

Title	Describe the role and function of a health and safety committee in a New Zealand workplace		
Level	3	Credits	2

Purpose	People credited with this standard will be able to describe the role and function of a health and safety committee in a New Zealand workplace.
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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

- Organisation* refers to a specific entity which may be – in private, public, or community and volunteer sectors; a business, a discretely managed unit within a larger entity, a Māori organisation, or a special-purpose body.

PCBU refers to a 'Person Conducting a Business or Undertaking'. The Health and Safety at Work Act: Quick reference guide can be sourced <http://www.worksafe.govt.nz/worksafe/information-guidance/all-guidance-items/hswa-quick-reference-guide>.

Organisational requirements may include but are not limited to:

 - organisation purpose and/or direction
 - organisation policies and processes
 - compliance: legislative/legal, health and safety
 - risk management
 - sustainability.
- 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.
- This unit standard has been developed to support programmes leading towards the New Zealand Certificate in Workplace Health and Safety Practice (Level 3) [Ref: 3533].

Outcomes and performance criteria

Outcome 1

Describe the role and function of a health and safety committee in a New Zealand workplace.

Performance criteria

- 1.1 Describe the benefits of work representation in terms of health and safety in the workplace.
- 1.2 Explain the functions and purpose of a health and safety committee in terms of the Health and Safety at Work Act 2015 (HSWA).
- 1.3 Explain when a PCBU must consider establishing a health and safety committee in terms of the HSWA.
- 1.4 Explain the obligations of a PCBU to the health and safety committee in terms of the HSWA.
- 1.5 Describe the meeting frequency requirements of the health and safety committee in terms of the HSWA.
- 1.6 Describe the process for reviewing and preparing for a health and safety committee meeting and investigating the issues to be discussed in terms of organisational requirements.
- 1.7 Describe the process for escalating and following up on issues to be actioned in accordance with organisational requirements.
- 1.8 Participate in a health and safety committee for an organisation.
Range evidence of participation in three meetings.

Replacement information	This unit standard replaced unit standard 19340.
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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	20 July 2017	N/A
Revision	2	22 August 2019	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.