

<b>Title</b>	<b>Demonstrate knowledge of and apply security and privacy requirements when working as a cleaner</b>		
<b>Level</b>	<b>2</b>	<b>Credits</b>	<b>2</b>

<b>Purpose</b>	<p>People credited with this unit standard are able to, when working as a cleaner:</p> <ul style="list-style-type: none"> <li>• demonstrate knowledge of security requirements;</li> <li>• identify types of private and sensitive information in a workplace, and explain responsibilities for maintaining privacy; and</li> <li>• apply security and privacy requirements at a contract or customer workplace.</li> </ul>
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<b>Classification</b>	Cleaning and Caretaking > Cleaning Skills
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<b>Available grade</b>	Achieved
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### Guidance Information

#### 1 Assessment conditions

All tasks must be carried out in accordance with own role and responsibilities, organisational policies and procedures, and industry best practice.

#### 2 Definitions

*Industry best practice* refers to guidelines, standards, and practices that represent the most efficient or sensible course of action in a given situation. Best practice can follow legal and regulatory requirements, industry standards, and may form part of the scope of organisational policies and procedures.

*Notifiable events* refer to accidents that result in serious harm or death. They can include death, a notifiable illness or injury, or an event caused as a result of cleaning work. Reporting of notifiable events is a requirement of the Health and Safety at Work Act 2015.

*Organisational policies and procedures* are the policies, procedures, and methodologies used in an organisation. They include legislative and regulatory requirements which may apply across an organisation, a specific site, or a workplace. Requirements are documented in organisational health and safety plans, contract work programmes, quality assurance programmes, policies, and procedural documents such as job descriptors and employment contracts.

*Security* is defined as the requirements put in place by the cleaner to ensure the safety of the building, for example keys, access cards, alarms and codes.

*Sensitive information* includes information which is private to an individual or organisation contracting work.

*Site* refers to a building, or one part of a building, with different requirements for different areas (e.g. treatment rooms, triage rooms, wards, offices, manufacturing sites, factories, retail environments).

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## Outcomes and performance criteria

### Outcome 1

Demonstrate knowledge of security requirements when working as a cleaner.

Range two sites.

#### Performance criteria

1.1 Site-specific security requirements are described.

Range may include but is not limited to – security clearance, keeping keys and access cards on person at all times, locking workplace doors after entry, procedures for working at night, not letting non-authorised people onto premises, use of alarm systems, contacting security organisations.

1.2 The potential implications of not following site-specific security requirements are explained.

### Outcome 2

Identify types of private and sensitive information in a workplace, and explain responsibilities for maintaining privacy, when working as a cleaner.

#### Performance criteria

2.1 Private items and sensitive information visible in the workplace are identified.

Range may include but is not limited to – family photos, documents on desks, patient notes, patient identity, customer notices.

2.2 Responsibilities for maintaining privacy are explained.

Range may include but is not limited to – confidentiality, respect for privacy.

### Outcome 3

Apply security and privacy requirements at a contract or customer workplace.

Range two sites.

#### Performance criteria

3.1 Site-specific security and privacy requirements are applied in accordance with the contract customer's requirements and own organisational policies and procedures.

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<b>Planned review date</b>	31 December 2026
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**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	17 July 2014	31 December 2023
Rollover and Revision	2	22 August 2019	31 December 2023
Review	3	28 October 2021	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0024
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

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**Comments on this unit standard**

Please contact Careerforce [info@careerforce.org.nz](mailto:info@careerforce.org.nz) if you wish to suggest changes to the content of this unit standard.