

Title	Conduct and document infrastructure works health and safety meetings		
Level	4	Credits	3

Purpose	People credited with this unit standard are able to: prepare for, conduct, and document infrastructure worksite health and safety meetings; and confirm infrastructure worksite safety controls.
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Classification	Infrastructure Works > Infrastructure Works Health, Safety, and Environment
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Available grade	Achieved
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Guidance Information

- 1 Legislation and references relevant to this unit standard include: Health and Safety at Work Act 2015;
Contract plans and specifications;
Company and site safety plans.
- 2 Evidence is required from at least three meetings. The meetings may be toolbox or tailgate meetings, however, the communication of project information, other than that related to health and safety (such as work progress and quality) at tailgate meetings, is not part of this unit standard.
- 3 Assessment against this unit standard must take place in a workplace environment. Assessment parameters will be dependent on company and site-specific equipment, procedures, and practices. Practices must reflect industry best practice and comply with legislative requirements.
- 4 **Definitions**
Company requirements include the policy, procedures, and methodologies of the company. They include legislative and regulatory requirements that may apply across the company or to a specific site. Requirements are documented in the company health and safety plans, traffic management plans, contract work programmes, quality plans, policies, and procedural documents.
Infrastructure works refers to activities relating to: the construction and maintenance of infrastructure assets such as road, rail, port, airport, and utilities; demolition; bulk earthworks; quarrying; asphalt production; and bitumen storage and application.
SDS means safety data sheet.
Worksite health and safety meeting means a meeting held at the worksite to communicate health, safety, and environmental matters to worksite personnel. These meetings are held regularly and when a need arises. They are often part of a tailgate or toolbox meeting.

Outcomes and performance criteria

Outcome 1

Prepare for infrastructure works site health and safety meeting.

Performance criteria

- 1.1 Relevant worksite personnel are advised of meeting time and venue in accordance with company requirements.
- 1.2 Meeting topics are collected from on- site personnel in accordance with company requirements 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; on-site personnel includes but is not limited to – workers, forepersons, leading hands, subcontractors.

Outcome 2

Conduct infrastructure works site health and safety meetings.

Performance criteria

- 2.1 Record of previous meeting is read and confirmed.
- 2.2 Issues requiring action are explained and current strategies confirmed.
Range issues – outstanding, new.
- 2.3 Information is exchanged on health, safety, and environmental issues.
- 2.4 All attendees are encouraged and given the opportunity to contribute at a meeting.

Outcome 3

Confirm infrastructure worksite safety controls.

Performance criteria

- 3.1 Updates to hazard identification, assessment, and controls for each worksite are confirmed in accordance with company requirements and legislative requirements.
- 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 Work 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 in accordance with legislative requirements and company requirements.
- 3.6 Hazardous substances, where present, are confirmed as being labelled, stored, and controlled in accordance with SDS, legislative requirements, and company requirements.
- 3.7 Any public health considerations associated with the work are confirmed as having been identified and controls are in place in accordance with legislative requirements and company requirements.

Outcome 4

Document infrastructure works site health and safety meetings.

Performance criteria

- 4.1 Meetings are documented in accordance with company requirements and industry best practice.
- 4.2 Meetings are recorded concisely, accurately, and legibly in accordance with company requirements.
- 4.3 Records are distributed and outputs and/or recommendations from the meeting are reported within the organisation in accordance with company requirements.

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	27 October 2004	31 December 2021
Review	2	30 August 2018	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 the Infrastructure ITO qualifications@connexis.org.nz if you wish to suggest changes to the content of this assessment standard.