

V1



Health and Safety  
Representative  
Transition Training  
Assessment Pack

<b>Part 1: Candidate to Complete</b> (Please <b>PRINT</b> clearly in <b>BLOCK CAPITAL LETTERS</b> )	
<b>Candidate Name:</b>	
<b>Company Name:</b>	
<b>Department/Site:</b>	
<b>Phone Number:</b>	
<b>Email Address:</b>	
<b>Date of Birth:</b>	
<b>Gender:</b>	Male <input type="checkbox"/> Female <input type="checkbox"/>
<b>Ethnicity:</b> (Please specify where appropriate)	NZ European <input type="checkbox"/> Pasifika <input type="checkbox"/> <input type="text"/> Other <input type="checkbox"/> <input type="text"/> Maori <input type="checkbox"/> Asian <input type="checkbox"/> <input type="text"/>

<b>Part 2: Assessor to Complete</b>		
<b>Course:</b>	Successful completion of Health and Safety Representative Transition Training	<b>Yes/No</b>
<b>Declaration:</b>	Has the student completed the declaration of eligibility	<b>Yes/No</b>
<b>Communication:</b>	Does the student wish to be contacted by WorkSafe	<b>Yes/No</b>
As the assessor for the HSRTT course I have ensured that sufficient assessment evidence has been gathered to enable me to make a decision on the student's level of Competency		
<b>Assessor's Name:</b>	<b>Course Evaluation:</b>	<b>Yes No</b>
<b>Signature:</b>	<b>Date:</b>	

## Course Health and Safety Policy Statement

Safety 'n Action is committed to ensuring that all areas of our training are conducted under optimum safety conditions. As such, we need to ensure that all participants abide by our Health and Safety (H&S) Policy.

Prior to you commencing with any area of instruction or training organised by Safety 'n Action, you will be informed of our H&S Policy and expectations. An important part of our H&S Policy implementation is that you, the participant, sign this form once you understand your obligations.

If you are unsure or have concerns, you are asked to discuss these immediately with your trainer.

### Candidate Commitment to Health and Safety

- I understand that it will be necessary to do all that is reasonably practicable to ensure my own safety and that of others during this course
- I understand that no action or inaction on my behalf may cause harm to me or any other person
- If I have any concerns or I am unsure of anything I will ask the Trainer for clarification immediately
- I will notify the Trainer of any potential or actual hazards without delay
- I will assist other participants to abide by the H&S Policy
- I will abide by the H&S Policy and any additional H&S requirements specific to the place/site of my training.

### Medical Fitness to Attend a Course of Training

I acknowledge that it is my responsibility to inform the trainer at the commencement (or during the course) if for any reason I am (or should I become) medically unfit to attend (or complete) this training course, or should I feel (or become) uncomfortable with completing any task.

Safety 'n Action is committed to creating a drug and alcohol free workplace to safely achieve its business objectives. Safety 'n Action reserve the right to remove any person from the course who is known to be, or suspected of being, under the influence of drugs or alcohol.

### Important Notice

Should the trainer (or any other individual) shout **STOP** at any time, all persons are to immediately stop what they are doing and await further instructions. This instruction **will** only be given where the risk of real or potential serious harm has been identified. Inappropriate use of this instruction may result in the responsible person(s) being removed from the course.

In the event that a person is removed from the course, no refund will be due.

**Name:**

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**Signature:**

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**Date:**

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## Assessment Criteria

### Candidate to Complete

Please read the following and complete the section below.

I verify that the assessor completed the following:

#### Before the Assessment

Explained the purpose and process of the assessment

Checked that I understood what was required of me

Asked me if I had any special needs (cultural / disability / literacy) and, if so, took them into account in my assessment

Explained what I could do about it if I disagreed with the assessment or procedure.

#### During the Assessment

Assessed me in accordance with the assessment

Did not hint at the right procedures or answers.

#### After the Assessment

Made a fair decision about my performance

Made the assessment decision clear to me

Told me where my performance did not meet the standard, if judged not yet competent

Recorded my result

Informed me about what happens to the assessment result and the procedure for certification.

I understand I may be contacted for verification on any part of the above.

Signed: \_\_\_\_\_  
(Student)

Date: \_\_\_\_\_

## Declaration of Eligibility Statement

In order to be eligible for Health and Safety Representative (HSR) transition training for the purposes of the new Health and Safety at Work Act, you must have already completed an approved HSR training course to at least stage 1 (or equivalent) under the Health and Safety in Employment Act 1992.

Please complete the declaration below truthfully. If you are subsequently found to have provided a false declaration you will either not be eligible to commence or complete training, or, if discovered at the completion of your transition training, your qualification may be revoked and your employer may be notified.

### Please confirm the following:

- I declare that I have previously attended and successfully completed an approved Health and Safety Representative Course to at least stage 1 (or equivalent).
- I declare that the information I have given in this registration for the HSR transition training course is, to the best of my knowledge, true, complete and correct.
- I confirm that I have read the section relating to information sharing in the Privacy Policy for this application.
- I agree that, for the purposes of this application, WorkSafe New Zealand may release personal information about myself to ACC and/or an approved HSR training provider to determine my entitlement to be enrolled in the HSR transition training course.
- I understand that if I have provided false information that my registration to the HSR transition training course will be cancelled, or my qualification revoked, and my employer may be notified.

Signed: \_\_\_\_\_  
(Student)

Date: \_\_\_\_\_

## WorkSafe Communications

I wish my personal details to be collected and stored in WorkSafe's Health and Safety Representatives database in order to receive relevant communications from WorkSafe in the future.

Signed: \_\_\_\_\_  
(Student)

Date: \_\_\_\_\_

Student's e mail address: \_\_\_\_\_

## **Pre-Course Information**

### **Introduction**

Safety 'n Action Limited is a professional training organisation committed to achieving high standards in its training programmes. Please take the time to read the following helpful information regarding your up-coming course.

### **Entry Standards**

There is a requirement that candidates need to have a reasonable level of written and oral English to be eligible to enrol on certain courses. Failure to comply with this requirement may result in the candidate being put at an unfair disadvantage. The person responsible for authorising attendance at the course must agree to and sign the terms and conditions of the course prior to acceptance of their candidate(s) onto the course.

### **Code of Conduct**

Safety 'n Action requires all candidates attending courses to be respectful of the rights and needs of others. Candidates are required to be punctual and to be prepared to attend the complete course without external interruption, such as cell phones and work requirements.

### **Dress Code and Personal Protective Equipment (PPE)**

Candidates are required to dress appropriately for training and to comply with any site, organisational or course subject dress codes. This may include the requirement for PPE and clothing such as hardhats, safety footwear, eye or hearing protection, overalls, gloves etc. The provision of PPE is the responsibility of the candidate unless previously stated.

### **Cell Phones, Tablets, Computers and other Personal Electronic Devices**

The use of cell phones, tablets, computers and other personal electronic devices (such as laptops, notebooks and iPods etc) will not be permitted during the course, unless they form a part of the course syllabus. Any candidates required to make and/or take an urgent call will be required to do so in such a manner so as not to disturb other candidates. Prolonged or continued use of such devices may result in the candidate being removed from the course.

### **Disciplinary Procedures**

Safety 'n Action reserves the right to remove a participant from training in the event of disruptive behaviour that is deemed to be detrimental to the learning outcome. Wherever possible a resolution will be sought between the trainer, the candidate and their immediate manager. In the event that a satisfactory resolution cannot be achieved the candidate will not be reinstated and no refund will be due.

### **Complaints**

If a candidate or company has a complaint in regard to the training, this shall be made in writing to Safety 'n Action. All complaints will be investigated and responded to immediately.

## **Assessment Guidelines**

### **Student Progress/Requirement for Completion**

Learning objectives are detailed at the beginning of each training module and assessment is conducted throughout the course. Candidates requiring help in areas of writing and reading skills will be provided with assistance. Candidates are requested to approach the trainer at the beginning of the programme if they require any assistance.

### **Reassessment**

Candidates are able to re-sit assessments for which they do not achieve competency. If candidates wish to re-sit assessments, they will need to contact the customer services team who will arrange for this to take place.

### **Assessment Disputes (Appeals)**

In the event that candidates have a concern about their assessment we ask that, in the first instance you talk with the trainer or contact the customer services team. The trainer will re-assess the candidate in consultation with the Safety 'n Action management team. If the candidate is still not satisfied following the re-assessment procedure, Safety 'n Action will initiate external post-assessment moderation with the appropriate advisory group member for a final assessment decision.

### **Welfare and Guidance**

Candidates are able to approach the trainer regarding support, guidance and cultural sensitivities. Some training programmes will require a degree of physical fitness and can place the candidate under stress. Candidates must advise the trainer of any medical or physical disabilities or conditions prior to the course commencing.

All aspects of the Privacy Act and the Health and Safety in Employment Act and the new Health and Safety at Work Act will be complied with in respect to candidate privacy and welfare.

### **Treaty of Waitangi / Te Tiriti O Waitangi**

Safety 'n Action recognises the Treaty of Waitangi as the founding document of New Zealand and seeks to apply the principles of the treaty in our day to day activities.

### **NZQA's Report of External Evaluation and Review (EER) Category and Statement**

Provider Category 1

Statement (Report dated 13<sup>th</sup> January 2014):

NZQA is Highly Confident in the educational performance of Safety 'n Action Limited.

NZQA is Highly Confident in the capability in self-assessment of Safety 'n Action Limited.

### **Safety 'n Action Team**

Phone: 0800 222 388

Email: [admin@safetynaction.co.nz](mailto:admin@safetynaction.co.nz)

Website: [www.safetynaction.co.nz](http://www.safetynaction.co.nz)

## Assessment Paper Guidance

The Health and Safety Representative Transition Training assessment pack contains 20 multiple choice answer questions. To pass you must score 100% so please read the questions and answers carefully before answering.

Once you have selected your answer put a ✓ in the box next to the answer.

If you want to change your answer simply put an x through the answer you want to change and put a ✓ in the box next to your new answer.

Example Question

**Answer:**

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| <b>A.</b> Answer you want to change | <input checked="" type="checkbox"/> |
| <b>B.</b> Answer you want to select | <input type="checkbox"/>            |
| <b>C.</b> Incorrect answer          | <input type="checkbox"/>            |
| <b>D.</b> Incorrect answer          | <input type="checkbox"/>            |

Answers provided **must** be the candidate's own work.

**Question 1.**

Which of the following is a Person Conducting a Business or Undertaking (PCBU)?

**Answer:**

- A. A Supervisor
- B. A Building
- C. A limited liability company
- D. A volunteer association

**Question 2.**

A PCBU is a new broader concept for employer and principal?

**Answer:**

- A. True
- B. False

**Question 3.**

Which of the following would be considered as worker participation practices?

**Answer:**

- A. A suggestion box for health and safety
- B. Health and safety representatives
- C. Health and safety committees
- D. All of these are worker participation practices



**Question 4.**

When workers are represented by an HSR, the PCBU must involve the HSR in worker engagement?

**Answer:**

A. True

B. False

**Question 5.**

Engagement requires a PCBU to....  
(Select all that apply)

**Answer:**

A. Share relevant health and safety information in a timely manner with workers

B. Allow workers to select their own work hours

C. Allow workers to contribute to the health and safety decision making process

D. Let their workers choose any type of PPE they want

E. Advise workers of the outcomes of any engagement in a timely manner

F. Give workers the opportunity to express their views on health and safety matters

**Question 6.**

Which statement about Health and Safety Committee membership is correct?

**Answer:**

A. Members should just be the HSR and the rest are management

B. Members should be 1 worker and the rest are management

C. At least 50% of the committee members must be workers not nominated by the PCBU

D. All members of the committee are appointed by the PCBU

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**Question 7.**

Which of the following are functions of an HSR?

**Answer:**

- A. Make recommendations to the PCBU relating to work health and safety
- B. Monitor health and safety measures taken by the PCBU
- C. Represent workers in the work group on health and safety matters
- D. All of these are functions of an HSR

**Question 8.**

What type of information should the PCBU make available to an HSR?

**Answer:**

- A. Information on hazards and associated risks at the workplace
- B. Safety Data Sheets
- C. Risk assessments
- D. All of the above are information the PCBU should make available

**Question 9.**

Is the PCBU required to give an HSR time to fulfil their duties?

**Answer:**

- A. Yes, the PCBU must allow as much time as is reasonably necessary
- B. No, this is a voluntary duty so the PCBU is not obligated to allow any time
- C. Yes, the PCBU must allow the HSR two hours per week
- D. No, the HSR will have to try and fit it in around their break times or at the end of the work day

**Question 10.**

Why would an HSR direct unsafe work to cease?

**Answer:**

- A. The HSR disagrees with how the PCBU is dealing with a hazard
- B. **The HSR believes there is an immediate or imminent serious risk to a worker's health and safety**
- C. A worker is having a disagreement with the PCBU about work being undertaken
- D. If the task carries out an understood level of risk.

**Question 11.**

Which of the following are requirements of a PIN?

**Answer:**

- A. The PIN must be in writing
- B. The HSR believes a person is or is likely to contravene part of the Act or regulations
- C. Which part of the Act or regulation is being contravened and how it is being contravened
- D. The date, at least 8 days after the notice is issued by which the matter is to be remedied
- E. **All of these are requirements of a PIN**

**Question 12.**

Who can issue a PIN?

**Answer:**

- A. Anyone in the workplace
- B. **A trained HSR who has completed transition training or initial training to an NZQA unit standard.**

C. A PCBU	
D. A supervisor	

**Question 13.**

Under what circumstances would an HSR normally issue a PIN?

**Answer:**

A. They have seen a risk to health and safety and don't want anyone hurt	<input type="checkbox"/>
B. The HSR and person have consulted but cannot resolve a health and safety risk	<input type="checkbox"/>
C. The HSR wants to show their powers to the PCBU	<input type="checkbox"/>
D. It is a way to ensure safety equipment is bought	<input type="checkbox"/>

**Question 14.**

What steps must be taken when issuing a PIN?  
(Select all that apply)

**Answer:**

A. Consult the person about the believed contravention to health and safety	<input type="checkbox"/>
B. Provide a written copy of the notice to the PCBU of the work group as soon as practicable	<input type="checkbox"/>
C. Find ways to fix the issue and give details to the PCBU	<input type="checkbox"/>
D. Have a meeting with everyone in the workplace about what the health and safety risk is	<input type="checkbox"/>
E. State in the PIN what the believed contravention is and the date by which it must be remedied	<input type="checkbox"/>

**Question 15.**

If there is a health and safety issue in the work group, what steps could an HSR take before issuing a PIN.

**Answer:**

- |  |                          |
|--|--------------------------|
| A. Consult with the work group                             | <input type="checkbox"/> |
| B. Make recommendation for remedying the issue to the PCBU | <input type="checkbox"/> |
| C. Contact WorkSafe for advice                             | <input type="checkbox"/> |
| D. All of these  | <input type="checkbox"/> |

**Question 16.**

When can an HSR enter and inspect a workplace on a health and safety matter?

**Answer:**

- |   |                          |
|---|--------------------------|
| A. Whenever they feel the need to   | <input type="checkbox"/> |
| B. After giving reasonable notice to the PCBU, or they believe there is a serious risk to health or safety arising from an immediate or imminent exposure to a hazard | <input type="checkbox"/> |
| C. After 7 days notice to the PCBU  | <input type="checkbox"/> |

**Question 17.**

Can an HSR be assisted by another person when doing a workplace inspection?

**Answer:**

- |  |                          |
|--|--------------------------|
| A. No, they have to do it themselves                                     | <input type="checkbox"/> |
| B. Yes, an HSR may be assisted when performing their functions or powers | <input type="checkbox"/> |
| C. Yes, but only if the PCBU asks the person to assist the HSR           | <input type="checkbox"/> |

**Question 18.**

An HSR who has not completed transition training or initial training to an NZQA unit standard can direct unsafe work to cease.

**Answer:**

A. True

B. False

**Question 19.**

Can an HSR be prosecuted for anything they do or omit to do in their role as an HSR?

**Answer:**

A. Yes, if they made a mistake

B. No, as long as they act in good faith whilst carrying out their functions or powers.

**Question 20.**

Under what circumstances might a WorkSafe inspector visit your workplace?  
(Select all that apply)

**Answer:**

A. Investigate a complaint

B. Assist with a dispute about a health and safety matter, review a PIN or a direction to cease unsafe work.

C. Come for a coffee

D. Investigate an incident

**Trainer's Notes:**

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