

Learning Assessment Guide

Unit Standard 15189 – Version 2

Implement a health and safety plan for a workplace

Level 4 – 4 Credits

Assessment Summary			
Learner to complete			
Learner's name:			
Employer:			
NSN no. (ROL):		DOB:	
Signed:		Date:	
Assessor to complete			
<input type="checkbox"/> Meets requirements <input type="checkbox"/> More training required <input type="checkbox"/> More evidence required			
Assessor's name:		Assessor's No.	
Signed:		Date:	

Before you begin...

- As well as this Learning Assessment Guide, you may also want to refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).
- Read the Trainee Information Kit. The kit contains important information and guidelines for Learners and can be found on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.
- Check the learning resources available for this unit standard on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.

The tasks in this assessment are designed to show your assessor that you can:

- Identify workplace responsibilities arising out of health and safety legislation.
- Apply a health and safety plan for a specified workplace.
- Report an accident and an occurrence of serious harm in a specified workplace.
- Prepare to manage emergencies in a specified workplace.

This assessment guide is made up of:

- Tasks for you to complete.
- Manager's Verification Form.
- Assessment Guide that the assessor will use to assess your competence.

Special notes relating to this unit standard:

- 1 This unit standard is for people who need to understand health and safety regulations and apply a prepared health and safety plan to a particular workplace. People who are specialist health and safety representatives are referred to standards in domain Occupational Health and Safety.
- 2 Legislation relevant to this unit standard includes but is not limited to the:
Health and Safety in Employment Act 1992
Health and Safety Employment Regulations 1995
In some workplaces, the Hazardous Substances and New Organisms Act 1996 will apply.
- 3 Glossary
Workplace refers to a permanent or semi-permanent site where work is undertaken. It may also refer to a specific project undertaken in a workplace where the health and safety hazards may relate to the project rather than to the workplace;
Organisational requirements are those that are formally documented, and are available for reference in the workplace.

- 4 This unit standard will be assessed on the basis of evidence of demonstrated performance in the workplace, or in simulated situations that demand performance equivalent to that required in work.
- 5 This unit standard may lead on to others in domain Occupational Health and Safety Practice such as Unit 5619, *Assist in evaluating occupational health and safety standards and practice*, and Unit 20198, *Identify the roles and responsibilities of the health and safety representative in the workplace*.

Assessment Task One – Element 1

Introduction

Assessment task one is designed to assess your ability to identify workplace responsibilities arising out of health and safety legislation.

Instructions

- Answer the questions provided. You may choose to answer orally or in writing. If you answer orally your assessor will note your answers on the question sheet.
- Your assessor may ask you further questions to clarify points or to gain sufficient evidence.
- You will need to review the following to complete this task:
 - Health and Safety in Employment Act 1992
 - Health and Safety Employment Regulations 1995
 - Any subsequent amendments to the above.
 - Any other legislation related to your workplace.

The completed assessment for task one will include:

- Answers to questions.
- Assessor's notes.

Task One Questions

Name of learner: _____

Task date and time: _____

1. List and briefly describe the clauses in current health and safety legislation you consider most important to your workplace

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2. List and briefly describe the most significant clauses in current health and safety legislation that cover the employee's responsibilities in respect of the employer.

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3. List and briefly describe the most significant clauses in current health and safety legislation that cover the employer's responsibilities in respect of the employee.

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4. Give at least three roles of people/organisations responsible for policing the Health and Safety in Employment Act? What are their responsibilities?

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Assessment Task Two – Element 2

Introduction

Assessment task two is designed to assess your ability to apply a health and safety plan for a specified workplace.

You do not have to prepare the health and safety plan, but you must confirm that the plan meets legislative requirements, and can apply it in a specified workplace.

Instructions

- Obtain a copy of your organisation's health and safety plan. Ensure your assessor has a copy.
- Complete the attached Health and Safety Plan worksheet.
- Ask your Manager or Team Leader to complete the following Verification Form to confirm that you have applied the plan to the standards and requirements of the organisation.

The completed assessment for task two will include:

- Health and Safety Plan and Worksheet.
- Completed Manager's Verification Form.

Health and Safety Plan Worksheet

(For use by learner)

Name of learner:	
Date(s) Worksheet completed:	

Using your organisation's Health and Safety Plan, complete the following tasks. You may only have the authority to use your section of the organisation's plans.

1. Check the health and safety plan for your workplace to ensure it meets the requirements of the legislation. Give a brief explanation below to explain why you feel the requirements are met.
2. Determine who has Health and Safety responsibilities in your workplace, and allocate them the role. List their positions below, and their Health and Safety role.
3. Outline the procedures that your organisation has established for monitoring the health and safety plan.

Manager's Verification Form: Health and Safety Plan

_____ (name of learner) is currently being assessed toward Unit Standard 15189 'Implement a Health and Safety Plan for a workplace'.

The learner has applied your organisation's health and safety plan to their workplace and completed the attached worksheet.

Your signature on this form is confirmation that the learner has completed all areas of the worksheet in accordance with your organisation's policies and procedures, and that the work is their own.

The assessor may contact you to discuss the learner's performance.

Comments (if applicable):

Name:

Position:

Phone:

Signature:

Date:

Thank you for your assistance.

Assessment Task Three – Element 3

Introduction

Assessment task three is designed to assess your ability to report an accident and an occurrence of serious harm in a specified workplace.

Instructions

- You will need to demonstrate reporting one accident and one occurrence of serious harm.

If you have reported an accident or occurrence of serious harm in the workplace within the last two years, please provide a copy of the following to discuss with the assessor:

1. Completed accident register (or accident report form if used in your workplace) for an accident.
 2. Completed accident register (or accident report form if used in your workplace) for an occurrence of serious harm.
- If you have **not** reported an accident or occurrence of serious harm in the workplace within the last two years:
 1. Describe to your assessor how these should be reported.
 2. Complete a hypothetical accident register (or accident report form if used in your workplace) entry for an accident and occurrence of serious harm.

The completed assessment for task three will include:

- Copies of accident registers.
- Assessor's notes where required.

Assessment Task Four– Element 4

Introduction

Assessment task four is designed to assess your ability to prepare to manage emergencies in a specified workplace.

Instructions

- Complete the attached Workplace Emergencies worksheet.
- Ask your Manager or Team Leader to complete the following Verification Form to confirm that the work is your own.
- Your assessor may wish to discuss your answers with you.

The completed assessment for task four will include:

- Completed Workplace Emergencies worksheet.
- Copies of relevant documentation.
- Completed Manager's Verification Form.
- Assessor's notes where required.

Workplace Emergencies Worksheet

(For use by learner)

Name of learner:	
Date(s) Worksheet completed:	

You are welcome to include any relevant documentation.

Identify two specific emergency situations that may occur within your workplace. For each, describe the procedures that detail with the situation and meet legislative requirements.

Situation One

Situation Two

Choose one specific emergency situation. You may choose a situation that has happened, or a hypothetical event. Briefly describe the emergency and make recommendations to minimise the likely effects of and/or the likely recurrence of the situation.

Description

Recommendations

Manager's Verification Form: Workplace Emergencies

_____ (name of learner) is currently being assessed toward Unit Standard 15189 'Implement a Health and Safety Plan for a workplace'.

The learner has completed their Workplace Emergencies worksheet. Your signature on this form is confirmation that the learner has not received assistance in completing this worksheet.

The assessor may contact you to discuss the learner's performance.

Comments (if applicable):

Name:

Position:

Phone:

Signature:

Date:

Thank you for your assistance.

Assessment Guide

The following guide will be used to assess your competence for unit standard 15189.

Task / Element	Evidence required	Judgement
<p><i>Task 1 / Element 1</i></p> <p>Learner must answer questions concerning workplace responsibilities arising out of health and safety legislation.</p>	<p>Answers to questions.</p> <p>Assessor's notes if required.</p>	<p>Learner must identify clauses in current legislation that:</p> <ul style="list-style-type: none"> • Address health and safety issues. • Outline employee's responsibilities in respect of the employer. • Outline employer's responsibilities in respect of the employee. <p>The learner must also identify at least three roles and responsibilities according to the Health and Safety in Employment Act 1992 in terms of how they are applied in the workplace.</p> <p>Learner identifies actions required by employers and employees when a safety official issues a notice.</p>
<p><i>Task 2 / Element 2</i></p> <p>Learner must apply a health and safety plan for a specified workplace.</p>	<p>Health and safety plan.</p> <p>Health and safety plan worksheet.</p> <p>Manager's Verification Form.</p>	<p>Learner does not have to create a health and safety plan, they must confirm that the plan they are using meets legislative requirements and they must apply it.</p> <p>Learner determines health and safety responsibilities and allocates them in keeping with legislative requirements.</p> <p>The health and safety plan is checked to ensure it meets legislative requirements.</p> <p>The learner outlines monitoring procedures for the application of the plan.</p>

Task / Element	Evidence required	Judgement
<p>Task 3 / Element 3</p> <p>Learner must show the procedures for reporting an accident and an occurrence of serious harm in the workplace.</p>	<p>Copies of accident registers.</p> <p>Assessor's notes where required.</p>	<p>Learner must complete documentation for an accident and an occurrence of serious harm in the workplace, in accordance with the requirements of the organisation.</p> <p>If no such event has happened, learner must demonstrate to the assessor that they are aware of how to complete the documentation by using hypothetical occurrences.</p>
<p>Task 4 / Element 4</p> <p>Learner must show that they know how to prepare to manage emergencies in a specified workplace.</p>	<p>Completed Workplace Emergencies worksheet.</p> <p>Copies of relevant documentation.</p> <p>Completed Manager's Verification Form.</p> <p>Assessor's notes where required.</p>	<p>Learner must identify two possible emergencies. Examples may include injury, fire, earthquake.</p> <p>Learner must then describe the emergency procedures that deal with the situations identified and meet legislative requirements.</p> <p>Learner must use either a real or hypothetical emergency situation and make recommendations that minimise the likely effects and/or the likely recurrence of the situation.</p>