

Title	Demonstrate knowledge of workplace risks in a wood manufacturing operation		
Level	2	Credits	5

Purpose	People credited with this unit standard are able to: describe processes used in a wood manufacturing operation; demonstrate knowledge of health and safety in a wood manufacturing operation; identify and explain safety practices in a specified wood manufacturing operation; describe the procedures for the isolation of plant and equipment in a specified wood manufacturing operation; and identify and describe the sources of environmental risk and the employee's role to minimise these in a specified wood manufacturing work area.
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Classification	Wood Manufacturing - Generic Skills > Wood Manufacturing Foundation Skills
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Available grade	Achieved
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Guidance Information

- 1 Legislation
Health and Safety at Work Act 2015.
- 2 Definitions
Accepted industry practice refers to approved codes of practice and standardised procedures accepted by the wider wood manufacturing industry as examples of best practice.
Wood manufacturing operation refers to any operation or organisation involved in the conversion of any wood materials to saleable products.
Workplace procedures refer to documented policies and procedures set by the organisation carrying out the work, and to documented or other directions provided to staff, and applicable to the tasks being carried out. They may include but are not limited to – standard operating procedures, site specific procedures, site safety procedures, equipment operating procedures, quality assurance procedures, product quality specifications, references, approved codes of practice, housekeeping standards, environmental considerations, on-site briefings, supervisor's instructions, and procedures to comply with legislative and local body requirements relevant to the wood manufacturing sector.
- 3 Assessment information
All activities and evidence must meet workplace procedures and accepted industry practice.

Outcomes and performance criteria

Outcome 1

Describe processes used in a wood manufacturing operation.

Performance criteria

- 1.1 Wood manufacturing processes occurring at the candidate's workplace are identified, and the importance of these processing steps to the value of manufactured wood products is described.
- 1.2 The location and sequence of the wood manufacturing processes in the candidate's workplace are explained with the use of site maps, flow charts, and diagrams.

Outcome 2

Demonstrate knowledge of health and safety in a wood manufacturing operation.

Performance criteria

- 2.1 The terms 'hazard' and 'potential harm' are defined in accordance with the Health and Safety at Work Act 2015.
- 2.2 Methods to control hazards are described in accordance with the Health and Safety at Work Act 2015 and examples are given for each method.
- 2.3 The timing of hazard identification is identified and the reasons for hazard control are described.
- 2.4 Specific workplace hazard identification procedures are identified.
- 2.5 Specific work area hazards are identified.

Range	hazards may include but are not limited to – equipment, electrical, chemical, radioactive, fire, mobile plant, compressed air, noise, confined spaces, dust, water, ergonomic hazards.
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- 2.6 The way personal behaviours could cause harm in the workplace is explained.

Range	three of – clothing choices, hair styles, wearing jewellery, failure to wear personal protective equipment (PPE), poor lifting techniques, poor health care (sleep deprivation, fatigue, stress).
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- 2.7 Procedures for minimising exposure to hazards are identified.

Range	procedures may include but are not limited to – protective clothing and equipment, safe lifting techniques, housekeeping techniques, Safe Behaviour Observations, monitoring and maintaining personal wellness, locking out procedures, restricted entry procedures.
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Outcome 3

Identify and explain safety practices in a specified wood manufacturing operation.

Performance criteria

- 3.1 The candidate's safety responsibilities are explained in accordance with Health and Safety at Work Act 2015.
- 3.2 Safety signs present in the workplace are identified and their meaning explained.
- 3.3 Protective clothing and equipment required on the worksite are identified and their use explained.
- Range head, hand, eye, ear, respiratory tract, skin, feet.
- 3.4 The need for work areas to be kept clean and free of debris is explained.
- 3.5 Workplace procedures for communicating perceived hazards and risks to safety are identified and explained.
- 3.6 Emergency procedures to be followed at the workplace are explained.
- Range emergency procedures include – procedures to be taken in the event of: accident, fire, gas leaks, natural disasters, chemical spillage;
types of siren or alarm systems specific to the workplace.

Outcome 4

Describe the procedures for the isolation of plant and equipment in a specified wood manufacturing operation.

Performance criteria

- 4.1 The concept of zero energy is described.
- 4.2 Procedures for the isolation of equipment and plant are located in the candidate's workplace, and the procedure used to isolate a specified item of plant is described.
- 4.3 Roles and responsibilities of the candidate, and others in the isolation and reinstatement procedure are described.

Outcome 5

Identify and describe the sources of environmental risk and the employee's role to minimise these in a specified wood manufacturing work area.

Performance criteria

5.1 Sources of environmental risk in the candidate's work area are identified.

Range environmental risks may include but are not limited to – chemical spillage, chemical handling, fire, gas leaks, dust, smoke, steam, water or chemical run off, heat.

5.2 The employee's role in minimising risk to the environment is described.

Replacement information	This unit standard replaced unit standard 21756.
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Planned review date	31 December 2024
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	18 December 2006	31 December 2012
Revision	2	18 September 2009	31 December 2012
Rollover and Revision	3	15 April 2011	N/A
Review	4	28 May 2020	N/A

Consent and Moderation Requirements (CMR) reference	0013
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Competenz qualifications@competenz.org.nz if you wish to suggest changes to the content of this unit standard.