



SITE SAFE

Te Kaitiaki o Haumaru

Health and Safety in Construction

leading to

**New Zealand Certificate in Workplace
Health and Safety Practice
(Level 3) Handbook**

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INTRODUCTION

Site Safe's Health and Safety in Construction programme provides you with the essential health and safety training you need to make a difference at work. Successful completion of the programme will award you with a New Zealand Qualification Authority (NZQA) recognised New Zealand Certificate in Workplace Health and Safety Practice (Level 3).

By completing the Health and Safety in Construction programme you will:

- › Become a health and safety leader in your chosen career
- › Demonstrate your commitment to health and safety training
- › Proudly stand for health and safety in the New Zealand construction industry
- › Develop an in-depth knowledge of workplace health and safety requirements and contribute to the wider construction industry in New Zealand

The Health and Safety in Construction programme will boost safety performance in your business by providing you with the tools and skills to work safely and to demonstrate leadership on site.

Graduates will be able to:

- ✓ Communicate health and safety requirements clearly and effectively
 - ✓ Conduct risk assessments
 - ✓ Apply risk management processes
 - ✓ Understand and apply legislative and workplace health and safety requirements in the construction industry
 - ✓ Identify constructive and effective communication techniques to inform others about good health and safety practices
 - ✓ Act responsibly and sensibly to achieve a healthy and safe environment for themselves, their families, and the communities they live in
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WHY CHOOSE SITE SAFE?

Ongoing quality assurance, expert trainers and industry moderation mean our courses are of the highest standard. Learners receive quality training and employers get value for their training investment.

The experience you have and the benefit you will receive from Site Safe training is among the best in New Zealand.

✓ Site Safe holds the highest rating available from NZQA

Site Safe is a recognised Category One Private Training Establishment (PTE), and is regularly audited by NZQA. Many of our courses provide NZQA Unit Standards to help towards your continued professional development.

SUPPORTING YOUR LEARNING JOURNEY

At any time during your learning, if you feel you need more guidance and support please contact Site Safe to discuss any queries or concerns.

Free Assignment Workshops

Many of our one and two-day courses have assignments you need to complete to gain your new Site Safety Card and any credits.

You can bring along your assignment to a free assignment workshop and have a Site Safe Health and Safety Advisor give you one-on-one assistance to help complete it.

At the end of the workshop you can hand in your assignment for marking. Check out our website for the next workshop near you at sitesafe.org.nz/assignmentworkshop

Free health and safety information

We also offer a range of helpful guides and resources to assist with your learning and development in health and safety. These are available through the website:

- ✓ [Ask an Advisor](#)
- ✓ [Case Studies](#)
- ✓ [Health and Safety Guides](#)
- ✓ [Practical Safety Advice](#)
- ✓ [Toolbox Talks](#)

For more information about what to expect on course, completing your assignments or for learning support (including English language assistance), please refer to our [Learner Guide](#), or contact us on 0800 748 372 or programme@sitesafe.org.nz



STEP ONE: ENROLLING INTO THE PROGRAMME

The first step to completing the programme is to complete your enrolment.

You can find our enrolment application on our [website](#). The enrolment application is an editable PDF, which can either be printed and completed, or completed electronically.

To enrol into this programme, you must:

- ✓ Provide Site Safe with a proof of identity. This may be either a travel passport and any associated document such as a visa, birth certificate, or citizenship.
- ✓ Be 18 years of age or over.

✓ Have a level of English literacy that enables you to complete the course and programme requirements.

✓ Provide Site Safe with English language proficiency if you are on a work or student visa.

Once these conditions have been met, you will be officially enrolled into the programme.

Please send your completed application form to programme@sitesafe.org.nz and ensure you keep a copy of your enrolment application for your own records.

STEP TWO: YOUR JOURNEY TO GRADUATION

To complete the programme and graduate with the New Zealand Certificate in Workplace Health and Safety Practice (Level 3), you'll need a minimum of 40 Site Safe credits. These can be earned by completing Site Safe courses.

The number of courses you'll need to complete will depend on the learning pathway you choose. Each pathway is designed for a particular area/role within the industry.

Site Safe recommends that all learners begin the programme with any one of four Foundation Passport courses. Simply choose the one most relevant to you:

- ✓ Foundation Passport – Building Construction
- ✓ Foundation Passport – Civil
- ✓ Foundation Passport - Consultants

When you have completed one of the above Foundation courses, you can progress onto a Passport Plus course. Choose the one most relevant to you:

- ✓ Passport Plus – Height
- ✓ Passport Plus – Worker Health
- ✓ Passport Plus – Tools and Plant
- ✓ Passport Plus – Flexi (classroom + online)

Once you have started your graduation journey with two of the above recommended courses, you will be ready to start completing a range of one or two-day courses with Site Safe. Please note, you must complete two of the three mandatory courses as part of your learner pathway. The mandatory courses are: Site-Specific Safety Planning, Risk Management and Leadership in Safety.

STEP THREE: CHOOSE YOUR LEARNER PATHWAY

Once you've completed the recommended Foundation and Passport Plus course, select your preferred pathway based on your current job role. These suggested pathways are based on key roles within the construction industry – we do offer a customised pathway option for those who would prefer to create their own.

Many of the courses will require you to complete and pass an assignment to gain your Site Safe credits. Should you need it, Site Safe offers free two-hour assignment workshops across the country to help you complete your Site Safe assignment. Find out more about these at sitesafe.org.nz/assignmentworkshop



Learner Pathways

Worker/Leading Hand/Foreman

Site Safe Courses

- › Foundation Passport (2 credits)
- › Passport Plus (3 credits)
- › Safety Harness Systems (6 credits)
- › Site-Specific Safety Planning (7 credits)*
- › Health and Safety Representatives (9 credits)
- › Risk Management (8 credits)*
- › Advanced Safety Harness Systems (9 credits)

Supervisor

Site Safe Courses

- › Foundation Passport (2 credits)
- › First Aid Construction Safety (2 credits)
- › Health and Safety Representatives (9 credits)
- › Site-Specific Safety Planning (7 credits)*
- › Supervisor (10 credits)
- › Health and Safety in Contracting (7 credits)
- › Risk Management (8 credits)*

Manager

Site Safe Courses

- › Foundation Passport (2 credits)
- › Passport Plus (3 credits)
- › First Aid Construction Safety (2 credits)
- › Site-Specific Safety Planning (7 credits)*
- › Leadership in Safety (7 credits)*
- › Risk Management (8 credits)*
- › Health and Safety in Contracting (7 credits)
- › Supervisor (10 credits) or Training and Supervising Workers (7 credits)

Business Owner

Site Safe Courses

- › Foundation Passport (2 credits)
- › Passport Plus (3 credits)
- › Health and Safety in Contracting (7 credits)
- › Site-Specific Safety Planning (7 credits)*
- › Leadership in Safety (7 credits)*
- › Risk Management (8 credits)*
- › Supervisor (10 credits) or Training and Supervising Workers (7 credits)

Customised Learner Pathway

If our suggested learner pathways don't meet your learning needs or previous learning with Site Safe, you are welcome to create your own pathway.

When customising your own pathway, we recommend you complete the following courses:

- ✓ Foundation Passport course
- ✓ Passport Plus course

You will also need to ensure you complete two of the three mandatory (*) courses:

- ✓ Site-Specific Safety Planning
- ✓ Leadership in Safety
- ✓ Risk Management

Apart from the mandatory courses listed above you can choose the courses that best suits you, as long as you achieve 40 credits.

If you would like advice on choosing the right courses for your pathway please feel free to contact us.

CREDIT VALUES

Please see a full list of Site Safe courses and their credit values below.

Course	Learning	Credit Values
Foundation Passport – Building Construction	 	2
Foundation Passport – Civil	 	2
Foundation Passport – Consultants	 	2
Passport Plus – Height		3
Passport Plus – Worker Health		3
Passport Plus – Tools and Plant		3
Passport Plus – Flexi	 	3
Registered Electrical Workers		4
First Aid Construction Safety		2
Site-Specific Safety Planning		7
Health and Safety in Contracting		7
Safety Harness Systems		6
Leadership in Safety	 	7
Risk Management	 	8
Training and Supervising Workers	 	7
Advanced Safety Harness Systems		9
Health and Safety Representatives		9
Supervisor		10
Accident Investigation & Prevention		7

Key:



Classroom



Online



Classroom and Online



Webinar and Online



Webinar

RECOGNISED UNIT STANDARDS

You can also credit some specific Unit Standards achieved through other organisations towards your Site Safe programme.

Site Safe will recognise up to 10 Unit Standard credits, which will equate to 10 Site Safe credits.

Unit Standards that can be recognised (cross-credited) are:

Confined Space and Gas Testing

- ✓ Unit Standard 17599 – 5 credits (Level 4)
- ✓ Unit Standard 18426 – 2 credits (Level 3)

Mobile Elevated Working Platform (MEWP)

- ✓ Unit Standard 23966 – 2 credits (Level 3)
- ✓ Unit Standard 23960 – 3 credits (Level 3)
- ✓ Unit Standard 23961 – 4 credits (Level 3)
- ✓ Unit Standard 23962 – 5 credits (Level 4)
- ✓ Unit Standard 23963 – 4 credits (Level 3)
- ✓ Unit Standard 23964 – 2 credits (Level 3)

Low Level Scaffolding

- ✓ Unit Standard 9184 – 5 credits (Level 3)

We can recognise a maximum of 10 Unit Standard credits that have been awarded to you from other education providers.

If you have gained a Unit Standard that we deliver in our programme through another provider, you can cross credit this into your programme (to a maximum of 10 unit standard credits).

Unit Standards in our programme are on the following page.



We can recognise a maximum of 10 Unit Standards credits that have been awarded to you from other education providers. If you have gained a Unit Standard that we deliver in our programme through another provider, you

can cross credit this into your programme (to a maximum of 10 unit standard credits).

Unit Standards in our programme are:

Course	Unit Standard	Unit Standard Credits	Qualifies you to..
Height and Harness	23229	4	Use a safety harness for personal fall prevention when working at height.
Supervisor	21970	6	Improve building or construction site safety through changed work practices, actions and attitudes
Health and Safety Representative	29315	2	Describe the role and functions of the Health and Safety Representative in a New Zealand workplace.
Fall Arrest Systems	23229	4	Use safety harness system when working at height.
	15757	4	Use, install and disestablish temporary proprietary height safety systems when working at height.
Risk Management	30265	8	Apply health and safety risk assessment to a job role.

The following Unit Standards are not recognised in our programme:

- X 6401 Provide First Aid
- X 6402 Provide - Resuscitation

STEP FOUR: GRADUATION

Once you have completed all the required courses and have achieved 40 credits, you are ready to graduate!

To receive your certificate, you can either attend the Evening of Celebration: Graduation and Awards Ceremony in Auckland, or one of our regional graduation events held in Wellington or Christchurch each November. Alternatively, you can opt to receive your certificate in the mail. It will be sent after graduations have concluded at the end of November.

Site Safe will be in touch with more details once you are ready to graduate.

[Health and Safety in Construction Programme Terms and Conditions](#)

To read the Health and Safety in Construction programme Terms and Conditions, please go to the

Site Safe website: sitesafe.org.nz/terms-and-conditions/

STEP FIVE: MAINTAIN YOUR GRADUATE CARD

The Continued Professional Development (CPD) Forum has been designed for graduates of the Health and Safety in Construction programme.

The CPD Forum is a great way for graduates to stay up-to-date with health and safety changes, and engage with other graduates about issues and trends in the industry.

Please note that this is a forum and not a course. Further training will be required to renew your Site Safety Card.

The graduate card will be dated from the last course completed.

NOTES



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SITE SAFE

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