

Health and Safety: Manager's Role

Professional Skills

Show us you know how to meet the due diligence requirements of managers defined in the Health and Safety at Work Act 2015.

Level **5**

Credits **8**

\$199 NZD (GST incl.)

Assessment

You are required to submit evidence of the following:

Differentiate between the roles and responsibilities in accordance with health and safety legislation.

Describe the process for investigation of an accident in own work area in accordance with health and safety legislation and the organisation's requirements.
Manage and support workers to engage with health and safety processes in accordance with health and safety legislation and the organisation's requirements.

Evaluate the effectiveness of health and safety management in own work area in accordance with health and safety legislation and the organisation's requirements.

All work for this EduBit must be your own.

Instructions

Health and Safety at Work Act 2015 is changing the way safety is governed in ALL workplaces, whether it is a factory, office, school, university, workshop, laboratory or retail in New Zealand.

The Health and Safety at Work Act 2015 (or legislation) is significantly different to the previous Health and Safety in Employment Act, 1992. It is based on the Australian health and safety model, which has been shown to have had a 16% reduction in workplace fatalities since its implementation in 2012. The New Zealand health and safety legislation includes key changes in terminology and focus, particularly with regard to all personnel (employers and employees) and roles and responsibilities in ALL workplaces.

Note 1. All task requirements must be carried out in accordance with Health and Safety at Work Act, 2015.

Note 2. The Accident Report form requirements must include:

Particulars of the Accident: date of accident; time and location of the accident.

Injured Person: type of injury; part of the body injured; first aid administered at the accident site; doctor or hospital treatment required.

Damaged Property: property or material damaged; nature of the damage; object/substance causing the damage.

The Accident: describe what happened (what caused the accident); type of injury (very serious / serious / minor); medical treatment administered as a result of the accident; likelihood of the accident occurring again.

Prevention: What action/s have been taken to prevent another accident like this happening? What further action/s will be taken to prevent another accident like this happening? What needs to be put in place to eliminate or minimise the occurrence of such an accident? This may include training, physical changes, environmental changes, behavioural expectations. What resource/s are required to prevent this accident from reoccurring? What training is required to ensure this accident does not re-occur?

Additional documents that must be provided to support the Accident Investigation Report are:

A copy of the accident report notification for an accident that has occurred in your work area and you have had to investigate.

A copy of the record of the accident in your organisation's accident register (all names must be removed to maintain employee's confidentiality).

Update of your work area Hazard Register or equivalent to reflect changes from your investigation of the accident.

Note 3. Tasks 2 and 3 require the completion of the Attestation Form by your workers, including signing, dating and providing feedback (at least two (2) examples) to support their attestations. In total, you will need to upload 4 versions of the Attestation Form completed by four (4) workers.

You will need to download the Attestation Form from the Resources section and upload the completed document to the Attestation Form tab on the website. You will need to download the Attestation Form from the Resources section and upload the completed document to the Attestation Form tab on the website.

Learning Recommendations

Health and Safety at Work Act 2015

www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html

WorkSafe New Zealand

www.worksafe.govt.nz/worksafe/hswa

WorkSafe New Zealand Special Guide

www.worksafe.govt.nz/worksafe/information-guidance/legal-framework/introduction-to-the-hsw-act-2015

Worksafe Introduction

<http://hsu.caa.govt.nz/assets/Uploads/Worksafe-Introduction-to-HSWA.pdf>

Tasks

Proof of Identity

Please include a scanned copy of photo identification (e.g. passport, drivers licence, work ID card).

Attestation Form(s)

An attestation is a declaration by a witness that the tasks and activities specified have been performed in their presence and that the evidence provided is true and correct. The Attestation form(s) relevant to this assessment is located in the Resources section above.

Please complete and scan a copy of the necessary form(s) then upload it here.

General Information

Please provide:

The type workplace industry/sector you are employed in.

The name of your workplace.

The number of employees you manage at your workplace.

Task 1: Differentiate between the roles and responsibilities in accordance with health and safety legislation.

You will need to:

1.1. Describe at least two (2) differences between each of the key workplace roles in accordance with the Health and Safety Act Key Terms for:

PCBU

Officer

Workers.

1.2. Describe one (1) difference between each of the responsibilities of the key workplace roles in Task 1.1, in accordance with the Health and Safety Act 2015 Key Terms.

Task 2: Describe the process for investigation of an accident in own work area in accordance with health and safety legislation and the organisation's requirements.

You will need to:

2.1. Identify the process and your responsibilities for investigating an accident/incident in your work area according to the Health and Safety at Work Act, 2015.

Provide a flowchart or similar of the process, including the responsibilities you have as a manager in your work area to investigate an accident.

2.2. Provide a copy of an accident investigation report you have prepared as a result of the accident in your work area.

This report may be your Worksafe Accident Investigation Report or your workplace electronic Accident Investigation Report form.

Please refer to Note 2 Accident Report form requirements.

2.3. Provide copies of at least two (2) methods you use to communicate with your staff, advising them of changes to the Hazard Register/or equivalent as a result of your investigation into the accident identified in Task 2.2.

2.4. Provide completed copies of the Attestation Forms from two (2) workers you manage, verifying your ability to manage and investigate accidents in your work area in accordance with the organisation's requirements and health and safety legislation.

Please upload your completed forms to the correct Attestation Form tab in this EduBit.

Refer to Note 3. Attestation Form requirements.

Task 3: Manage and support Workers to engage with health and safety processes in accordance with health and safety legislation and the organisation's requirements.

You will need to:

3.1. Identify the methods used to manage workers in your work area to actively engage, participate and be represented in matters pertaining to health and safety in your workplace in accordance with the Health and Safety at Work Act 2015.

Provide one (1) example for each of how workers:

Engage in matters of health and safety.

Participate in matters of health and safety.

Are represented in matters of health and safety.

3.2. Provide completed copies of Attestation Forms from two (2) workers you manage verifying your ability to enable the workers you manage to engage participate and be represented in matters pertaining to health and safety.

Please upload your completed form to the correct Attestation Form tab in this EduBit.

Please refer to Note 3. Attestation Form requirements.

Task 4: Evaluate the effectiveness of health and safety management in own work area in accordance with health and safety legislation and the organisation's requirements.

You will need to:

4.1. Provide copies of the KPI's and targets set by your organisation for health and safety for the:

Current year (whole organisation).
Work area you manage.

4.2. Provide at least two (2) copies of health and safety reports produced by you after evaluation of your work area health and safety, against KPI's and targets identified in Task 4.1.

4.3. Evaluate the effectiveness of at least five (5) health and safety controls in your work area.

For each control you will need to include one (1) response for each of the following:

Why the control was put in place.
What the control is.
The KPI or target set for the control.
What worked well?
What did not work so well?
In light of this evaluation what you will do differently?

4.4. A brief and concise evaluation of the effectiveness of your health and safety management in your work area.

You will need to include two (2) examples for each of the following:

What went well?
What did not go so well?
In light of this evaluation what you will do differently?