

Apply health and safety practices in materials management at a manufacturing or industrial site

Level 3

Credits 5

Purpose People credited with this unit standard are able to: maintain health and safety practices in materials management in own work area; demonstrate knowledge of fire prevention and control procedures applicable in own work area; comply with safety requirements for handling hazardous and dangerous goods and/or materials in own work area; and demonstrate knowledge of health and safety requirements for materials management at a manufacturing or industrial site.

Subfield Supply Chain Management

Domain Materials Management

Status Registered

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Entry information Open.

Accreditation Evaluation of documentation and visit by NZQA and industry.

Standard setting body (SSB) Competenz

Accreditation and Moderation Action Plan (AMAP) reference 0173

This AMAP can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Special notes

- 1 For the purpose of this unit standard:
Legislative requirements include the provisions of: Hazardous Substances and New Organisms Act 1996; Resource Management Act 1991; Health and Safety in Employment Act 1992; Health and Safety in Employment Regulations 1995; other published statutes, regulations, codes of practice, guidelines, and standards relevant to the particular work site; and their subsequent amendments and replacements.

Work area is defined as a place where any person is to work, is working, for the time being works, or customarily works for gain or reward. It includes schools, universities, shopping malls, department stores, hospitals, ships, aircraft, trains etc where employees are responsible for dealing with an emergency.

Organisational requirements include all documented policies, procedures and instructions pertaining to materials management at the work site.

- 2 Some range statements within this unit standard are indicative and dependent on organisational policy, procedures and practices and the type of application being processed. Candidates are therefore to be assessed against as many items in each range note as are available and relevant.

Elements and performance criteria

Element 1

Demonstrate knowledge of health and safety requirements for materials management at a manufacturing or industrial site.

Performance criteria

- 1.1 Requirements of the legislation are identified and described.
- Range emergencies, hazard identification, first aid, plant isolation, noise, dust, confined spaces.
- 1.2 Emergency procedures are outlined in accordance with organisational requirements.
- Range earthquake, volcano, flood, slip, fire, chemical spillage, gas, explosion, bomb threat, heights, accidents and injury, death.
- 1.3 Evacuation and assembly procedures are explained in accordance with organisational requirements.

Element 2

Maintain health and safety practices in materials management in own work area.

Performance criteria

- 2.1 Protective gear suitable for the task is selected and used in accordance with organisational requirements.
- 2.2 Hazardous situations in own working areas are identified, and action is taken to eliminate, isolate, or minimise the hazards to comply with organisational and legislative requirements.
- Range includes but is not limited to – noise, dust, fumes, confined spaces, plant isolation.

- 2.3 Floor surfaces are maintained, and spillages are removed in accordance with organisational requirements.
- 2.4 Equipment is maintained in working order, and malfunctions and damage are reported in accordance with organisational requirements.
- 2.5 Environmental hazards are noted, and are reported in accordance with organisational requirements.
- Range building, lighting, ventilation, yards, loading and/or unloading area.
- 2.6 Equipment for handling materials is safely operated in accordance with legislative and organisational requirements.
- 2.7 Correct posture is maintained when lifting and shifting loads in accordance with organisational requirements.
- 2.8 Work area is arranged to minimise accidents and injury in accordance with organisational and legislative requirements.
- Range table and bench height, clear floor areas, headroom, seating, operating or work tables, tidy workmanship.

Element 3

Demonstrate knowledge of fire prevention and control procedures applicable in own work area.

Performance criteria

- 3.1 Possible causes of fire in own work area are identified.
- 3.2 Fire extinguishers suitable for different types of fire are identified and located in the work area.
- Range types of fire – wood, paper, textiles, flammable liquids, combustible solids, gases, greases, live electrical equipment.
- 3.3 Use of fire extinguishers in own work area is explained in accordance with manufacturer's operating instructions.
- 3.4 Two methods of recognising state of charge of fire extinguisher are stated in accordance with manufacturer's operating instructions.
- 3.5 Company fire fighting and evacuation procedures are described, in terms of own responsibility, in accordance with organisational requirements.

Element 4

Comply with safety requirements for handling hazardous and dangerous goods and/or materials in own work area.

Performance criteria

- 4.1 Symbols for hazardous and dangerous goods and materials are identified, and are explained in terms of inflammability, corrosion, toxicity, and susceptibility to spontaneous combustion and decomposition.
- 4.2 Procedures for transporting, handling, and storing hazardous goods are complied with in accordance with organisational and legislative requirements.
- Range separation of incompatible materials, separation from non-hazardous materials, access for fire crews and equipment, clear identification.
- 4.3 Procedures to follow in the event of fire in hazardous goods area are identified, and complied with in accordance with organisational and legislative requirements.

Please note

Providers must be accredited by NZQA, or an inter-institutional body with delegated authority for quality assurance, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be accredited by NZQA before they can register credits from assessment against unit standards.

Accredited providers and Industry Training Organisations assessing against unit standards must engage with the moderation system that applies to those standards.

Accreditation requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP 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 Competenz at info@competenz.org.nz if you wish to suggest changes to the content of this unit standard.