

Title	Develop systems for occupational health and safety management practice		
Level	6	Credits	20

Purpose	People credited with this unit standard are able to identify and assess systems; determine aspects of systems needing development; and develop strategies for improvements.
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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 This unit standard is to be undertaken in a context that acknowledges cultural differences in the acceptance of health and safety practices, and where culturally sensitive techniques are used to communicate and implement workplace health and safety measures appropriate to all employees.
- 2 *Legislative requirements* may include but are not limited to – codes of practice relevant to the organisation; Health and Safety at Work Act 2015 (HSWA); Accident Compensation Act 2001; Building Act 2004; Resource Management Act 1991; Human Rights Act 1993; Privacy Act 2020; Smoke-free Environments Act 1990; Fair Trading Act 1986; Hazardous Substances and New Organisms Act 1996; Fire Safety and Evacuation of Buildings Regulations 2006; Mining Regulations 1981; and codes, conventions and overseas standards relevant to the industry and/or process.
- 3 *Organisational requirements* refer to instructions to staff on policy and procedures, which are documented in memo or manual format and are available in the workplace. These requirements may include but are not limited to – site specific requirements, company quality management requirements, approved codes of practice and guidelines, and legislative requirements.

Outcomes and performance criteria

Outcome 1

Identify and assess systems.

Performance criteria

- 1.1 Information on workplace health and safety and records are accessed and documented according to organisational requirements.
- Range includes but is not limited to – accident records, policies, standards, job descriptions, procedures, training records, manuals, inventories, hazard registers.
- 1.2 A comparison of records and information with organisational standards and legislative requirements indicates the degree of the organisation's conformity to requirements.
- Range standards for comparison may include but are not limited to – industry specific standards and internal organisation standards, which may exceed minimum legislative standards; codes of practice relevant to the organisation; legislation, regulations, codes, conventions, New Zealand and overseas standards includes but is not limited to – health and safety at work, accident compensation, building occupancy, design and construction, the management of resources and conservation of the environment, entitlement to privacy of information.

Outcome 2

Determine aspects of systems needing development.

Performance criteria

- 2.1 Identification and documentation of systems indicate those not meeting agreed organisational standards.
- 2.2 Evaluation of deficiencies indicates priority for improving systems.
- Range priorities include but are not limited to – degree of compliance with relevant legislation and standards, assessment of hazard, cost-benefit analysis.

Outcome 3

Develop strategies for improvement.

Performance criteria

- 3.1 The development of a plan to prioritise improvements in health and safety management systems is undertaken for systems that do not meet agreed organisational standards.
- Range priorities include but are not limited to – the degree of compliance with relevant legislation and standards, assessment of the significance of hazards, cost-benefit analysis.

3.2 Corrective actions are determined consistent with organisational culture.

Range consideration of the types of corrective action include but are not limited to – size and location of workplace, financial viability of the organisation, existing management systems, and commitment to ISO or other quality management.

3.3 Strategies for improvements are approved by the client.

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	23 October 1998	N/A
Revision	2	9 August 1999	N/A
Revision	3	19 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
Rollover and Revision	8	25 March 2021	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.