

Title	Manage workplace management health and safety		
Level	5	Credits	10

Purpose	<p>People credited with this unit standard are able to explain Occupational Health and Safety legislation; develop systems to meet employer accountabilities; and achieve employee accountabilities under the relevant Acts.</p> <p>This unit standard, which should be able to be applied over a range of workplaces, is for people with overall responsibility for managing or supervising workplace health and safety. Credit for this unit standard would not result in qualification as an occupational health and safety specialist.</p>
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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

Legislative and regulatory requirements relevant to this unit standard may include, but are not limited to – codes of practice relevant to the organisation; Health and Safety at Work Act 2015 (HWS Act); Building Act 2004; Resource Management Act 1991; Human Rights Act 1993; Privacy Act 1993; Smoke-free Environments Act 1990; Fair Trading Act 1986; Hazardous Substances and New Organisms Act 1996; Standards Act 1988; Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018; Mining Regulations 1981.

Outcomes and performance criteria

Outcome 1

Explain occupational health and safety legislation.

Performance criteria

1.1 Legislation relevant to the organisation is identified.

Range including, but not limited to – through contact with WorkSafe New Zealand or Ministry of Business, Innovation & Employment and other relevant government and local government agencies; through contact with professional and industry associations, and trade unions.

- 1.2 Analysis of the HSW Act, and other legislation relevant to the organisation facilitates understanding of the obligation to take all practicable steps to ensure the safety of employees at work.
- Range particular requirements of the HSW Act include, but are not limited to – providing a safe working environment and facilities for health and safety; ensuring that plant used is arranged, designed, and made to be safe; ensuring that employees are not exposed to hazards arising from work activities in their place of work or near their place of work, under the control of the employer.
- 1.3 When management decisions are made, integration of health and safety considerations ensures the absence of significant hazards to employees.
- Range including, but 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 which harm, or could have harmed, 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 to an employee 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 Explanations to employees about the nature of hazards likely to be encountered in the workplace are given in a form that uses non-technical and commonplace language.
- 1.6 Before any monitoring of the employee's health and safety can 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.

Outcome 2

Develop systems to meet employer accountabilities.

Performance criteria

- 2.1 Methods for regular identification and assessment of hazards determine whether or not there are significant hazards to be managed.
- Range hazards refers to those occurrences, processes, substances, or situations, that are an actual or potential cause or source of harm associated with, but not limited to – process, activities, environment, equipment, work organisation, facilities, materials;

hazards assessment may include, but is not limited to, assessment of – floor surfaces; pedestrian passageways; platforms and scaffolding; ladders; stairs; exits/egress; roadways; ventilation and extraction systems; lighting; noise exposure; ergonomic factors; stacking/storage; chemicals and fuels; waste disposal; equipment, tools, and guarding; pressurised pneumatic and hydraulic systems; electrical systems; controls; hazard assessment determines exposure of employees to hazards arising in or near the workplace from sub-standard practices and conditions.

- 2.2 Development of a recording system and organisation of data entry maintains an up-to-date database of event history.
- Range recording systems are required for accidents and incidents, and for the Accident Compensation Corporation, but are not limited to these requirements.
- 2.3 Under the hierarchy of controls prescribed in the HSW Act, requirements are met to take all practicable steps to control hazards.
- 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.
- 2.4 Workplace health and safety control systems are developed, and implementation is organised according to prioritised hazard assessment.
- Range including, but not limited to – development of administrative controls, emergency preparedness, worker rehabilitation, human controls, personal protective equipment (PPE), medical surveillance, education and training.
- 2.5 A control plan for significant hazards identified is developed and implemented to comply with the HSW Act and ensure safe work procedures.
- Range elimination of significant 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 be, but are not limited to – physical, exposure times, or insulation;
if isolation is not possible, minimisation of hazard can be achieved by, but is not limited to – training about the nature of the hazard and how to reduce risk, provision of and verification of standards for use of protective equipment, monitoring exposure to hazards, installation of guards and barriers.

- 2.6 Evaluation of health and safety systems ensures accountability to legislative requirements and organisation plans.

Range evaluation includes, but is not limited to – managing inspection of workplace to verify procedures as being consistent with industry codes of practice; analysis of collated data on illness, accident and injury rates, property, plant or materials damage; identifying trends, including problem trends; reviewing relevant literature and other secondary sources of background information; comparison of collated data against baseline or benchmark against other relevant organisations; reporting to management team on degree of compliance within limits or failure to comply.

- 2.7 Procedures implemented to follow-up corrective action ensure elimination, isolation, and minimisation of significant hazards.

Outcome 3

Achieve employee accountabilities under the relevant Acts.

Performance criteria

- 3.1 Consultative and participative processes appropriate to the particular workplace facilitate employees' opportunities to be fully involved in the development of health and safety procedures.

Range processes may include, but are not limited to – health and safety committees, departmental meetings, full staff meetings, team briefings, quality circles, or individual consultations; procedures dealt with may include, but are not limited to – hazard management, dealing with emergencies, identifying imminent dangers.

- 3.2 The circumstance can be 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.

- 3.3 Employees' responsibilities to use safety equipment and follow agreed procedures are communicated in ways that ensure compliance.

Range communication about employees' responsibilities to ensure their own safety needs to take into consideration cultural and language barriers to understanding.

- 3.4 All work processes are assessed to identify existing and new hazards to employees.

Range including, but not limited to – reviewing Material Safety Data (MSD) sheets for all hazardous materials identified in the assessment of each work process.

3.5 Health and safety training ensures safe performance of tasks by employees.

Range responsibilities for conducting health and safety training include, but are not limited to – designing and develop training programmes to meet the specific needs of the particular workplace; communicating effectively the need to consider cultural and gender issues is taken into account in conducting training; assigning responsibility for particular aspects of health and safety training including, but not limited to – workplace practices and ergonomics.

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 if you wish to suggest changes to the content of this unit standard.