

<b>Title</b>	<b>Prepare a workplace health and safety improvement plan using data analysis and productivity measures</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>4</b>

<b>Purpose</b>	<p>This unit standard is designed for health and safety practitioners and representatives who need to understand and explain the productivity benefits of a safe workplace.</p> <p>People credited with this unit standard are able to identify the impact of workplace injuries in terms of cost; explain the seven drivers of productivity and their application to workplace health and safety; use records to identify workplace patterns of injury and hazard; and prepare a health and safety improvement plan.</p>
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<b>Classification</b>	Occupational Health and Safety > Occupational Health and Safety Practice
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<b>Available grade</b>	Achieved
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## Guidance Information

- 1 Recommended entry: Unit 29315, *Describe the role and functions of the Health and Safety Representative in a New Zealand workplace.*
- 2 Definitions
 

*Hidden costs* refer to costs which cannot form part of an Accident Compensation Corporation (ACC) claim and may not be immediately apparent.

*The seven drivers* refer to the key practices that lead to productivity improvements and are – building leadership and management capability, creating productive workplace cultures, encouraging innovation and the use of technology, investing in people and skills, organising work, networking and collaborating, measuring what matters.
- 3 Legislation
 

Legislation applicable to this unit standard includes the Health and Safety at Work Act 2015.

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## Outcomes and performance criteria

### Outcome 1

Identify the impact of workplace injuries in terms of cost.

**Performance criteria**

- 1.1 The impact of workplace injuries is identified in terms of physical, emotional, financial, and social costs.
- 1.2 Costs able to be covered by claims to ACC are identified.
- 1.3 The impact on employers of hidden costs is identified in terms of staffing, training, production time, and investigation costs.

**Outcome 2**

Explain the seven drivers of productivity and their application to workplace health and safety.

**Performance criteria**

- 2.1 The potential influence of each driver on workplace productivity is described in terms of the impact on health and safety.  
  
Range evidence is required of a minimum of one example for each driver.

**Outcome 3**

Use records to identify patterns of workplace injury and hazards.

**Performance criteria**

- 3.1 Sources of data regarding workplace injury and hazards are identified.
- 3.2 Methods of measuring and comparing data are identified in terms of their applicability for determining trends in injuries and hazards.
- 3.3 Conclusions are drawn from the trends that have been identified and are supported by available data.

**Outcome 4**

Prepare a health and safety improvement plan.

**Performance criteria**

- 4.1 Relevant costs and productivity data are used in the plan.
- 4.2 Conclusions supported by data and measurement are used in the plan.
- 4.3 The potential impact of the plan on workplace health and safety and productivity is explained.
- 4.4 The plan includes a hazard management recommendation.

<b>Planned review date</b>	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	22 August 2008	N/A
Rollover and Revision	2	22 May 2014	N/A
Rollover and Revision	3	22 August 2019	N/A
Rollover and Revision	4	25 March 2021	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	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](mailto:reviewcomments@skills.org.nz) if you wish to suggest changes to the content of this unit standard.