

Title	Conduct an occupational health and safety management systems audit for a selected business operation		
Level	4	Credits	15

Purpose	<p>This unit standard is for people who are working with health and safety professionals to undertake an occupational health and safety audit.</p> <p>People credited with this unit standard are able to: demonstrate knowledge of New Zealand occupational health and safety management standards; plan an occupational health and safety management systems audit; conduct an occupational health and safety management systems audit; and document and report results of an occupational health and safety management systems audit, for a selected business operation.</p>
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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 Industry standards relevant to this unit standard include but are not limited to – AS/NZS 4804:2001 *Occupational Health and Safety Management Systems - General guidelines on principles, systems and supporting techniques*; Accident Compensation Corporation (ACC) Partnership Programme; Accident Compensation Corporation (ACC) *Workplace Safety Management Practices (WSMP)*, available at <http://www.acc.co.nz>.
- 2 Definition
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 occupational health and safety management system developed for use in their workplace as evidence for assessment. The results of the audit will need to be checked and signed off by a health and safety professional and any feedback incorporated into the final report.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of New Zealand occupational health and safety management standards for a selected business operation.

Range standards include but are not limited to – AS/NZS 4804:2001; ACC Partnership Programme, WSMP.

Performance criteria

1.1 The systems principles/elements set out in AS/NZS 4804:2001 are identified and explained in terms of their purpose.

Range evidence of five is required.

1.2 The sub-headings for Principle/Element 3 (Implementation) and Principle/Element 4 (Measurement and Evaluation) of AS/NZS 4804:2001 are identified and explained in terms of their purpose.

1.3 The critical health and safety elements set out in the ACC Partnership and WSMP programmes are identified and explained in terms of their purpose.

Range evidence of eight in total is required.

Outcome 2

Plan an occupational health and safety management systems audit for a selected business operation.

Performance criteria

2.1 The organisation's critical activities and health and safety requirements are identified and described in terms of their relationship to planning a health and safety management systems audit.

2.2 An audit agenda is developed and communicated to those involved in the audit in accordance with organisational requirements.

Range agenda includes but is not limited to – description of the audit purpose, audit approach, process for endorsement from stakeholders.

Outcome 3

Conduct an occupational health and safety management systems audit for a selected business operation.

Performance criteria

- 3.1 Information for the audit is collected in accordance with organisational requirements.
- 3.2 Results of the audit are checked with a health and safety professional in accordance with organisational requirements.
- 3.3 Results are analysed and any non-compliance is followed up in accordance with organisational requirements.

Outcome 4

Document and report results of an occupational health and safety management systems audit for a selected business operation.

Performance criteria

- 4.1 Results are documented in accordance with organisational requirements.
- 4.2 Reports summarising results are prepared and distributed in accordance with organisational requirements.

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	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
Revision	5	16 May 2005	31 December 2012
Review	6	25 May 2007	31 December 2013
Review	7	21 July 2011	N/A
Rollover and Revision	8	22 May 2014	N/A
Rollover and Revision	9	22 August 2019	N/A
Rollover	10	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.