

Title	Demonstrate knowledge of good work habits and safe work practices in the automotive industry		
Level	2	Credits	4

Purpose	People credited with this unit standard are able to demonstrate knowledge of good work habits and practices and of safe work practices in the automotive industry.
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Classification	Motor Industry > Motor Industry - Introductory Skills
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Available grade	Achieved
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Guidance Information

- 1 Evidence presented for assessment against this unit standard must be consistent with safe work practices and be in accordance with applicable service information, and company requirements and legislative requirements. This includes the knowledge and use of suitable tools and equipment.
- 2 Legislation, regulations and/or industry standards relevant to this unit standard may include:
 - Health and Safety at Work Act 2015;
 - Hazardous Substances and New Organisms Act 1996;
 - Resource Management Act 1991;
 - Lead Process Regulations 1950;
 - Spray Coating Regulations 1962;
 - Approved Code of Practice for the Safe Use of Isocyanates 1994 available from [Home | WorkSafe](#);
 and any subsequent amendments and replacements.
- 3 Definitions
Company requirements refer to instructions to staff on policy and procedures that are available in the workplace. These requirements may include – company policies and procedures, work instructions, product quality specifications and legislative requirements.
Service information refers to information such as technical information for a vehicle, machine, or product detailing operation; installation and servicing procedures; manufacturer instructions; technical terms and descriptions; and detailed illustrations.
Suitable tools and equipment refer to industry approved tools and equipment that are recognised within the industry as being the most suited to complete the task in a professional and competent manner with due regard to safe work practices.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of good work habits and practices in the automotive industry.

Performance criteria

- 1.1 The importance of following policies and procedures while undertaking workplace duties is described.
- Range may include – adhering to the workplace health and safety, manufacturer's specifications, warranties, replacement parts policies, supervisory and work inspection requirements, importance of documentation, legislative requirements.
- 1.2 The importance of company and customer privacy is identified.
- Range may include – use of social media, Privacy Act.
- 1.3 The importance of following instructions is described.
- Range safety, maintaining company standards, adhering to stated specifications, legal requirements.
- 1.4 Time management procedures are identified.
- Range may include – goal setting, prioritising, estimating time, setting deadlines, comparing current use of time with priorities.
- 1.5 The importance of maintaining a clean and tidy workspace is described.
- Range may include – putting away hand tools and workshop equipment in assigned places after use; work benches and machinery.
- 1.6 The importance of maintaining tools and worksite equipment in good working order is described.

Outcome 2

Demonstrate knowledge of safe work practices in the automotive industry.

Performance criteria

- 2.1 The obligations of persons conducting a business or undertaking (PCBU) and workers under the current health and safety legislation are identified.
- Range duty to ensure workplace and own health and safety so far as is reasonably practicable, duty to ensure their actions or omissions do not harm anyone else, duty to follow PCBU's instructions about health and safety matters, duty to cooperate with reasonable health and safety policies and procedures notified to workers, duty of care.
- 2.2 Codes of practice and legislative requirements relating to automotive workplace and machine safety are identified.
- Range may include – duty of care.
- 2.3 Automotive environmental risks are identified.
- Range atmospheric pollution, disposal.
- 2.4 Precautions to be taken against loose body accessories are identified.
- Range body piercings, chains, rings, watches.
- 2.5 Personal protective equipment suitable for wearing in the automotive industry is identified.
- Range protection for the body, head, hair, eyes, ears, lungs, hands, limbs, feet.
- 2.6 Precautions to take when working in an automotive workplace are identified.
- Range responsibility for safety, ensuring actions do not harm others or cause damage to the vehicle/machinery or plant/equipment; working alone, working above and below a fellow worker.
- 2.7 Precautions to take when working on and around vehicles are identified.
- Range fuel (fumes, high pressure, leaks), components under tension or pressure, supporting components, lifting and supporting vehicles, hydraulic and pneumatic systems, batteries, high voltage systems, airbags and seat belt pretensioners, heat generated components, flammable materials.
- 2.8 Sharp and dangerous objects that can be present in the workplace are identified and precautions to take are described.
- Range may include – broken glass, sharp metal, open containers of flammable liquid, fuel and oil soaked rags, hot work, objects, poorly stacked and/or placed materials; removing and storing objects or disposing of objects safely.

- 2.9 Warning notices and the reason for their use at sites of hazards are identified.
- 2.10 Methods and purpose of providing safe ventilation are described.
- Range may include – minimising the running of engines and vehicles in a workshop, use of extractor fans and hoods, keeping fresh supply of air circulating through doors and windows.
- 2.11 Methods and purpose of providing suitable and sufficient lighting for carrying out repairs is described.
- 2.12 Purpose of establishing and maintaining adequate room to work safely is described.
- 2.13 The importance of establishing a safe escape route in case of emergencies is identified.
- 2.14 The effects an accident can have on workplace operations are identified.
- Range minor, major, short term, long term.
- 2.15 The effects that using toxic substances can have on users' health are described.
- Range toxic substances may include – lead, isocyanates, welding fumes from aluminium and plastic;
medical checks may include – lung function test.

Replacement information	This unit standard and unit standard 29580 replaced unit standards 249, 16113 and 21858.
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Planned review date	31 December 2026
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	18 August 2016	31 December 2023
Review	2	24 March 2022	N/A

Consent and Moderation Requirements (CMR) reference	0014
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Hanga-Aro-Rau Manufacturing, Engineering and Logistics Workforce Development Council qualifications@hangaarorau.nz if you wish to suggest changes to the content of this unit standard.