

# H & S personal

## 497 version 7

### Demonstrate knowledge of workplace health and safety requirements

Level: 1 Credits: 3

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Entry information: Open.

#### Special notes

- 1 This unit standard is intended for use by employees as well as students and those on pre-employment training, and may be assessed in either a provider or workplace environment.
- 2 Legislation relevant to this unit standard includes – Health and Safety in Employment (HSE) Act 1992.

#### Judgment statement

Verifier: The trainee has shown ability to meet the standard stated within this unit in accordance with company specifications, procedures and where appropriate manufacturer's instructions.

Assessor: Based on the evidence of the verifier and demonstrated skills and knowledge the candidate has met the criteria as specified within this unit including all range statements.

Focus: Throughout this area of assessment the candidate will need to consistently apply knowledge learned relating to: sound businesses practices, organisational business rules and legislative requirements relating to acts, codes and legislation listed above.

**Element 1**

Identify and describe legislative rights and responsibilities for workplace health and safety.

<b>Performance Criteria</b>		<b>Candidate</b>	<b>Verifier/Assessor</b>
1.1	Responsibilities of employers under the HSE Act are identified and described.		
Range	responsibilities include but are not limited to – taking all practicable steps to ensure the safety of employees, providing personal protective clothing and equipment, managing hazards, providing supervision and training.		
1.2	Responsibilities and rights of employees under the HSE Act are identified and described.		
Range	responsibilities and rights include but are not limited to – protecting the health and safety of self and others, using protective clothing and equipment, the right to refuse unsafe work, to be adequately supervised and/or trained.		

<b>Element 2</b>		
Describe the systems approach to workplace health and safety.		
<b>Performance Criteria</b>	<b>Candidate</b>	<b>Assessor</b>
2.1 The principal systems are described in terms of their requirements.		
Range principal systems include but are not limited to – emergency procedures, training, employee participation, incident and hazard reporting, hazard management.		
2.2 The hierarchy of hazard management controls is described in terms of eliminating, isolating, and minimising hazards.		
Range evidence is required of two examples each of eliminating, isolating, and minimising hazards.		

<b>Element 3</b>		
Explain how hazards are defined in the HSE Act.		
<b>Performance Criteria</b>	<b>Candidate</b>	<b>Assessor</b>
3.1 Hazards are defined in terms of the requirements in the HSE Act.		
Range evidence is required of examples of four different types of hazards.		

**Apply safe work practices in the workplace**

**Level: 2 Credits: 4**

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Entry information: Open.

Special notes

**Definitions**

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.

Legislative requirements include but are not limited to compliance with the – Health and Safety in Employment (HSE) Act 1992 , Health and Safety in Employment (HSE) Regulations 1995, their subsequent amendments and any applicable Approved Codes of Practice created under the primary Act or related guidelines

**Judgment statement**

**Verifier:** The trainee has shown ability to meet the standard stated within this unit in accordance with company specifications, procedures and where appropriate manufacturer's instructions.

**Assessor:** Based on the evidence of the verifier and demonstrated skills and knowledge the candidate has met the criteria as specified within this unit including all range statements.

**Focus:** Throughout this area of assessment the candidate will need to consistently apply knowledge learned relating to: sound businesses practices, organisational business rules and legislative requirements relating to acts, codes and legislation listed above.

**Element 1**

Identify the principles of workplace safety in a given workplace.

<b>Performance Criteria</b>		<b>Candidate</b>	<b>Verifier/Assessor</b>
1.1	Safe work practices are identified in relation to organisational requirements.	Material Data Sheets (MSDS)	
Range	examples may include but are not limited to – personal protective equipment, standard operating procedures, signage, safety guarding, work permits. Evidence is required for a minimum of three examples.		
1.2	Workplace hazard identification systems are identified.		
Range	examples of systems include but are not limited to – hazard registers, hazard reports, inspections, area analysis, task analysis and process analysis. Evidence is required for a minimum of three of these.		
1.3	The importance of clear and effective communication is explained in terms of good workplace health and safety practice.		
1.4	Communication methods and procedures are described according to organisational requirements.		
Range	includes but is not limited to – radio, electronic, signage, oral, written, sirens, signals. Evidence is required for a minimum of three procedures.		

## Element 2

Demonstrate safe work practices in a specific workplace.

Performance Criteria	Candidate	Assessor
2.1 Routine work activities are carried out in accordance with organisational requirements.	Lab & Field?	
Range includes but is not limited to – correct use of personal protective equipment, following safety rules, demonstrating an awareness of workplace hazards and controls, use of good ergonomic practice, incident reporting, compliance with signage and entry requirements. Evidence of a minimum of two examples is required.		
2.2 Communication methods and procedures are applied according to workplace activities and organisational requirements.		
2.3 Workplace hazard identification methods are applied according to organisational requirements.		
2.4 Unsafe work practices are identified and corrective actions applied in accordance with organisational requirements.		
2.5 Documentation relating to safe work practices, in accordance with organisational requirements, is identified and followed.		

## **19522 version 2**

### **Undertake job safety analysis**

**Level: 2 Credits: 4**

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Entry information: Open.

Special notes

#### Definitions

*Organisational requirements* refer to instructions to staff on policy and procedures, which are documented in memo and/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.

*Legislative requirements* include but are not limited to – Health and Safety in Employment (HSE) Act 1992, Health and Safety in Employment (HSE) Regulations 1995, and subsequent amendments.

*Approved codes of practice and guidelines* refer to recommended means of compliance with the HSE Act.

*A specified job* will be agreed by the candidate, their supervisor and the assessor.

#### Judgment statement

**Verifier:** The trainee has shown ability to meet the standard stated within this unit in accordance with company specifications, procedures and where appropriate manufacturer's instructions.

**Assessor:** Based on the evidence of the verifier and demonstrated skills and knowledge the candidate has met the criteria as specified within this unit including all range statements.

**Focus:** Throughout this area of assessment the candidate will need to consistently apply knowledge learned relating to: sound businesses practices, organisational business rules and legislative requirements relating to acts, codes and legislation listed above.

**Element 1**

Prepare a work method statement for a specified job.

Range methods to identify the information required include but are not limited to – direct observation, group discussion, flowcharts, questionnaire.

<b>Performance Criteria</b>	<b>Candidate</b>	<b>Verifier/Assessor</b>
1.1 The work method statement identifies the job, the work activity, environmental context, key processes involved, and the equipment used, and is documented in accordance with organisation requirements.		

**Element 2**

Undertake a job safety analysis for a specified job.

<b>Performance Criteria</b>	<b>Candidate</b>	<b>Assessor</b>
2.1 The activity or task is defined in terms of the work to be performed.		
2.2 The job steps are identified in terms of the work to be performed.		
2.3 The potential hazards are identified for each job step.		
Range hazards may include but are not limited to – potential of harm to people or damage to property, process or environment.		
2.4 The potential hazards are ranked in terms of level of risk, and who and/or what could be affected by the hazard.		
2.5 Control measures for hazards are identified in accordance with the legal hierarchy of controls.		
Range eliminate, isolate, minimise.		
2.6 The person(s) responsible for implementing, monitoring, and reviewing the control measures are identified according to organisational requirements.		

**Element 3**

Develop safe operating procedures for a specified job.

Range procedures are documented according to organisational requirements.

<b>Performance Criteria</b>	<b>Candidate</b>	<b>Assessor</b>
3.1 The job steps are listed according to the job safety analysis.		
3.2 Operating procedures incorporate clear instructions and all controls necessary to manage the hazards associated with the job steps.		
Range controls may include but are not limited to – personal protective equipment, tools and equipment to be used, supervision and assistance required, work permits, contingency plans, safety observers, communications devices.		
3.3 Operating procedures are tested and reviewed to ensure instructions capture all necessary steps for safe completion of work.		
Range testing and review process includes but is not limited to – testing by operating staff and supervisor; operating procedures are revised where necessary.		

**Implement workplace health and safety management requirements**

**Level: 4 Credits: 25**

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Entry information: Open.

Special notes

- 1 This unit standard will be useful for people responsible for basic supervision of occupational health and safety as business owners, small business operators, or as new managers.
- 2 *Legislative requirements* include but are not limited to – codes of practice relevant to the organisation; Health and Safety in Employment (HSE) Act 1992, sections 7-10 and associated regulations; Human Rights Act 1993; and Privacy Act 1993.

Judgment statement

- Verifier: The trainee has shown ability to meet the standard stated within this unit in accordance with company specifications, procedures and where appropriate manufacturer's instructions.
- Assessor: Based on the evidence of the verifier and demonstrated skills and knowledge the candidate has met the criteria as specified within this unit including all range statements.
- Focus: Throughout this area of assessment the candidate will need to consistently apply knowledge learned relating to: sound businesses practices, organisational business rules and legislative requirements relating to acts, codes and legislation listed above.

**Element 1**

Apply occupational health and safety responsibilities as a supervisor or manager.

Performance Criteria	Candidate	Verifier/Assessor
1.1 Training that enables the conducting of workplace health and safety inspections is undertaken.		
1.2 The prime responsibility to take all practicable steps to ensure the prevention of harm to employees is understood, and is communicated to others.		
1.3 When management decisions are made, integration of health and safety considerations ensures the absence of significant hazard to employees.		
Range includes but is not limited to – purchasing and installing new equipment or machinery, designing and laying out the workplace, using hazardous substances.		
1.4 Procedures for recording accidents that harm, or could harm, an employee, contractor, sub-contractor, or other person at the workplace are understood and implemented.		
Range in addition to keeping an accident and incident register, every occurrence of serious harm must be notified to the Occupational Safety and Health Service of the Department of Labour as soon as possible, and the circumstances reported in writing within seven days of the occurrence.		
1.5 To enable monitoring of the employee's health and safety to take place, all practicable steps are taken to obtain the employee's informed consent, and the results of such monitoring are made available to the employee.		
Range taking into account the requirements of the Privacy Act, and the Human Rights Act.		

**Element 2**

Enable employees to meet their occupational health and safety statutory obligations.

<b>Performance Criteria</b>	<b>Candidate</b>	<b>Assessor</b>		
2.1 Consultative and participation processes appropriate to the particular workplace enable employees an opportunity to be fully involved in the development of health and safety procedures.				
Range processes include but are not limited to – health and safety committees, departmental meetings, full staff meetings, team briefings, quality circles, individual consultations; procedures dealt with include but are not limited to – hazard management, dealing with emergencies, identifying imminent dangers.				
2.2 The circumstances are cited under which convictions may occur, and penalties may be imposed, if an employer fails to involve employees in the development of relevant procedures relating to hazard management.				
2.3 Employees' responsibilities to use safety equipment and to follow agreed procedures are communicated in ways that ensure compliance.				
Range communication of employees' responsibilities to ensure their own safety needs to take into consideration cultural and language barriers to understanding.				
2.4 References to safety procedures and disciplinary actions for breach of company policy on health and safety are included in the employee's contract of employment.				

**Element 3**

Identify and control hazards in the workplace.

<b>Performance Criteria</b>	<b>Candidate</b>	<b>Assessor</b>
3.1 Job task analysis facilitates assessment of all work processes to identify existing and new hazards to employees.		
3.2 Materials Safety Data Sheets (MSDS) are reviewed for any and all hazardous materials identified in the assessment of each work process.		
3.3 Investigation of incidents and accidents facilitates assessment of what happened, as well as why and how it happened.		
3.4 Requirements under the hierarchy of controls prescribed in the HSE Act, to take all practicable steps to control hazards, are met.		
Range elimination is the first option, then isolation, then minimisation, having regard to – the nature and severity of the harm that may be suffered if the result is not achieved, the current state of knowledge about the likelihood that harm of that nature and severity will be suffered if the result is not achieved, the current state of knowledge about harm of that nature, the current state of knowledge about the means available to achieve the result, the likely efficacy of each of those means, the availability and cost of each of those means. <i>Continued.....</i>		

<b>Performance Criteria</b>		<b>Candidate</b>	<b>Assessor</b>
3.5	Workplace health and safety control systems are developed, and implementation is organised, according to prioritised risk assessment.		
Range	includes but is not limited to – development of administrative controls, emergency preparedness, employee rehabilitation, human controls, personal protective equipment (PPE), medical surveillance, education and training.		
3.6	The control plan for identified significant hazards is developed and implemented to comply with the HSE Act.		
Range	elimination of hazards; if elimination is not possible, the second option is isolation, which involves putting a barrier between the operator and the source of the hazard; barriers may include but are not limited to – physical, timeframes, or insulation; if isolation is not possible, minimising the effect of the hazard includes but is not limited to – training about the nature of the hazard and how to reduce risk, provision of protective equipment, monitoring exposure to the hazard.		

**Element 4**

Arrange health and safety training.

<b>Performance Criteria</b>	<b>Candidate</b>	<b>Assessor</b>
4.1 Training needs are identified through accessing an analysis of the nature of hazards likely to be encountered in the workplace.		
4.2 Areas of responsibility for health and safety training are identified and communicated.		
4.3 Particular training needs that are identified and documented in the training plan ensure that information needed about procedures for performing work tasks safely is presented in a form and manner that is reasonably likely to be understood.		
Range training may include but is not limited to – what to do if an emergency arises for the employee, the work group, or the workplace as a whole; information about all identified hazards to which employees may be exposed or which may be created at work, and the steps to be taken to minimise harm to others; knowledge and experience of any appliances, equipment, vehicles, and substances involved in the job that could cause harm to the employee or others; that knowledge about the use of personal protective equipment (PPE).		

**Element 5**

Evaluate performance of health and safety activity.

<b>Performance Criteria</b>	<b>Candidate</b>	<b>Assessor</b>
5.1 Arrangements made for evaluation of work practices maximise compliance.		
Range activities to be evaluated are identified, appropriate people are selected to conduct evaluation, appropriate consents are obtained, appropriate place is selected for evaluation, appropriate times are selected for evaluation and time off arranged, equipment is located at test site in time for evaluation.		
5.2 The evaluation techniques selected are appropriate to the task.		
Range evaluation techniques selected may include but are not limited to – frequency of lost time accidents, severity of accidents, frequency of incidents, appropriate personnel.		
5.3 Health and safety data are gathered and collated.		
Range include but is not limited to – illness, accident, and injury rates; damage to property, plant, or materials.		
5.4 Results indicate compliance within limits, or failure to comply.		
5.5 Reports are prepared and distributed to organisation requirements.		
Range reports include but are not limited to – an outline of the objectives and methodology used, a copy of the organisation plan for evaluating health and safety, the expected results and the actual results, conclusions drawn about the results, recommendations for future action.		