

Title	Demonstrate knowledge of workplace health and safety culture and practices		
Level	3	Credits	6

Purpose	People credited with this unit standard are able to describe healthy and safe practices in a workplace; describe reporting and documentation requirements in terms of workplace health and safety; describe the communication process in terms of health and safety practices in a workplace setting; and describe workplace health and safety culture.
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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 Assessment and training activities and resources for this unit standard must take into consideration the Health and Safety at Work Act 2015, its regulations and any subsequent amendments. When assessment and training is contextualised for a specific industry, any industry specific legislation, codes of practice, guidelines and standards must be incorporated.
- 2 This unit standard can be used to support programmes leading towards the New Zealand Certificate in Workplace Health and Safety Practice (Level 3) [Ref: 3533].
- 3 Notifiable work and notifiable events as defined in the Act can be sourced at <http://www.worksafe.govt.nz/worksafe/notifications-forms/notifiable-events>.

Outcomes and performance criteria

Outcome 1

Describe healthy and safe practices in a workplace.

Performance criteria

- 1.1 Describe types of workplace health and safety practices, their purpose and when they are used.

Range types of practices may include but are not limited to – permits to work, industry guidelines, manufacturer’s specifications, standard operating procedures, job safety analysis, the selection and use of personal protective equipment, signage, inductions and training; description must include four examples of safety practices and four examples of health practices.

Outcome 2

Describe reporting and documentation requirements in terms of workplace health and safety.

Performance criteria

2.1 Describe the process for health and safety reporting in a workplace.

Range description may include but is not limited to – risks, hazards, incidents, accidents, illness, pain and discomfort, defective controls, plant and equipment; description must include four examples.

2.2 Describe notifiable work and notifiable events, and the process for reporting these to the New Zealand health and safety regulator.

Outcome 3

Describe the communication process in terms of health and safety practices in a workplace setting.

Performance criteria

3.1 Describe the importance of clear and effective communication in terms of good health and safety work practice.

3.2 Describe communication mediums and methods that are effective in communicating with peers, management and others in relation to health and safety work practices.

Range mediums and methods may include but are not limited to – meetings, documentation, radio, electronic, signage, oral, written, signals, reporting; description must include a minimum of three examples for each of peers, management and others.

3.3 Describe methods of participation and consultation in the workplace.

Range description may include but is not limited to – decision making in health and safety matters, health and safety representatives, health and safety committees, team meetings, emails, development and review processes for health and safety.

- 3.4 Describe barriers to communication that can impact health and safety in the workplace and strategies to reduce the impact of barriers.

Range barriers may include but are not limited to – language, disability, literacy, culture, gender, age, hierarchy, communication channels, human behaviour, and environment;
strategies may include but are not limited to – establish and maintaining rapport, avoiding offence, acknowledging peers, conversation flow, non-verbal cues, giving and seeking information;
description must include three barriers with a strategy to mitigate each barrier.

Outcome 4

Describe workplace health and safety culture.

Performance criteria

- 4.1 Describe a positive workplace health and safety culture.

- 4.2 Describe factors that can negatively impact a workplace health and safety culture.

Range factors may include but are not limited to – behaviours, conditions, organisational factors, time constraints, short-cuts, mocking and discouraging, no worker engagement, not following procedures, knowledge gaps, training gaps, productivity.

- 4.3 Describe how workers can positively influence a health and safety culture in workplace.

- 4.4 Describe how management can positively influence a health and safety culture in a workplace.

- 4.5 Describe how workplace health and safety culture impacts individuals, families, whanau, and wider communities.

Range description must include – financial, social, physical and mental wellbeing;
description must give a comparison between negative and positive workplace health and safety culture.

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	20 July 2017	N/A
Revision	2	22 August 2019	N/A

Consent and Moderation Requirements (CMR) reference

0121

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Toitū te Waiora Community, Health, Education and Social Services Workforce Development Council qualifications@toitutewaiora.nz if you wish to suggest changes to the content of this unit standard.