

Title	Plan and evaluate programmes to promote occupational health and safety practice		
Level	6	Credits	20

Purpose	People credited with this unit standard are able to identify and access sources of information; analyse information; develop programme strategies to reduce the incidence and severity of work-related injury and illness; evaluate actions and programme; and identify and locate resources adequate for the programme.
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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

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

Identify and access sources of information.

Performance criteria

1.1 Information required for the purpose of promoting health and safety is gathered from sources that assure the quality of such promotion.

Range sources of information include but are not limited to – demographic profiles of the target group; literature searches; course content; peer networking; information sources including databases, libraries, accident and/or incident reports; Accident Compensation Corporation experience rating records; required inputs to the programme of identified key stakeholders; identified impacts of other existing or proposed programmes.

1.2 The presentation format of gathered information is sufficiently transparent to enable its use by colleagues and other researchers.

Range gathered information may be of an objective statistical, or subjective qualitative nature.

1.3 The production of health promotion strategies and resources that best address the needs of the target group is based on gathered and collated information.

Range information needs to be sufficiently comprehensive to enable demographic characteristics of the target group to be linked with the analysis of injury statistics and all other collated information; health promotion includes but is not limited to – strategies that promote the prevention of injury and illness.

1.4 Factors in gathered information that may influence the proposed programme either positively or negatively are identified.

1.5 Gaps in information are identified and remedied.

Outcome 2

Analyse information.

Performance criteria

2.1 Issues or situations that may give rise to potential injury and/or health problems are identified.

2.2 Competency to develop potential health promotion and injury prevention strategies is indicated.

Outcome 3

Develop programme strategies to reduce the incidence and severity of work-related injury and illness.

Performance criteria

3.1 Identification and assessment of possible solutions facilitates the development of practical strategies that demonstrate clear and relevant linkages with the analysed information.

3.2 All strategies considered are complementary.

Range educational, engineering design, and policy-related.

3.3 The strategy developed for marketing the proposed programme gains the commitment of organisation managers, staff, and other key stakeholders.

Outcome 4

Evaluate actions and programme.

Range objectives and methods of evaluation should enable progress on programme development, implementation, and outcomes to be monitored and recorded.

Performance criteria

4.1 Evaluation objectives are set.

Range specific, measurable, achievable, realistic, time-limited.

4.2 Distinctions among objectives to do with process, impact, and outcome are established.

Range objectives set the extent of improvement within a stated timeframe;
process objectives establish the process by which the programme will be developed and implemented;
impact objectives include but are not limited to – establishing desired changes in knowledge, attitude, and behaviour amongst the target group;
outcome objectives include but are not limited to – establishing desired changes in the incidence, severity, and/or cost of injury or illness.

4.3 A variety of evaluative methods facilitates the monitoring of achievement against programme objectives.

Range evaluative methods include but are not limited to – conducting pre-test research, establishing baseline and other surveys, undertaking sampling;
developing questionnaires, establishing focus groups, assuring quality;
analysing and interpreting statistics, including identifying trends.

4.4 The presentation format of objectives and their planned and actual evaluation is sufficiently transparent to facilitate its use by colleagues and other researchers.

Outcome 5

Identify and locate resources adequate for the programme.

Range resources include but are not limited to – print and/or electronic resources for conveying main messages to the target group, necessary human resources for implementing and evaluating the programmes, necessary equipment, costings relating to all the above.

Performance criteria

- 5.1 Resources proposed best facilitate the uptake of injury and/or illness prevention techniques amongst the target group, within financial parameters.
- 5.2 Proposals on short and medium term costings, are based on careful analysis and prioritising of preventive strategies and their probable outcomes, and in consultation with organisation managers.
- 5.3 The planned use of resources and their costings, are sufficiently transparent to facilitate their use by colleagues.

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	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.