

Title	Evaluate occupational health and safety standards and practice		
Level	6	Credits	30

Purpose	People credited with this unit standard are able to: plan a health and safety management systems audit; conduct a health and safety management systems audit; and document and report results.
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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 A variety of techniques may be used for evaluating health and safety standards and practices. People undertaking this unit standard are expected to have a background in quality systems, including but not limited to – total quality management and/or ISO 9000 procedures.
- 2 Audits may include but are not limited to – environmental monitoring to ensure compliance and to check the state of the operation.
- 3 Surveys may include but are not limited to – evaluation of: lighting, noise, temperature, humidity, vibration, ergonomics, airflow.
- 4 Sampling may include but is not limited to – biological measurements, air and water quality, noise level, waste product quality.
- 5 Monitoring may include but is not limited to – noise, dust, ventilation, lighting, vibration, heat, temperature, humidity, air flow, blood levels, urine levels.
- 6 Investigations may include but are not limited to – post-injury-accidents, post-accidents-no injury, complaints: WorkSafe New Zealand or Ministry of Business, Innovation & Employment notices, to indicate trends in near misses and repeat monitoring for non-conformity.
- 7 Legislation relevant to this unit standard includes but is not limited to – Privacy Act 2020; Health and Safety at Work Act 2015 (HSWA); and Accident Compensation Act 2001.
- 8 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.

Outcomes and performance criteria

Outcome 1

Plan a health and safety management systems audit.

Range according to organisational health and safety policy.

Performance criteria

- 1.1 Baseline data accessed enable comparison with results of health and safety management systems audit.
- Range baseline data may include but is not limited to – bylaws, international literature, codes of practice, workplace exposure limits, guidelines, industry and organisation standards.
- 1.2 Evaluation techniques selected for health and safety management systems audit are appropriate to the task.
- 1.3 Arrangements are made to ensure that resources needed to gather data are selected and set-up.
- Range includes but is not limited to – ensuring the availability of personnel; selecting technical equipment suitable for the site and in sufficient quantity; accessing and/or preparing relevant protocols, guides, and check-lists and previous audit reports.
- 1.4 Arrangements are made for equipment, maintained according to standard, to be set-up.
- Range ensuring that equipment is calibrated to manufacturers' specifications and/or New Zealand standards appropriate to the equipment, and is monitored by a standards approved authority annually.
- 1.5 Consents to undertake evaluation of workplace health and safety are obtained as required by organisational policy.
- Range consents will be required from managers and from employees to meet the requirements of relevant legislation.
- 1.6 Arrangements made for evaluation of work practices maximise compliance.
- Range appropriate activities are selected for evaluation, appropriate people are selected to undertake evaluation, appropriate place is selected for evaluation, appropriate times are selected and time off arranged, equipment is located at test site in time for evaluation.

Outcome 2

Conduct a health and safety management systems audit.

Range a management systems audit may involve, but is not limited to, any of – assessing accountabilities, responsibilities, and authorities; ensuring best practice; bench marking; ensuring most practicable system for the scale of the organisation.

Performance criteria

- 2.1 Data collected is appropriate to measurements being made.
- 2.2 Results from data, compared to what should be expected, provide a check that obtained results are within acceptable ranges.
- 2.3 Results compared to baseline data plan indicate the level of compliance.

Outcome 3

Document and report results.

Performance criteria

- 3.1 Summarised results are documented to databases.
- 3.2 Reports are prepared, or arrangements are made for their preparation, and distributed as required by workplace convention.

Range reports should contain – an outline of the objectives and methodology used for the audit; a copy of the organisation plan for evaluating health and safety; a list of equipment used, with calibrations; the expected results and the actual results; conclusions drawn about the results; recommendations for future action.

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	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
Rollover and Revision	8	25 March 2021	N/A

Consent and Moderation Requirements (CMR) reference

0121

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.