

Title	Undertake job safety analysis		
Level	2	Credits	4

Purpose	People credited with this unit standard are, for a specified job, able to: prepare a work method statement; undertake a job safety analysis; and develop safe operating procedures.
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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 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 Act 1992 (HSE Act); Health and Safety in Employment 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.

Outcomes and evidence requirements

Outcome 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.

Evidence requirements

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.

Outcome 2

Undertake a job safety analysis for a specified job.

Evidence requirements

- 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.

Outcome 3

Develop safe operating procedures for a specified job.

Range procedures are documented according to organisational requirements.

Evidence requirements

- 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.

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	20 September 2002	N/A
Review	2	25 May 2007	N/A
Rollover and Revision	3	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.