

<b>Title</b>	<b>Develop and implement a hazard management system for a selected business operation</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>10</b>

<b>Purpose</b>	<p>This unit standard is for people working with health and safety professionals to develop and implement a hazard management system.</p> <p>People credited with this unit standard are able to describe a hazard management system; develop and implement a hazard identification programme; assess hazards and risks; develop and implement hazard controls; and describe systems for monitoring hazards, and monitor a hazard management system, for a selected business operation.</p>
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<b>Classification</b>	Occupational Health and Safety > Occupational Health and Safety Practice
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 The relevant standards and legislation for this unit standard include but are not limited to – Australian/New Zealand Standard AS/NZS ISO 31000:2009, *Risk management – Principles and guidelines*; AS/NZS 4804:2001, *Occupational Health and Safety Management Systems - General guidelines on principles, systems and supporting techniques*; Health and Safety at Work Act 2015 (HSWA).
- 2 **Definitions**  
*Business operation* – a discrete physical or functional part of an organisation. It may refer to a site, department, or business unit.  
*Hazards* – those occurrences, processes, substances, or situations in the workplace that are an actual or potential cause or source of harm.  
*Organisational requirements* – instructions to staff on policies and procedures which are documented in memo, electronic or manual format and are available in the workplace.
- 3 The candidate will use the hazard management system developed for use in their workplace as evidence for assessment. The developed hazard management system will need to be checked and signed off by a health and safety professional and any feedback incorporated into the final version.

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## Outcomes and performance criteria

### Outcome 1

Describe a hazard management system for a selected business operation.

#### Performance criteria

- 1.1 A hazard management system is described in accordance with organisational requirements, relevant standards, and legislation.

### Outcome 2

Develop and implement a hazard identification programme for a selected business operation.

#### Performance criteria

- 2.1 Hazards are described in terms of their categories.
- Range categories include but are not limited to – physical, chemical, electrical, biological, ergonomic, psychological.
- 2.2 A hazard identification programme for a selected business operation is developed and implemented in accordance with organisational requirements.
- Range hazard identification programmes may include but are not limited to – job safety analysis, work area analysis, hazard and operability, or similar process orientated analysis; evidence of one programme is required.
- 2.3 Systems for monitoring the incidence of health and safety related incidents in the selected business operation are identified and described in terms of their relationship to hazard identification.
- 2.4 Health and safety related incidents in the selected business operation are identified and analysed to determine their impact on the organisation.
- Range health and safety incident information sources may include but are not limited to – company incident registers, ACC claims data.
- 2.5 Documentation associated with hazard identification is completed in accordance with organisational requirements.

### Outcome 3

Assess hazards and risks for a selected business operation.

#### Performance criteria

- 3.1 The significance of the hazards identified in the hazards identification programme is defined in terms of the HSWA.

3.2 Risk assessment procedures are applied in accordance with organisational requirements.

Range procedures may include but are not limited to – an assessment of likelihood, consequences, and subsequent level of risk.

3.3 Risk assessment documentation is completed in accordance with organisational requirements.

#### **Outcome 4**

Develop and implement hazard controls for a selected business operation.

#### **Performance criteria**

4.1 Hazard controls to manage identified hazards are developed and implemented in accordance with organisational requirements.

4.2 Contingencies to deal with hazard control failures are described in accordance with organisational requirements.

Range contingencies may include but are not limited to – rescue plans, emergency procedures, communications.

#### **Outcome 5**

Describe systems for monitoring hazards, and monitor a hazard management system, for a selected business operation.

#### **Performance criteria**

5.1 Systems for monitoring hazard controls are described in terms of their effectiveness.

Range may include but is not limited to systems that relate to – audit, inspection, preventative maintenance, incident reporting and investigation, management review, environmental and health monitoring, corrective action, training, procedural, procurement.

5.2 Systems for monitoring employees' exposure to hazards are described in terms of their effectiveness.

Range hazard exposure may include but is not limited to – chemical, radiation, noise, dust, zoonoses, psychological; evidence of two different systems is required.

5.3 Health information privacy and consent requirements are described in accordance with organisational requirements.

Range requirements include but are not limited to – informed consent, confidentiality of information.

5.4 The amount of monitoring required for hazards covered by the hazard management system is determined in accordance with organisational requirements.

Range hazards may include but are not limited to – chemical, radiation, noise, dust, zoonoses.

5.5 The hazard management system is monitored in accordance with organisational requirements.

<b>Planned review date</b>	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	31 December 2012
Revision	2	9 August 1999	31 December 2012
Revision	3	14 March 2002	31 December 2012
Review	4	27 August 2002	31 December 2012
Review	5	25 May 2007	31 December 2013
Review	6	21 July 2011	N/A
Rollover and Revision	7	22 May 2014	N/A
Rollover and Revision	8	22 August 2019	N/A
Rollover and Revision	9	25 March 2021	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	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](mailto:reviewcomments@skills.org) if you wish to suggest changes to the content of this unit standard.