

<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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### Guidance Information

- 1 Evidence presented for assessment against this unit standard must be consistent with safe working practices and be in accordance with applicable legislative and industry requirements.
- 2 Legislation relevant to this unit standard includes the Health and Safety at Work Act 2015, Water Services Act 2021, and subsequent amendments.
- 3 Definitions  
*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.  
*Industry requirements* include manufacturers' specifications; and enterprise requirements which may include documented workplace policies, procedures, specifications, business, and quality management requirements relevant to the workplace in which assessment is carried out.
- 4 Learning and assessment activities for this unit standard must be informed by Te Mana o te Wai (refer to [Taumata Arowai](#)) and the *National Policy Statement for Freshwater Management 2020* available from <https://environment.govt.nz/>.

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### Outcomes and performance criteria

#### Outcome 1

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

**Performance criteria**

- 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.

**Performance criteria**

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

**Performance criteria**

- 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.

## Performance criteria

- 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 are made where necessary in accordance with company policy.

<b>Planned review date</b>	31 December 2027
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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	31 December 2024
Review	2	26 May 2022	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>.

## Comments on this unit standard

Please contact Waihanga Ara Rau Construction and Infrastructure Workforce Development Council at [qualifications@WaihangaAraRau.nz](mailto:qualifications@WaihangaAraRau.nz) if you wish to suggest changes to the content of this unit standard.