



# Safe Work Practices Assessment Pack

Part 1: Candidate to Complete (Please <u>PRINT</u> clearly in BLOCK CAPITAL LETTERS)	
Candidate Name: (Legal Name)	
Company Name:	
Department/Site:	
Phone Number:	
Email Address:	
Date of Birth:	NZQA Number:
Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/>
Ethnicity: (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"/>

Part 2: Safety 'n Action (SnA) Assessor to Complete (Please circle "C" or "NYC")					
17593	Apply safe work practices in the workplace	L2	C4	V6	A / NA
As the Assessor for the above unit standard(s), I have ensured that sufficient Assessment Evidence has been gathered to enable me to make a decision on the Candidate's level of Competency (refer to Part 4).					
Assessor's Name:					
Signature:			Date:		
Workplace Attestation Form Received: (Office use only)				Yes	No

## Assessment Criteria:

### Task 1: Written Assessment

This is an open book assessment, and you are able to refer to notes and relevant legislation and guidelines when completing assessment.

### Task 2: Practical and Written Assessment

Demonstrate safe work practices in a workplace. In your workplace select a routine task you perform in your workplace. Arrange for a supervisor at your workplace to observe you while you perform this task.

## Student Declarations

### Current Competence

I have been involved in work related to the subject matter of this course for (tick relevant box):

- |                          |                    |
|--------------------------|--------------------|
| <input type="checkbox"/> | Up to 6 months     |
| <input type="checkbox"/> | 6 months to a year |
| <input type="checkbox"/> | 1 year or more     |

### Student Declarations

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | My current competence declaration (above) is a true account.                                  |
| <input type="checkbox"/> | I have read, and agree to abide by, the Course Health and Safety Policy Statement (following) |
| <input type="checkbox"/> | I have read, and understand, all Student Information (following).                             |

Name:

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Signature:

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Date:

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## **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 acts or omissions on my behalf may cause harm to myself 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.

# Student 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) During Face to Face Training.

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 During Face to Face Training.

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. If required, the candidate may contact NZQA directly on 0800 QA HELP.

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

Learning objectives are detailed at the beginning of each training module and assessment is conducted throughout the course. A practical assessment may also be conducted in some programmes. Candidates will be required to achieve the required level of competency in all areas of the assessment to be awarded the unit standard(s) and credits. Assessment is conducted in compliance with competency based assessment according to NZQA criteria. 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.

## **Recognition of Prior Learning (RPL)**

Safety 'n Action will accept applications for RPL against unit standards that Safety 'n Action holds accreditation for. If a candidate wishes to apply for RPL for such unit(s) they should contact the customer services team for assistance. Customer Services will pass on the request to the appropriate person who will contact the candidate and guide them through the RPL process.

## **Cross Crediting**

Safety 'n Action recognises formal learning linked to NZQA unit standards where candidates have achieved a unit, or units, which are contained within the course they are going to attend. Candidates need to notify the customer services team prior to commencing the course if they wish to apply for cross crediting. Candidates will then be given instruction as to which parts of the course they are able to apply the cross credits to and the trainer will be notified accordingly.

## **Credit Transfer**

Candidates attending NZQA accredited unit standard based courses will be awarded the appropriate credits for successful achievement of these units. Should Safety 'n Action fail (i.e. cease to operate), candidates will retain their record of achievement for units/credits gained with NZQA. Other NZQA accredited training providers will be able to recognise this record of achievement should candidates need to continue with further study.

## **Reporting of Unit Standards**

Unit standards achieved as part of the training are reported to NZQA by Safety 'n Action and these units will appear on the candidate's record of achievement.

## **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 1993 and the Health and Safety at Work Act 2015 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.

## **Te Reo Assessment**

Candidates may request to be assessed in Te Reo Maori. As this is likely to involve engaging a suitably qualified third party to carry out the assessment or translate written submissions, a request must be submitted to the customer services team in writing 14 days prior to the assessment taking place. On receiving such a request, the customer services team will immediately forward the request to the appropriate person and make arrangements for carrying out the assessment.

## **Privacy Act**

Safety 'n Action collects and stores information to comply with the requirements of the Tertiary Education Commission (funding and student statistical returns), NZQA (record of achievement and unit standard outcomes), employers (academic outcomes) and Industry Training Organisations (funding and academic outcomes). The information is also used to select students for qualifications, to manage internal administrative processes and for internal reporting.

Information about students may be supplied to, and sought from, other educational institutions for the purpose of verifying academic records. In addition, when required by statute Safety 'n Action leases information to Government agencies such as the New Zealand Police, Department of Justice, and the Department of Work and Income and the Accident Rehabilitation Compensation Corporation (ACC), NZ Immigration Service.

## **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)

## Task 1: Assessment Quiz

It is important that you answer all the questions to make sure you meet all the performance criteria of the unit standards.

1. Give three (3) examples of safe work practices in your organisation.

- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_


2. Explain why is clear and effective **communication** so important to successful workplace health and safety practice?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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3. List **three methods of communication and procedures** that your organisation uses to ensure safety in your workplace. Say how these methods are used  
Choose **three (3)** from these methods: Radio, oral, written or electronic communication, signage, sirens, signals.

Method		How it is used to ensure workplace health & safety
a)		_____
		_____
		_____
b)		_____
		_____
		_____
c)		_____
		_____
		_____

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4. Which of the following are hazard identification systems?

Circle **six** correct answers.



- a) Risk registers
- b) Hazard reports
- c) Confined Space Entry Log
- d) Process analysis
- e) Emergency Plans
- f) Task analysis
- g) Standard Operating Procedure
- h) Workplace inspections
- i) Isolations certificates
- j) Area analysis



## Task Two: Demonstrate Safe Work Practices in a Workplace

Select a **routine** work task you **perform** in your workplace. For example, spraying weeds around the factory; or servicing a piece of machinery; or using a forklift to move a pallet of goods from a delivery area to a warehouse.

Arrange for a **supervisor** at your workplace to **observe** you while you perform this task.

You will do the following:

- Identify and read through any company documentation related to safe performance of this task. Documents may include (but are not limited to): SOPs, Hazard Registers, Workplace Drawings, Safety Data Sheets, Permit to Work Procedures etc
- Either complete a JSA for the work task (see following page) OR complete your company JSA/ JTA/ SWMS/ PTW (or risk management form) for this task and **attach**.
- Ensure hazard controls are in place before the you begin the work task
- Conduct a toolbox talk with your supervisor, letting him/her know about the hazards associated with the task and their controls
- Complete the work task while your supervisor observes, ensuring you follow any company documentation that is relevant, including the JSA or risk management form
- During the work task, communicate with others involved, or nearby, using appropriate communication methods, *where necessary*.  
Communication methods may include (but are not limited to): Written, oral, radio, signage, mobile phone, hand signals etc
- During the work task, if you, or your supervisor, notice any unsafe work practices, immediately stop the work (as long as it is safe to do so) and discuss with your supervisor.  
Following discussion, apply corrective actions to make the work safe.

**NOTE:** Supervisor must complete the Supervisor Attestation Form (Task 2B) on Page 12.

## Task 2A: JOB SAFETY ANALYSIS

<b>Date:</b>		<b>Task Description:</b>							<b>Completed by:</b>				
<b>Hazard Categories and Examples</b> (apply to the process, the task and the area). Tick relevant sections:													
<b>Atmospheric:</b>		<b>Personnel:</b>		<b>Chemical:</b>		<b>Biological:</b>		<b>Radiological:</b>		<b>Mechanical:</b>		<b>Physical:</b>	
<input type="checkbox"/>	Oxygen +/-	<input type="checkbox"/>	Physical	<input type="checkbox"/>	Corrosive	<input type="checkbox"/>	Viral	<input type="checkbox"/>	Sunlight	<input type="checkbox"/>	Moving Parts	<input type="checkbox"/>	Trips / Slips
<input type="checkbox"/>	Flammable Gas	<input type="checkbox"/>	Mental	<input type="checkbox"/>	Reactive	<input type="checkbox"/>	Bacterial	<input type="checkbox"/>	X-ray	<input type="checkbox"/>	Rotating Parts	<input type="checkbox"/>	Falls from Height
<input type="checkbox"/>	Toxic Gas	<input type="checkbox"/>	Drugs/ alcohol	<input type="checkbox"/>	Toxic	<input type="checkbox"/>	Fungal	<input type="checkbox"/>	Welding	<input type="checkbox"/>	Pressurised Fluids	<input type="checkbox"/>	Falling Items
<input type="checkbox"/>	Dust/ Powder	<input type="checkbox"/>	Training	<input type="checkbox"/>	Ecotoxic	<input type="checkbox"/>	Parasitic	<input type="checkbox"/>		<input type="checkbox"/>	Pressurised Gas	<input type="checkbox"/>	Electricity
<input type="checkbox"/>		<input type="checkbox"/>	Stress	<input type="checkbox"/>	Flammable	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Hot / cold Metal	<input type="checkbox"/>	Noise
<input type="checkbox"/>		<input type="checkbox"/>	Fatigue	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Entanglement	<input type="checkbox"/>	Traffic / Plant
<input type="checkbox"/>		<input type="checkbox"/>	Fitness	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Friction/ Abrasion	<input type="checkbox"/>	Visibility
<input type="checkbox"/>		<input type="checkbox"/>	Working Alone	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Cutting	<input type="checkbox"/>	Weather
<input type="checkbox"/>		<input type="checkbox"/>	Other People	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Crushing	<input type="checkbox"/>	
<b>Basic Job Steps</b>				<b>Hazards</b>				<b>Risk Control Measures</b>					
Step No.	Steps required to complete the task.			HZ No.	Hazards associated with each step			Initial Risk Score	List the control measure required to ELIMINATE or MINIMISE each hazard and its associated risk			E or M	New Risk Score

Basic Job Steps		Hazards		Hazard Control Measures			

**Emergency Plan:**

Emergency Plan content area (intentionally blank for user input).

<b>Emergency Services:</b> Name, role & contact number			
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**JSA Sign-on**

Name of Team Members:	Roles of Team Members:	Date:	Signatures of Team Members:

## Task 2B: Supervisor Attestation

SUPERVISOR TO COMPLETE				
		YES	NO	N/A
1	The candidate selected and carried out a routine work activity in accordance with organisational requirements.			
2	The candidate completed the JSA in this assessment; or the organisation risk management form (attached).			
3	Candidate led a toolbox talk and pointed out the hazards associated with the task and the appropriate controls.			
3	The candidate completed the work task, following the JSA (or risk management form).			
4	The candidate did the following (a minimum of <b>two (2)</b> are required):			
	Used PPE correctly			
	Followed organisational safety rules			
	Showed an awareness of workplace hazards and controls			
	Followed good ergonomic practice			
	Complied with signage and entry requirements			
5	Candidate applied any necessary communication methods. <b>List communication methods and procedures</b> used (where appropriate):			
6	Candidate identified unsafe work practices while completing the work task. <b>List unsafe workplace practices:</b>  <b>List corrective actions applied</b> to make unsafe practices safe.			
7.	Candidate <b>identified</b> and used <b><u>your organisation's documents</u></b> related to the safe performance of the task. <b>List documents:</b>			
Supervisor Name:		Company Name:		
Supervisor Signature:		Date:		