

Title	Run a toolbox meeting with a roadmarking crew		
Level	3	Credits	5

Purpose	People credited with this unit standard are able to run a toolbox meeting with a roadmarking crew.
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Classification	Infrastructure Works > Roadmarking
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Available grade	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 relevant industry requirements.
- 2 Legislation relevant to this unit standard include: Health and Safety at Work Act 2015; and any subsequent amendments.
- 3 Definition
Industry requirements may refer to but are not limited to relevant policies, processes, methodologies, industry codes of practice, site specific health and safety plans, standard operating procedures, site safety plans, quality plans, work plans, traffic management plans, contract work programmes, job safety analysis, safe work method statements, job instructions, manufacturer’s requirements, contract specifications, manuals, procedural documents, Waka Kotahi New Zealand Transport Agency specifications and guidelines.

Outcomes and performance criteria

Outcome 1

Run a toolbox meeting with a roadmarking crew.

Performance criteria

- 1.1 Reasons why toolbox meetings are important are confirmed with participants.

Range	inform participants of operational changes, new and reviewed hazards and hazard controls, discussion of new safety data, participant engagement, communication, review work processes and procedures, short training session, plant and equipment.
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- 1.2 Hazards, accidents, incidents and near misses on the roadmarking site are identified in terms of health and safety initiatives and actions taken to prevent them occurring again.
- 1.3 Hazardous substances are discussed in terms of actions taken to ensure they are handled and disposed of safely.
- 1.4 Behaviours to promote teamwork and improve safety on the roadmarking site are discussed.

Range may include but are not limited to – wearing personal protective equipment, reporting unsafe work, offering solutions to address unsafe practices; evidence of two behaviours.

- 1.5 Programme of works is discussed in terms of tasks to be completed.

- 1.6 Meeting notes are recorded.

Range attendance, topics, participant feedback, actions and due date.

- 1.7 Feedback on the meeting and recommendations for improvements are discussed with a supervisor.

Range may include but are not limited to – scheduling of the meeting, length of the meeting, employee participation, providing positive feedback, conveying key health and safety messages, use of simple language, follow up actions, recording or meeting notes; evidence of two recommendations.

Planned review date	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	26 November 2020	N/A
Rollover and Revision	2	29 January 2026	N/A

Consent and Moderation Requirements (CMR) reference	0120
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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 Energy and Infrastructure Industry Skills Board qualifications@energyinfra-skills.nz if you wish to suggest changes to the content of this unit standard.