

<b>Title</b>	<b>Manage visitors, contractors, and staff in a water or wastewater treatment plant</b>		
<b>Level</b>	<b>5</b>	<b>Credits</b>	<b>10</b>

<b>Purpose</b>	People credited with this unit standard are able to: demonstrate knowledge of managing visitors, contractors, and staff; manage site induction and chain of custody for visitors and contractors; and manage staff; for a water or wastewater treatment plant.
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<b>Classification</b>	Water Industry > Water - Generic
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<b>Available grade</b>	Achieved
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**Explanatory notes**

- 1 Legislation relevant to this unit standard includes the Health and Safety at Work Act 2015, and subsequent amendments.
- 2 Definition  
*Company policy* is a deliberate system of principles developed by a company to guide decision making. It outlines the organisation's response to known and knowable situations and circumstances, and is typically published in a booklet or other form that is widely accessible.

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**Outcomes and evidence requirements**

**Outcome 1**

Demonstrate knowledge of managing visitors, contractors, and staff for a water or wastewater treatment plant.

**Evidence requirements**

- 1.1 Obligations for managing safety of visitors, contractors, and staff are explained in accordance with workplace health and safety legislation. Consequences of failure to manage safety are outlined.  
  
Range            organisational, personal.
- 1.2 Requirements for managing the security of the site and its processes in the presence of visitors and contractors are explained in accordance with company policy.

**Outcome 2**

Manage site induction for visitors and contractors for a water or wastewater treatment plant.

**Evidence requirements**

- 2.1 Procedures for site induction are developed in accordance with company policy.
- 2.2 Staff are informed/trained in processes for site induction.
- 2.3 Site induction processes are evaluated for effectiveness and changes made where necessary in accordance with company policy.

**Outcome 3**

Manage chain of custody for visitors and contractors for a water or wastewater treatment plant.

**Evidence requirements**

- 3.1 Procedures for managing chain of custody are developed in accordance with company policy.  
  
Range checking in and out, permits to work, isolations, overseeing of work.
- 3.2 Staff are informed of processes for managing chain of custody.
- 3.3 Chain of custody processes are evaluated for effectiveness and changes made where necessary in accordance with company policy.

**Outcome 4**

Manage staff for a water or wastewater treatment plant.

**Evidence requirements**

- 4.1 Procedures for managing staff are developed in accordance with company policy.  
  
Range employment, training, performance evaluation.
- 4.2 Staff are managed in accordance with company policy.
- 4.3 Staff management processes are evaluated for effectiveness and changes made where necessary in accordance with company policy.

<b>Planned review date</b>	31 December 2021
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#### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	16 March 2017	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0101
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

#### Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMRs). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

#### Comments on this unit standard

Please contact the Infrastructure Industry Training Organisation [qualifications@connexis.org.nz](mailto:qualifications@connexis.org.nz) if you wish to suggest changes to the content of this unit standard.