

**40015**

## Describe safe work practices, policies and procedures in an industrial textile fabrication or trimming workplace

<b>Kaupae   Level</b>	3
<b>Whiwhinga   Credit</b>	11
<b>Whāinga   Purpose</b>	<p>This skill standard is intended for people who want to learn about relevant health and safety legislation requirements and how to work safely in an industrial textile fabrication or trimming workplace.</p> <p>This skill standard may be used in programmes leading to qualifications and micro-credentials at Level 3 and above in an industrial textile fabrication discipline.</p>

### Hua o te ako me Paearu aromatawai | Learning outcomes and assessment criteria

Hua o te ako   Learning outcomes	Paearu aromatawai   Assessment criteria
1. Identify and describe health and safety legislation requirements and industry guidelines required for industrial textile fabrication or trimming workplace.	a. Identify legislation requirements, codes of practice, industry guidelines and safety standards relevant to health and safety in workplace.
	b. Describe the obligations (duties) of employers and employees under the health and safety legislation.
2. Describe health and safety policies, procedures and safe working practices used in the industrial textile fabrication or trimming workplace.	a. Describe the health and safety policies and procedures, recording processes, and documentation used.
	b. Identify the time and stock management procedures and recording systems.
	c. Identify the personal protective equipment required when undertaking tasks.
	d. Explain the purpose of establishing a safe escape route and assembly area in case of emergencies.
	e. Identify the methods used to provide safe ventilation and explain why it is important.
	f. Identify the methods used to provide suitable and sufficient lighting for carrying out job tasks and explain why it is important.
	g. Explain the purpose of establishing and maintaining adequate room to work safely.

	h. Identify the effects minor and major accidents can have on workplace operations in the short and long term.
	i. Explain the importance of carrying out safety checks before and during the use of equipment.
	j. Describe precautions to be taken against loose body accessories such as body piercings, chains, rings, watches.
	k. Identify sharp and dangerous objects that can be present and describe the precautions needed to work safely
3. Explain safe manual handling practices used in the industrial textile fabrication or trimming workplace.	a. Describe the safe manual handling practices used.
	b. Explain manual handling risks in terms of the potential for injury and describe risk reduction measures for these risks.
4. Explain safe practices when working with ladders and stepladders in the industrial textile fabrication or trimming workplace	a. Describe safe practices used when working with ladders and stepladders.
	b. Explain the risks associated with working with ladders and stepladders in terms of the potential for injury and describe risk reduction measures used for these risks.
5. Explain the importance of following policies and procedures used, and instructions given, in your workplace.	a. Explain the importance of following policies and procedures while undertaking workplace duties.
	b. Explain the importance of following instructions including safety, maintaining company standards, adhering to stated specifications, legal requirements, and the impacts of not following these instructions.
	c. Explain the importance of communicating job-related issues and seeking advice from a supervisor when needed.
6. Identify sectors within the context of the wider industrial textile fabrication and trimming industries	a. Identify the types and sizes of sectors within the wider industrial textile fabrication and trimming industries.
	b. Identify the scale, scope and nature of projects being undertaken in different sectors within the wider industrial textile fabrication and trimming industries.

	c. Identify the industry association(s) for the industrial textile fabrication or trimming industry and explain its/their purpose and role(s).
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## Pārongo aromatawai me te taumata paearu | Assessment information and grade criteria

### Assessment specifications

The evidence presented for assessment against this skill standard must be consistent with safe working practices and be in accordance with applicable workplace requirements, industry guidelines, legislative requirements, and manufacturer's information.

### Definitions

Industry guidelines – those practices and procedures commonly used as standard procedures to produce items of acceptable saleable quality in the industrial textile fabrication and trimming industry such as related textbook descriptors.

Manual handling – using the body to lift, lower, push, pull, carry, move, hold, or restrain goods.

Manufacturer's information – technical information for a machine or product detailing operation; installation and servicing procedures; manufacturer instructions; technical terms and descriptions; and detailed illustrations.

Workplace requirements – 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.

## Ngā momo whiwhinga | Grades available

Achieved.

### Ihirangi waitohu | Indicative content

- Safe practices when working at heights, such as step ladders, scissor lifts, scaffolding, cherry picker ladders.
- Time and stock management procedures, such as recording actual time taken for a job, recording actual materials used.
- Importance of procedures, such as adhering to workplace health and safety requirements, warranties, supervisory and work inspection requirements, accurate documentation.
- Tidy workplace, such as putting away tools and equipment in assigned places after use; keeping work benches, walkways, and machinery clear and clean; reducing risk of slips, trips and falls.
- Sectors such as residential, commercial, industrial, for domestic and export markets.
- Types of businesses such as sole discipline, multi-discipline, sole traders, outsourcing through to vertically integrated companies.
- Health and Safety at work: <https://www.worksafe.govt.nz/managing-health-and-safety/getting-started/health-and-safety-at-work-quick-reference-guide/>
- Managing risks: <https://www.worksafe.govt.nz/assets/dmsassets/839WKS-5-HSWA-identifying-assessing-managing-work-risks.pdf>
- Worksafe Fact Sheet – Safe working with ladders and stepladders (May 2022). Available at: [Safe-working-with-ladders-and-stepladders-v2.pdf](#).

## Rauemi | Resources

### Legislation, regulations and/or industry standards

Legislation, regulations and/or industry standards relevant to this skill standard include but are not limited to:

Health and Safety at Work Act 2015

Any new, amended or replacement Acts, regulations, standards, codes of practice, guidelines, or authority requirements or conditions affecting this skill standard will take precedence for assessment purposes, pending review of this skill standard.

Legislation can be accessed at: <https://www.legislation.govt.nz>

## Pārongo Whakaū Kounga | Quality assurance information

<b>Ngā rōpū whakatau-paerewa  </b> Standard Setting Body	Hanga-Aro-Rau Engineering, Manufacturing and Logistics Workforce Development Council
<b>Whakaritenga Rārangi Paetae Aromatawai  </b> DASS classification	Manufacturing > Industrial Textile Fabrication and Trimming > Industrial Textile Fabrication Core Skills
<b>Ko te tohutoro ki ngā Whakaritenga i te Whakamanatanga me te Whakaōritenga  </b> CMR	0014

<b>Hātepe  </b> Process	<b>Putanga  </b> Version	<b>Rā whakaputa  </b> Review Date	<b>Rā whakamutunga mō te aromatawai  </b> Last date for assessment
<b>Rēhitatanga  </b> Registration	1	30 May 2024	N/A
<b>Kōrero whakakapinga  </b> Replacement information	This skill standard replaced unit standard 31764.		
<b>Rā arotake  </b> Planned review date	31 December 2029		

Please contact Hanga-Aro-Rau Engineering, Manufacturing and Logistics Workforce Development Council at [qualifications@hangaarorau.nz](mailto:qualifications@hangaarorau.nz) if you wish to suggest changes to this skill standard.