

Title	Describe the role and functions of the Health and Safety Representative in a New Zealand workplace		
Level	3	Credits	2

Purpose	<p>The purpose of this standard is for representatives to explain and demonstrate the overall role and functions of a Health and Safety Representative in a New Zealand workplace.</p> <p>Representatives awarded with this standard will be able to:</p> <ul style="list-style-type: none"> – Explain the role and functions of the Health and Safety Representative under the Health and Safety at Work Act 2015 and its Regulations; – Explain the role of a Health and Safety Representative as an advocate for workers; – Identify the obligations of a PCBU and WorkSafe New Zealand towards the Health and Safety Representative; – Describe the risk management process and the importance of communication with workers and management; – Describe the purpose, procedures and obligations applicable to a Provisional Improvement Notice (PIN); and – Describe the rights and process for ceasing unsafe work.
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Classification	Occupational Health and Safety > Occupational Health and Safety Practice
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Available grade	Achieved
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Guidance Information

- 1 The following legislation applies to this unit standard:
 - Health and Safety at Work Act 2015 and Regulations
 - Accident Compensation Act 2001
 - Employment Relations Act 2000.

- 2 Contextual Definition for this unit standard:

PCBU – Person Conducting a Business or Undertaking. The definition for a PCBU is described in the Workplace Health and Safety Act 2015.

Regulator in the context of this unit standard means WorkSafe New Zealand, Maritime New Zealand and Civil Aviation Authority, NZ Police.

Outcomes and performance criteria

Outcome 1

Explain the role and functions of the Health and Safety Representative under the Health and Safety at Work Act 2015 and its Regulations.

Performance criteria

1.1 Explain the role and functions of the Health and Safety Representative.

Range includes the role of the Health and Safety Representative and a minimum of three functions; functions may include but are not limited to – representing workers health and safety interests; investigating complaints from workers with regards to health and safety matters; monitoring measures taken by a PCBU relevant to Health and Safety; inquiring into anything that appears to be a risk to workers' health and safety; making recommendations regarding health and safety; providing feedback to the PCBU about legal compliance with the Act and Regulations; promoting interests of workers who have been harmed at work and assisting with arrangements for rehabilitation and return to work.

Outcome 2

Explain the role of a Health and Safety Representative as an advocate for workers.

Performance criteria

2.1 Explain how to advocate for workers who raise health and safety issues.

2.2 Identify the sources of information a Health and Safety Representative can request, and the procedures for requesting that information, and how to communicate this information when advocating for workers.

Range sources of information may include but are not limited to: documents, safety data sheets, safety standards, regulations, internal hazard reports, safety committee minutes, codes of practice, the Act, Safework Instruments, Industry publications and guidelines.

2.3 Demonstrate methods that are effective in communicating health and safety issues and recommendations from workers to workplace management, and how to provide effective feedback to workers on that communication.

2.4 Explain the Health and Safety Representative's role in supporting workers with injury/ill-health rehabilitation.

Outcome 3

Identify the obligations of a PCBU and WorkSafe New Zealand towards the Health and Safety Representative.

Performance criteria

3.1 Identify the duties of a PCBU towards a Health and Safety Representative as per the Health and Safety at Work Act and Regulations.

Range may include but is not is limited to – consulting on health and safety matters; providing time to perform their function; providing information to perform their function; allowing the HSR to be present at an interview between workers and the inspector or a PCBU; providing resources and facilities; permitting access to the workplace; allowing Health and Safety Representative to accompany an inspector; adopting recommendations or provide written reasons for not adopting; allowing the Health and Safety Representative to attend training during work hours; allowing workers reasonable opportunities to participate effectively in workplace health and safety matters; worker rights; free from discrimination and repercussion; evidence of three duties is required.

3.2 Identify the role and functions of WorkSafe New Zealand as they apply to the role of Health and Safety Representative.

Outcome 4

Describe the risk management process and the importance of communication with workers and management.

Performance criteria

4.1 Describe the risk management process.

Range accessing information, identify hazards, assess extent of risk, manage risk, make recommendations, monitor and review.

4.2 Describe the importance of communication with workers and management at all levels of the risk management process.

Outcome 5

Describe the purpose, procedures and obligations applicable to a Provisional Improvement Notice (PIN).

Performance criteria

5.1 Describe the purpose of the Provisional Improvement Notice (PIN).

5.2 Complete Provisional Improvement Notice (PIN).

- 5.3 Describe the requirements for delivery and communication of a Provisional Improvement Notice (PIN) to all relevant parties.
- 5.4 Describe the PCBUs obligations to comply with the Provisional Improvement Notice (PIN) or seek regulatory review.
- 5.5 Describe the possible outcomes of a regulatory review.
Range confirm, cancel, amend.

Outcome 6

Describe the rights and process for ceasing unsafe work.

Performance criteria

- 6.1 Describe the rights of workers and the processes for workers in ceasing unsafe work.
- 6.2 Describe when and how the Health and Safety Representative can direct unsafe work to cease.

Replacement information	This standard replaced unit standard 20198.
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Planned review date	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	18 February 2016	N/A
Rollover and Revision	2	26 March 2020	N/A

Consent and Moderation Requirements (CMR) reference	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 if you wish to suggest changes to the content of this unit standard.