastructure worksite crew briefings.

Performance criteria

- 2.1 Issues requiring action are explained and current strategies confirmed.

Range issues – outstanding, new.

- 2.2 Information is communicated to worksite personnel in terms of health, safety, and environmental issues.

- 2.3 All attendees are given the opportunity to contribute at a crew briefing

Outcome 3

Confirm infrastructure worksite safety controls.

Performance criteria

- 3.1 Updates to risk assessment, personnel, and environment controls for each worksite are confirmed.

- 3.2 Plant and equipment being used or stationed on worksite is confirmed as fit for purpose and safe for use.

- 3.3 Personal protective equipment is confirmed as fit for purpose and replacement items are confirmed to be available as required.

- 3.4 Worksite processes are monitored to ensure they continue to be safe and that safety controls remain in place.

- 3.5 Presence of environmental controls are confirmed and maintained.

- 3.6 Hazardous substances, where present, are confirmed as being labelled, stored, and controlled.

- 3.7 Any public health considerations associated with the work are confirmed and controls are in place.

Outcome 4

Document infrastructure worksite crew briefings.

Performance criteria

4.1 Crew briefings are documented.

4.2 Crew briefings are recorded concisely, accurately, and legibly.

Planned review date	31 December 2029
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	27 October 2004	31 December 2021
Review	2	30 August 2018	31 December 2023
Review	3	28 October 2021	31 December 2026
Review	4	12 December 2024	N/A

Consent and Moderation Requirements (CMR) reference	0101
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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 Waihanga Ara Rau Construction and Infrastructure Workforce Development Council at qualifications@WaihangaAraRau.nz if you wish to suggest changes to the content of this unit standard.