

## Apply hazard identification and risk assessment procedures in the workplace

**Level** 3

**Credits** 4

**Purpose** People credited with this unit standard are able to: describe hazards that may harm workers, the work environment, and organisations; explain health and safety requirements for hazard control; describe hazard control methods; and identify hazards and apply risk assessment procedures.

**Subfield** Occupational Health and Safety

**Domain** Occupational Health and Safety Practice

**Status** Registered

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**Entry information** Open.

**Accreditation** Evaluation of documentation by NZQA and industry.

**Standard setting body (SSB)** New Zealand Industry Training Organisation – Industrial Health and Safety Advisory Group

**Accreditation and Moderation Action Plan (AMAP) reference** 0171

This AMAP can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

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### Special notes

1 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.

*Hazard* refers to the meaning used in section 2 of the Health and Safety in Employment (HSE) Act 1992.

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- 2 *Legislative requirements* include but are not limited to – Health and Safety in Employment Act 1992 and Health and Safety in Employment Regulations 1995, Smoke-free Environments Act 1990, Resource Management Act 1991, Hazardous Substances and New Organisms Act 1996, Building Act 2004, Electricity Regulations 1997, Health and Safety in Employment (Asbestos) Regulations 1998, Factories and Commercial Premises (First Aid) Regulations 1985, AS/NZ 4360:2004 *Risk management*, and AS/NZ 3931:1998 *Analysis of technological systems – Application guide*.

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## Elements and performance criteria

### Element 1

Describe hazards that may harm workers, the work environment, and organisations.

#### Performance criteria

- 1.1 Sources of harm to people are described in terms of physical and mental effects.
- Range effects include but are not limited to – injury, acute and chronic health effects, quality of life; sources include but are not limited to – machinery, handling, processes, workplace conditions.
- 1.2 Sources of harm to, and impact on the environment are described.
- Range sources include but are not limited to – physical damage, pollution (air, land, water, noise), overuse of resources.
- 1.3 Sources of harm to organisations are described.
- Range sources include but are not limited to – asset loss, lost production, loss of resources, non-compliance with legal responsibilities, market share, insurance.

### Element 2

Explain health and safety requirements for hazard control.

#### Performance criteria

- 2.1 The requirements of the HSE Act are explained in terms of the objectives and compliance duties related to hazard control.
- 2.2 The onus of ‘all practicable steps’ is discussed in terms of the HSE Act.

### Element 3

Describe hazard control methods.

#### Performance criteria

3.1 Hazard control methods are described.

Range methods include but are not limited to – elimination, isolation, minimisation.

3.2 Methods for monitoring the effectiveness of hazard control are described in accordance with organisational requirements.

Range methods include but are not limited to – inspection, passport to work, incidents, reports, ongoing review of safety and health performance.

### Element 4

Identify hazards and apply risk assessment procedures.

#### Performance criteria

4.1 Hazards are identified in accordance with organisational requirements.

Range hazard identification procedures may include but are not limited to – task analysis, behaviour analysis, environment analysis, 'what if' analysis, fault tree analysis, accident and incident investigations, documentation and reporting. Evidence is required for a minimum of three procedures.

4.2 Risk assessment procedures are applied in accordance with organisational requirements.

Range procedures include but are not limited to – an assessment of probability, level of risk, consequences; judgement against evidence of systematic application of experience.

4.3 Documentation associated with hazard identification and risk assessment is completed in accordance with organisational requirements.

Range documentation includes but is not limited to – hazard identification forms, risk assessment reports.

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#### Please note

Providers must be accredited by NZQA, or an inter-institutional body with delegated authority for quality assurance, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be accredited by NZQA before they can register credits from assessment against unit standards.

Accredited providers and Industry Training Organisations assessing against unit standards must engage with the moderation system that applies to those standards.

Accreditation requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP 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.

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### **Comments on this unit standard**

Please contact the New Zealand Industry Training Organisation [office@nzito.co.nz](mailto:office@nzito.co.nz) if you wish to suggest changes to the content of this unit standard.