

Title	Implement workplace health and safety management requirements		
Level	4	Credits	25

Purpose	People credited with this unit standard are able to apply occupational health and safety responsibilities as a supervisor or manager; enable employees to meet their occupational health and safety statutory obligations; identify and control hazards in the workplace; arrange health and safety training; and evaluate performance of health and safety activity.
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Classification	Occupational Health and Safety > Workplace Health and Safety Management
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Available grade	Achieved
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Guidance Information

- 1 This unit standard will be useful for people responsible for basic supervision of occupational health and safety as business owners, small business operators, or as new managers.
- 2 Legislative requirements include but are not limited to – codes of practice relevant to the organisation; Health and Safety at Work Act 2015 (HSW Act), sections 7-10 and associated regulations; Human Rights Act 1993; Privacy Act 1993.

Outcomes and performance criteria

Outcome 1

Apply occupational health and safety responsibilities as a supervisor or manager.

Performance criteria

- 1.1 Training that enables the conducting of workplace health and safety inspections, is undertaken.
- 1.2 The prime responsibility to take all practicable steps to ensure the prevention of harm to employees is understood, and is communicated to others.

- 1.3 When management decisions are made, integration of health and safety considerations ensures the absence of significant hazard to employees.
- Range includes but is not limited to – purchasing and installing new equipment or machinery, designing and laying out the workplace, using hazardous substances.
- 1.4 Procedures for recording accidents that harm, or could harm, an employee, contractor, sub-contractor, or other person at the workplace are understood and implemented.
- Range in addition to keeping an accident and incident register, every occurrence of serious harm must be notified to the Occupational Safety and Health Service of the Department of Labour as soon as possible, and the circumstances reported in writing within seven days of the occurrence.
- 1.5 To enable monitoring of the employee's health and safety to take place, all practicable steps are taken to obtain the employee's informed consent, and the results of such monitoring are made available to the employee.
- Range taking into account the requirements of the Privacy Act, and the Human Rights Act.

Outcome 2

Enable employees to meet their occupational health and safety statutory obligations.

Performance criteria

- 2.1 Consultative and participation processes appropriate to the particular workplace enable employees an opportunity to be fully involved in the development of health and safety procedures.
- Range processes include but are not limited to – health and safety committees, departmental meetings, full staff meetings, team briefings, quality circles, individual consultations; procedures dealt with include but are not limited to – hazard management, dealing with emergencies, identifying imminent dangers.
- 2.2 The circumstances are cited under which convictions may occur, and penalties may be imposed, if an employer fails to involve employees in the development of relevant procedures relating to hazard management.
- 2.3 Employees' responsibilities to use safety equipment and to follow agreed procedures are communicated in ways that ensure compliance.
- Range communication of employees' responsibilities to ensure their own safety needs to take into consideration cultural and language barriers to understanding.

- 2.4 References to safety procedures and disciplinary actions for breach of company policy on health and safety are included in the employee's contract of employment.

Outcome 3

Identify and control hazards in the workplace.

Performance criteria

- 3.1 Job task analysis facilitates assessment of all work processes to identify existing and new hazards to employees.
- 3.2 Materials Safety Data Sheets (MSDS) are reviewed for any and all hazardous materials identified in the assessment of each work process.
- 3.3 Investigation of incidents and accidents facilitates assessment of what happened, as well as why and how it happened.
- 3.4 Requirements under the hierarchy of controls prescribed in the HSW Act, to take all practicable steps to control hazards, are met.
- Range elimination is the first option, then isolation, then minimisation, having regard to – the nature and severity of the harm that may be suffered if the result is not achieved, the current state of knowledge about the likelihood that harm of that nature and severity will be suffered if the result is not achieved, the current state of knowledge about harm of that nature, the current state of knowledge about the means available to achieve the result, the likely efficacy of each of those means, the availability and cost of each of those means.
- 3.5 Workplace health and safety control systems are developed, and implementation is organised, according to prioritised risk assessment.
- Range includes but is not limited to – development of administrative controls, emergency preparedness, employee rehabilitation, human controls, personal protective equipment (PPE), medical surveillance, education and training.
- 3.6 The control plan for identified significant hazards is developed and implemented to comply with the HSW Act.
- Range elimination of hazards;
if elimination is not possible, the second option is isolation, which involves putting a barrier between the operator and the source of the hazard; barriers may include but are not limited to – physical, timeframes, or insulation;
if isolation is not possible, minimising the effect of the hazard includes but is not limited to – training about the nature of the hazard and how to reduce risk, provision of protective equipment, monitoring exposure to the hazard.

Outcome 4

Arrange health and safety training.

Performance criteria

- 4.1 Training needs are identified through accessing an analysis of the nature of hazards likely to be encountered in the workplace.
- 4.2 Areas of responsibility for health and safety training are identified and communicated.
- 4.3 Particular training needs that are identified and documented in the training plan ensure that information needed about procedures for performing work tasks safely is presented in a form and manner that is reasonably likely to be understood.

Range training may include but is not limited to – what to do if an emergency arises for the employee, the work group, or the workplace as a whole; information about all identified hazards to which employees may be exposed or which may be created at work, and the steps to be taken to minimise harm to others; knowledge and experience of any appliances, equipment, vehicles, and substances involved in the job that could cause harm to the employee or others; that knowledge about the use of personal protective equipment (PPE).

Outcome 5

Evaluate performance of health and safety activity.

Performance criteria

- 5.1 Arrangements made for evaluation of work practices maximise compliance.

Range activities to be evaluated are identified, appropriate people are selected to conduct evaluation, appropriate consents are obtained, appropriate place is selected for evaluation, appropriate times are selected for evaluation and time off arranged, equipment is located at test site in time for evaluation.

- 5.2 The evaluation techniques selected are appropriate to the task.

Range evaluation techniques selected may include but are not limited to – frequency of lost time accidents, severity of accidents, frequency of incidents, appropriate personnel.

- 5.3 Health and safety data are gathered and collated.

Range include but is not limited to – illness, accident, and injury rates; damage to property, plant, or materials.

5.4 Results indicate compliance within limits, or failure to comply.

5.5 Reports are prepared and distributed to organisation requirements.

Range reports include but are not limited to – an outline of the objectives and methodology used, a copy of the organisation plan for evaluating health and safety, the expected results and the actual results, conclusions drawn about the results, recommendations for future action.

Planned review date	31 December 2020
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	23 October 1998	N/A
Revision	2	9 August 1999	N/A
Revision	3	14 March 2002	N/A
Revision	4	16 May 2005	N/A
Review	5	25 May 2007	N/A
Rollover and Revision	6	22 May 2014	N/A
Rollover and Revision	7	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.