

Title	Perform safe work practices in the motor industry		
Level	2	Credits	4

Purpose	This unit standard is for people who work in the motor and related industries. People credited with this unit standard are able to demonstrate: good work habits in the workplace; safe working practices; and good housekeeping practices in the motor and related industries.
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Classification	Motor Industry > Vehicle Bodywork
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Available grade	Achieved
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Guidance Information

- 1 The NZ Motor Industry Training Organisation Training Manual for the relevant trade lists the tools and workshop equipment covered in this unit standard.
- 2 The following legislation (and subsequent amendments) is applicable to this unit standard and must be followed where applicable:
 Health and Safety in Employment Act 1992;
 The Dangerous Goods Act 1994 and Regulations;
 The Spray Coating Regulations 1962;
 The Lead Process Regulations 1950;
 Approved Code of Practice for the Safe Use of Isocyanates;
 Resource Management Act, 1991;
 Explosives Act, Class 6.1, 1957.
- 3 Company policy includes workplace standards, practices, and procedures, which must comply with current legislation requirements. It is assumed the policy also meets product manufacturers' specifications, recommendations, and standards.
- 4 Because of the particular nature of this unit standard, it is essential that assessment be carried out in a commercial workplace under normal working conditions.

Outcomes and performance criteria

Outcome 1

Demonstrate good work habits and practice in the workplace in the motor and related industries.

Range tidy dress, punctuality, cleanliness, safety.

Performance criteria

- 1.1 Overalls are worn during work hours and are replaced when dirty according to company policy.
- 1.2 Time keeping meets company requirements.
- Range start and finish times, morning and afternoon tea break, lunch time.
- 1.3 Standards for personal cleanliness and hygiene are identified and carried out according to company policy and legislation requirements.
- Range before and after work, during work, meeting customers, before and after breaks.
- 1.4 Procedures for reporting injuries promptly are identified according to company policy and legislation requirements.
- 1.5 Safe work practices are carried out according to company policy, manufacturers' standards, and current legislation requirements.
- 1.6 Work practices do not cause damage through abuse or neglect.
- Range tools, workplace equipment and facilities, vehicles, property.

Outcome 2

Demonstrate safe working practices.

Performance criteria

- 2.1 The effects of an accident on the workplace operations are identified.
- Range minor, major, short term, long term.
- 2.2 Legislation requirements relating to the workplace are identified and complied with.
- Range workshop, workbay, spray booth, store, dangerous goods store.
- 2.3 Manufacturers' and employers instructions for using materials, tools and equipment are identified and complied with.
- Range may include but are not limited to – hand tools, machine tools and equipment, paints, solvents, chemicals, acids, welding plants.
- 2.4 The importance of having medical checks for people using toxic substances is identified according to legislation requirements.
- Range may include but are not limited to – lead, isocyanates, lung function test, aluminium, plastics, welding fumes.

- 2.5 Personal body accessory items are protected or removed so that no injury occurs when working in the workplace.
- Range chains, rings, watches, all loose items.
- 2.6 Protective clothing and safety equipment suitable for the job are selected and worn according to company policy and legislation requirements.
- Range protection of the body, head, hair, eyes, ears, lungs, hands, limbs, feet.
- 2.7 Personal actions do not promote and cause unsafe acts and unsafe conditions in the workplace.
- Range behaviour, personal hygiene, working alone, use of tools and equipment, working with and near flammable materials, working with and near fellow workers.
- 2.8 Workplace accidents are reported promptly to the employer according to company policy and legislation requirements.
- 2.9 Adequate room to work safely is established and maintained.
- 2.10 A safe escape route is established in case of emergencies.
- Range exits and aisles clear, no obstructions.
- 2.11 Safe ventilation procedures relative to the kind of work being carried out are undertaken according to company policy and legislation requirements.
- 2.12 Suitable and sufficient lighting is used for repairs to be carried out safely.
- 2.13 Care is taken to avoid injury and damage when manoeuvring a vehicle in and around the workplace.
- 2.14 Hand tools and equipment are maintained in good working order, and selected for the job according to manufacturers' specifications and company policy.

Outcome 3

Demonstrate good housekeeping practices.

Performance criteria

- 3.1 No hazardous objects are left on floors and/or stairs and platforms.
- 3.2 Dirty, slippery and wet floors are cleaned and dried so that the potential hazards are removed.
- 3.3 Sharp and dangerous objects are removed from the work area so that no injury occurs.

- 3.4 Tools and equipment are put away in assigned places after use according to company policy.
- 3.5 Flammable materials are identified and safe working practices observed when using them according to the manufacturer's specifications and legislation requirements.

Range flammable paints and solvents, oil and solvent soaked rags, masking materials, other flammable materials.
- 3.6 Work benches, work space, tools, equipment and machinery are kept clean and tidy to workplace standard, and a regular cleaning programme for the workplace is carried out according to company policy.
- 3.7 Warning notices are displayed at the site of hazards.
- 3.8 Emergency exits are kept clear.
- 3.9 Parts and materials that are projecting, poorly stacked and placed incorrectly, are relocated so as not to create a hazard.
- 3.10 Areas that are out of bounds to the public are identified according to company policy.

Replacement information	This unit standard and unit standard 226 were replaced by unit standard unit standard 21858.
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This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	10 February 1999	31 December 2016
Revision	2	13 March 2001	31 December 2016
Rollover	3	25 July 2006	31 December 2020
Rollover	4	19 November 2010	31 December 2020
Rollover	5	22 August 2014	31 December 2020
Rollover	6	22 October 2020	31 December 2021

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>.