

Title	Demonstrate knowledge of and follow safe working practices at an extractive site		
Level	3	Credits	5

Purpose	<p>This unit standard covers general safety practices for workers in extractive industries.</p> <p>People credited with this unit standard are able to: demonstrate knowledge of emergency and evacuation procedures; identify and report hazardous situations and participate in risk management procedures; demonstrate knowledge of fire prevention and control procedures; demonstrate personal safety; demonstrate correct posture for manual handling; demonstrate knowledge of hazardous substances and their effects; and identify and demonstrate the use of the isolation and safety tag system, at an extractive site.</p>
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Classification	Extractive Industries > Extractive Industries Management
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Available grade	Achieved
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Guidance Information

- Performance of the outcomes of this unit standard must comply with the following:
Best practice guidelines for working at height in New Zealand (Wellington: Ministry of Business, Innovation and Employment, 2012) available at <http://www.business.govt.nz/worksafe>;
Hazardous Substances and New Organisms Act 1996;
Health and Safety at Work Act 2015 (HSW);
Health and Safety at Work (General Risk and Workplace Management) Regulations 2016;
Health and Safety at Work (Mining Operations and Quarrying Operations) Regulations 2016;
Health and Safety at Work (Worker Engagement, Participation, and Representation) Regulations 2016;
Health and Safety at Work (Hazardous Substances) Regulations 2017 and related Safe Work Instruments (SWIs) published by WorkSafe NZ;
approved codes of practice issued pursuant to the HSW Act.
- Any new, amended, or replacement Acts, regulations, standards, codes of practice, guidelines, or authority requirements or conditions affecting this unit standard will take precedence for assessment purposes, pending review of this unit standard.

3 Definitions

Company procedures mean the documented methods for performing work activities and include health and safety, operational, environmental, and quality management requirements. They may refer to legislation, regulations, guidelines, standard operating procedures, manuals, codes of practice, or policy statements.

Industry best practice may be documented in management plans, control plans, company procedures, managers' rules, occupational health and safety policy, industry guidelines, codes of practice, manufacturers' instructions, and safe working and/or job procedures (or equivalent).

SDS refers to – Safety Data Sheets.

4 This unit standard is intended for, but is not limited to, workplace assessment.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of emergency and evacuation procedures at an extractive site.

Performance criteria

1.1 Emergency procedures are identified and described in accordance with industry best practice.

Range evidence is required for three emergencies and related procedures;
emergency procedures – first aid, communication systems, first line response measures, safety tag system, accident and incident reporting, communication systems;
emergencies may include but are not limited to – blasting, confined spaces, working at height, fire, explosion, hot work vehicle collisions, natural disasters.

1.2 Evacuation procedures are explained for an extractive site in accordance with company procedures.

Range includes but is not limited to – wardens, duty cards, exit points, escape routes, assembly points, warning signals.

Outcome 2

Identify and report hazardous situations and participate in risk management procedures at an extractive site.

Performance criteria

2.1 The requirements of relevant legislation are explained in terms of the objectives and compliance duties related to hazard control.

Range concept of personal responsibility, duty of care for both worker and person conducting a business or undertaking (PCBU) or officer.

2.2 Hazardous situations are identified in accordance with relevant legislation.

Range evidence is required for four hazardous situations; may include but is not limited to – damaged cords and cables, unguarded machines, tools and accessories, signs of overheating, corrosion, untidy conditions, accumulated rubbish, spillage, trailing cords and cables, inadequate bunding, blind spots on roads, falling debris, noise, electrical shorting, mobile and fixed plant, poor house-keeping, unsafe behaviour, rock falls, uneven or unstable terrain, dust nuisance, bright lights, blind spots from machine guarding/canopies, signage and condition.

2.3 Hazardous situations are reported in accordance with industry best practice and company procedures.

2.4 Personal hazard identification and risk assessments are completed and reported prior to performing tasks in accordance with industry best practice and company procedures.

Range may include but is not limited to – ‘take five’ or equivalent, Job Safety Analysis (JSA), Workplace Risk Assessment and Controls (WRAC).

Outcome 3

Demonstrate knowledge of fire prevention and control procedures at an extractive site.

Performance criteria

3.1 Possible causes of fire are identified in relation to a specific extractive site.

3.2 Fire extinguishing methods and equipment suitable for different types of fire are identified and their locations in the work area are described.

Range types of fire – classes A, B, C, D, E;
fire extinguishing methods and equipment may include but are not limited to – fire hydrant, water, wet chemical, high-expansion and low-expansion foam, dry chemical powder, carbon dioxide.

3.3 Fire-fighting procedures are described in terms of personal responsibility.

Outcome 4

Demonstrate personal safety at an extractive site.

Performance criteria

- 4.1 Personal protective equipment is worn and used in accordance with relevant legislation, industry best practice, and company procedures.

Range may include but is not limited to – clothing, footwear, ear protection, eye protection, hardhat, gloves, self-rescuers, dust protection, fumes and gas protection, hi-vis clothing.

- 4.2 Standard operating procedures are followed during work tasks.

Range may include but is not limited to – pre-start checks, defect reporting, guarding, table and bench height, working at heights, ladders, clear floor areas, confined spaces, trenching, headroom, seating, operating or work tables, housekeeping.

- 4.3 Work situations that require the assistance of a second competent person for personal safety are identified in accordance with industry best practice and company procedures.

Range two different situations.

Outcome 5

Demonstrate correct posture for manual handling at an extractive site.

Performance criteria

- 5.1 Correct posture is maintained when lifting and shifting loads.

Range knees bent and back straight.

- 5.2 Correct posture is maintained when carrying out daily work activities at a selected extractive work site.

Range may include but is not limited to – table and bench height, headroom, seating, workspace, seat adjustment in machines, adjusting controls, mobile seat adjustment.

Outcome 6

Demonstrate knowledge of hazardous substances and their effects.

Performance criteria

- 6.1 Hazardous substances at an extractive site are identified and their effects described.

Range evidence is required for four hazardous substances; may include but is not limited to – diesel, other fuels and lubricants, oxygen, acetylene, water treatment chemicals, explosives.

- 6.2 Procedures relating to hazardous substances are identified and described in terms of the SDS.

Range evidence is required for four hazardous substances; may include but is not limited to – diesel, other fuels and lubricants, oxygen, acetylene, water treatment chemicals, explosives.

- 6.3 Procedures for handling and storing fuels and oils are demonstrated in accordance with industry best practice and company procedures.

Range may include but is not limited to – labelling, separation, clean containers to transfer oils, cleaning around fillers, preventing contamination, preventing spillage, clean-up requirements.

Outcome 7

Identify and demonstrate the use of the isolation and safety tag system at an extractive site.

Performance criteria

- 7.1 Different types of isolation locks and tags are identified and described in terms of purpose and use at an extractive site.

Range may include but is not limited to – safety information tags, out-of-service tags, personal lock-out tags, safe for use tags, multiple lock-out tags, personal lock, multiple lock, hasp.

- 7.2 The use of isolation and safety tag system is demonstrated in accordance with relevant legislation, industry best practice, and company procedures.

Planned review date	31 December 2022
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	23 April 2007	31 December 2017
Review	2	18 June 2015	31 December 2019
Review	3	1 March 2018	N/A

Consent and Moderation Requirements (CMR) reference	0114
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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.