

Title	Demonstrate knowledge of organisational procedures and safe work practices in industrial textile fabrication		
Level	2	Credits	8

Purpose	People credited with this unit standard are able to demonstrate knowledge of organisational procedures and safe work practices, including safe manual handling practices, in the industrial textile fabrication industry.
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Classification	Industrial Textile Fabrication > Industrial Textile Fabrication Core 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 working practices and be in accordance with applicable manufacturer's information, organisational procedures, industry guidelines 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 include but are not limited to the Health and Safety at Work Act 2015; Hazardous Substances and New Organisms Act 1996; Resource Management Act 1991; Consumer Guarantees Act 1993; Privacy Act 1993; Fair Trading Act 1986; local body regulations relating to the storage and use of hazardous materials; and any subsequent amendments and replacements.
- 3 **Definitions**
Organisational procedures refers 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.
Industry guidelines refers to those practices and procedures commonly used as standard procedures to produce items of acceptable merchantable quality in the industrial textile fabrication industry such as related textbook descriptors.
Manual handling refers to using the body to lift, lower, push, pull, carry, move, hold, or restrain goods;
Manufacturer's information may include – technical information for a machine or product detailing operation; installation and servicing procedures; manufacturer instructions; technical terms and descriptions; and detailed illustrations.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of organisational procedures in the industrial textile fabrication industry.

Performance criteria

- 1.1 Acts relating to the protection of the customer are identified.
- 1.2 The importance of following policies and procedures while undertaking workplace duties is described.
- Range may include – adhering to the workplace health and safety, warranties, supervisory and work inspection requirements, importance of documentation.
- 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 work space is described.
- Range may include – putting away tools and equipment in assigned places after use; work benches and machinery.
- 1.6 The importance of maintaining tools and equipment in good working order is described.
- Range tools and equipment may include – sewing machines, fabric welders, cutting tools.

Outcome 2

Demonstrate knowledge of safe working practices in the industrial textile fabrication industry.

Performance criteria

- 2.1 The obligations of employers and workers under the current health and safety legislation are identified.
- Range duty to ensure workplace and own health and safety, duty to ensure their actions or omissions do not harm anyone else, duty to follow employer'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 Industry guidelines, legislative requirements and warning notices relating to the industrial textile fabrication workplace, hazards and equipment safety are identified.
- 2.3 Precautions to be taken against loose body accessories are identified.
- Range body piercings, chains, rings, watches.
- 2.4 Personal protective equipment suitable for wearing in the workplace are identified.
- Range protection for the body, head, hair, eyes, ears, lungs, hands, limbs, feet.
- 2.5 Sharp and dangerous objects that can be present in the workplace are identified and precautions to take are described.
- Range may include – cutting tools, needles, presses.
- 2.6 Methods and purpose of providing safe ventilation are identified.
- 2.7 Methods and purpose of providing suitable and sufficient lighting for carrying out industrial textile fabrication work is identified.
- 2.8 Purpose of establishing and maintaining adequate room to work safely is identified.
- 2.9 The importance of establishing a safe escape route in case of emergencies is identified.
- 2.10 The effects an accident can have on workplace operations are identified.
- Range minor, major, short term, long term.

Outcome 3

Demonstrate knowledge of safe manual handling practices in the industrial textile fabrication industry.

Range may include – when carrying rolls of fabric, when lifting rolls of fabric.

Performance criteria

- 3.1 Safe manual handling lifting practices in the workplace are described.
- 3.2 Manual handling lifting risks are explained in terms of how injury could result from those situations.
- 3.3 Risk reduction measures in relation to manual handling are described.
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Planned review date	31 December 2024
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	27 June 2019	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 MITO New Zealand Incorporated info@mito.org.nz if you wish to suggest changes to the content of this unit standard.