

Title	Apply safe work practices in the workplace		
Level	2	Credits	4

Purpose	People credited with this unit standard are able to identify the principles of workplace safety in a given workplace and demonstrate safe work practices in a specific workplace.
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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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Explanatory 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 Act 1992; Health and Safety in Employment Regulations 1995, their subsequent amendments and any applicable Approved Codes of Practice created under the primary Act or related guidelines.

Outcomes and evidence requirements

Outcome 1

Identify the principles of workplace safety in a given workplace.

Evidence requirements

1.1 Safe work practices are identified in relation to organisational requirements.

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.

Outcome 2

Demonstrate safe work practices in a specific workplace.

Evidence requirements

2.1 Routine work activities are carried out in accordance with organisational requirements.

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.

Planned review date	31 December 2015
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	14 December 2000	N/A
Revision	2	16 May 2005	N/A
Review	3	25 May 2007	N/A
Rollover and Revision	4	22 May 2014	N/A

Consent and Moderation Requirements (CMR) reference	0003
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards, or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

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.