

Title	Follow safe practices in an electrical workplace		
Level	2	Credits	3

Purpose	<p>This unit standard covers general safety practices for workers in the electrical and related industries.</p> <p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> – demonstrate knowledge of evacuation procedures; – identify and report dangerous situations; – use safety clothing and equipment; – demonstrate knowledge of fire prevention and control procedures; – maintain correct posture to avoid injury; – demonstrate knowledge of hazardous substances and associated procedures; – use ladders safely; – employ the safety tag system; – recognise responsibilities for providing, maintaining, and using associated equipment for safety in electrical work.
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Classification	Electrical Engineering > Core Electrical
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Available grade	Achieved
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Explanatory notes

- 1 This unit standard has been developed for learning and assessment on-job.
- 2 **References**
 Electricity (Safety) Regulations 2010;
 Electricity Act 1992;
 Hazardous Substances and New Organisms Act 1996;
 Health and Safety in Employment Act 1992, and associated regulations;
 New Zealand Electrical Codes of Practice (Ministry of Economic Development, ISSN 0114-0663);
 AS/NZS 3000:2007 *Electrical installations (known as the Australian/New Zealand Wiring Rules)*, including Amendment 1;
 and all subsequent amendments and replacements.
- 3 This unit standard does not cover the special safety practices associated with high voltages or work on power lines.
- 4 **Definition**
Associated equipment is defined in the Electricity (Safety) Regulations 2010.

5 Range

Demonstration of *safe working practices* is an essential component of assessment of this unit standard.

Outcomes and evidence requirements

Outcome 1

Demonstrate knowledge of evacuation procedures.

Evidence requirements

- 1.1 Exit points, escape routes, and assembly points are identified.
- 1.2 Evacuation procedures are identified and followed in accordance with company requirements.

Outcome 2

Identify and report dangerous situations.

Evidence requirements

- 2.1 Dangerous situations are identified in accordance with the Health and Safety in Employment Act 1992.

Range includes but is not limited to – damaged cords and cables, unguarded machines, broken equipment, tools and accessories, signs of overheating, corrosion, untidy conditions, accumulated rubbish, oil spills, trailing cords and cables.
- 2.2 Dangerous situations are reported in accordance with company requirements.
- 2.3 Work situations in which at least two competent persons are required for safety reasons are identified in accordance with safe working practice.

Outcome 3

Use safety clothing and equipment.

Evidence requirements

- 3.1 Approved items of safety clothing and equipment are worn and used in accordance with the Health and Safety in Employment Act and established company requirements.

Range includes but is not limited to – safety shoes, overalls, eye protection, safety helmets, rubber gloves, rubber mats, safety belts.
- 3.2 Neither metallic items, nor synthetics are worn on the person while working near live equipment or conductors.

3.3 Hair and clothing are not worn loosely near working machinery.

Outcome 4

Demonstrate knowledge of fire prevention and control procedures.

Evidence requirements

4.1 Possible causes of fire in own workplace are identified.

4.2 Fire extinguishers suitable for different types of fire are identified and located in the work area.

Range types of fire – wood, paper, or textiles; flammable liquids; live electrical equipment.

4.3 Use of fire extinguishers is demonstrated according to manufacturer's operating instructions.

4.4 Company fire-fighting procedures are described, in terms of own responsibility.

Outcome 5

Maintain correct posture to avoid injury.

Evidence requirements

5.1 Correct posture is maintained when lifting and shifting loads.

5.2 Work area is arranged to minimise accidents and injury.

Range table and bench height, clear floor areas, headroom, seating, operating or work tables, tidy workmanship.

Outcome 6

Demonstrate knowledge of hazardous substances and associated procedures.

Evidence requirements

6.1 Hazardous substances at the work site are identified.

6.2 Company requirements for reporting, removing, handling, storing, and disposing of hazardous substances are described.

Range hazardous substances – sodium and mercury from metal vapour lamps, polychlorinated biphenyls (PCB) from older transformers and capacitors, any other hazardous substances present at own work site.

- 6.3 Spills of hazardous substances are immediately dealt with in accordance with company requirements.
- 6.4 Symbols warning of the presence of radiation and lasers are identified.
- 6.5 The dangers and safeguards associated with working in the presence of radiation and lasers are explained.

Outcome 7

Use ladders safely.

Rangestep ladder, single ladder, extension ladder, trestle ladder.

Evidence requirements

- 7.1 Ladders are selected to meet job requirements, and moved, erected, and used according to safe working practice.
- Range includes but is not limited to – suitable support, ability to reach work point, sufficient space for placement, four-to-one rule, never use metal or wire-reinforced ladders near live equipment, never stand on top two steps of step ladder, use of assistant at base.
- 7.2 Ladder defects are identified according to safe working practice.
- Range defects – cracks, splinters, loose hinges, damage, missing parts, deterioration, operation of working parts, bending, missing or loose bolts and/or rivets.
- 7.3 Ladders are maintained in safe condition, and are handled and stored in a manner that prevents damage and accidents, according to safe working practice.

Outcome 8

Employ the safety tag system.

Evidence requirements

- 8.1 Different types of tags are identified in terms of purpose and use.
- Range danger, warning, beware, caution tags; out-of-service tags; hold cards; in-house tags used for the same effects.
- 8.2 The safety tag system is employed in accordance with safe working practice.
- 8.3 The multiple-trade/multiple-tag system is employed in accordance with safe working practice.

Outcome 9

Recognise responsibilities for providing, maintaining, and using associated equipment for safety in electrical work.

Evidence requirements

- 9.1 Associated equipment to be provided and maintained by the employer is identified in accordance with the Electricity (Safety) Regulations 2010.
- 9.2 The person responsible within the company for testing and inspection of associated equipment as required by the Electricity (Safety) Regulations 2010 is identified.
- 9.3 The employee's responsibilities relating to the use of associated equipment are identified in accordance with the Electricity (Safety) Regulations 2010.

Planned review date	31 December 2014
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	29 April 1994	31 December 2013
Review	2	23 April 1996	31 December 2013
Review	3	28 June 1999	31 December 2013
Revision	4	3 April 2001	31 December 2013
Review	5	26 May 2005	N/A
Rollover and Revision	6	15 March 2012	N/A
Revision	7	15 January 2014	N/A

Consent and Moderation Requirements (CMR) reference	0003
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact The Skills Organisation reviewcomments@skills.org.nz if you wish to suggest changes to the content of this unit standard.