

Title	Inspect and report on safety and operations at an extractive site		
Level	5	Credits	10

Purpose	People credited with this unit standard are able to: review company documentation relating to legislative requirements for an extractive site's operational safety inspect an extractive site's safety and operations; demonstrate knowledge of reporting on the compliance status of an extractive site; and demonstrate knowledge of auditing and reviewing the health and safety management system at an extractive site.
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Classification	Extractive Industries > Extractive Industries Management
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Available grade	Achieved
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Guidance Information

- Performance of the outcomes of this unit standard must comply with the following:
Health and Safety at Work Act 2015 (HSW);
Health and Safety at Work (General Risk and Workplace Management) Regulations 2016;
Health and Safety at Work (Mining Operations and Quarrying Operations) Regulations 2016;
Health and Safety at Work (Worker Engagement, Participation, and Representation) Regulations 2016;
Health and Safety at Work (Hazardous Substances) Regulations 2017 and related Safe Work Instruments (SWIs) published by WorkSafe NZ;
approved codes of practice issued pursuant to the HSW Act;
Hazardous Substances and New Organisms (HSNO) Act 1996.
- Any new, amended, or replacement Acts, regulations, standards, codes of practice, guidelines, or authority requirements or conditions affecting this unit standard will take precedence for assessment purposes, pending review of this unit standard.
- Definitions
Company procedures mean the documented methods for performing work activities and include health and safety, operational, environmental, and quality management requirements. They may refer to legislation, regulations, guidelines, standard operating procedures, manuals, codes of practice, or policy statements.
Industry best practice may be documented in management plans, control plans, company procedures, managers' rules, occupational health and safety policy, industry guidelines, codes of practice, manufacturers' instructions, and safe working and/or job procedures (or equivalent).
- This unit standard is intended for, but is not limited to, workplace assessment.

Outcomes and performance criteria

Outcome 1

Review company documentation relating to legislative requirements for an extractive site's operational safety.

Performance criteria

- 1.1 Applicable legislation is identified and its application to a site inspection process is described.

Range includes but is not limited to – HSW Act 2015, HSW (General Risk and Workplace Management) Regulations 2016; HSW (Mining Operations and Quarrying Operations) Regulations 2016; HSW (Worker Engagement, Participation, and Representation) Regulations 2016; HSW (Hazardous Substances) Regulations 2017, HSNO Act 1996, SWIs, approved codes of practice, guidelines.

- 1.2 The company documentation is reviewed in terms of legislative requirements and industry best practice.

Range may include but is not limited to – inspections, site plan, risk assessment, principal hazard management plan (PHMP), principal control plan (PCP), health and safety management plan, standard operating procedures (SOP), trigger action response plans (TARP), resource consents, equipment and instrument certification, training records, internal and external reports.

- 1.3 Areas of non-compliance in company procedures are identified in terms of legislative requirements and industry best practice.

Range may include but is not limited to – routine working place inspections, accident and incident records, plant and equipment safety checks, diesel machinery checks, electrical plant, equipment and reticulation checks, ventilation records and ventilation control devices (VCD) inspections.

- 1.4 Corrective actions for any identified non-compliance are described.

- 1.5 Actions to be taken if the recommended corrective actions cannot be implemented are explained.

Outcome 2

Inspect an extractive site's safety and operations.

Performance criteria

- 2.1 Site is inspected in terms of safe operation, compliance and non-compliance with company procedures and plans.
- 2.2 Operational areas are inspected to determine if there are safe work processes and that workers have received adequate training.
- 2.3 Selected equipment or machinery is inspected in accordance with a planned inspection or maintenance checklist.
- 2.4 Company procedures and inspections are reviewed for compliance in terms of the selected inspection or maintenance checklist.

Outcome 3

Demonstrate knowledge of reporting on the compliance status of an extractive site.

Performance criteria

- 3.1 Procedures for reporting non-compliance with company procedures and inspections are described.
- 3.2 A corrective action plan to address identified non-compliance is described, and an agreed reporting system for the action plan is developed and described.
- 3.3 Distribution and filing of non-compliance reports and action plans are described in accordance with company procedures.

Outcome 4

Demonstrate knowledge of auditing and reviewing the health and safety management system at an extractive site.

Performance criteria

- 4.1 Internal audit procedures are described in accordance with company procedures.
- 4.2 Review requirements are described in terms of legislative compliance.

Range includes but is not limited to – external audit, Health and Safety at Work (Mining Operations and Quarrying Operations) Regulations 2016.

Planned review date	31 December 2022
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	29 August 1996	31 December 2017
Revision	2	17 December 1996	31 December 2017
Revision	3	18 December 1998	31 December 2017
Revision	4	17 April 2002	31 December 2017
Review	5	27 January 2005	31 December 2017
Rollover and Revision	6	16 July 2010	31 December 2017
Review	7	18 June 2015	31 December 2019
Review			N/A

Consent and Moderation Requirements (CMR) reference

0114

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

Comments on this unit standard

Please contact MITO New Zealand Incorporated info@mito.org.nz if you wish to suggest changes to the content of this unit standard.