

Title	Identify and follow safety practices and procedures in an electronic manufacturing environment		
Level	2	Credits	5

Purpose	<p>This unit standard covers general safety practices and procedures for workers engaged in the manufacture of electronic products.</p> <p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> –identify evacuation procedures in own workplace; –identify fire prevention and control procedures in own workplace; –identify hazardous substances and associated procedures in own workplace; –identify and report hazardous situations in own workplace; –use safety clothing and equipment; and –maintain correct posture to avoid injury.
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Classification	Electronic Engineering > Electronic Manufacturing
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Available grade	Achieved
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Guidance Information

- 1 Safe practices associated with soldering are dealt with in the unit standards dealing specifically with soldering.
- 2 References
Health and Safety in Employment Act 1992, and associated regulations;
Hazardous Substances and New Organisms Act 1996.

Outcomes and performance criteria

Outcome 1

Identify evacuation procedures in own workplace.

Performance criteria

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

Outcome 2

Identify fire prevention and control procedures in own workplace.

Performance criteria

- 2.1 Potential causes of fire in own workplace is identified.
- 2.2 Fire extinguishers suitable for use in own work area are located.
- 2.3 Company fire fighting procedures are described in terms of own responsibility.

Outcome 3

Identify hazardous substances and associated procedures in own workplace.

Performance criteria

- 3.1 Hazardous substances present in own workplace are identified.
- 3.2 Company procedures for reporting, removing, handling, storing, and disposing of hazardous substances are identified.
- 3.3 Spills of hazardous substances are dealt with in accordance with company procedures.
- 3.4 Warning symbols are identified and the associated dangers stated.
Range symbols – radiation, lasers, any others in own workplace.

Outcome 4

Identify and report hazardous situations in own workplace.

Performance criteria

- 4.1 Hazardous situations are identified in accordance with the Health and Safety in Employment Act 1992.
Range 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. Identification may be by pointing out real hazards or by describing potential hazards.
- 4.2 Hazardous situations are reported in accordance with company procedures.

Outcome 5

Use safety clothing and equipment.

Performance criteria

- 5.1 Approved items of safety clothing and equipment relevant to the type of work are worn and used in accordance with the Health and Safety in Employment Act and company procedures.
- 5.2 Hair and clothing are not worn loosely near working machinery.

Outcome 6

Maintain correct posture to avoid injury.

Performance criteria

- 6.1 Correct posture is maintained when lifting and shifting loads.
- 6.2 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.

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	23 November 2003	31 December 2021
Rollover and Revision	2	19 March 2010	31 December 2021
Review	3	26 July 2018	31 December 2021

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>.