

Title	Demonstrate knowledge of safe working practices in a digital print environment		
Level	2	Credits	5

Purpose	People credited with this unit standard are able to, in a digital print environment: identify statutory rights and responsibilities; demonstrate knowledge of, and comply, with safety requirements; demonstrate knowledge of emergency and evacuation procedures, and fire emergency procedures; observe good work practices; and describe ergonomic principles for the safe operation of a computer system
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Classification	Printing > Digital Processes for Print
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Available grade	Achieved
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Guidance Information

- 1 Legislation, regulations and/or industry standards relevant to this unit standard include but are not limited to the:
- Accident Compensation Act 2001;
 - Copyright Act 1994;
 - Health and Safety at Work Act 2015;
 - Privacy Act 2020;
 - Resource Management Act 1991.

Any new, amended or replacement Acts, regulations, standards, codes of practice, guidelines, or authority requirements or conditions affecting this unit standard will take precedence for assessment purposes, pending review of this unit standard.

- 2 **Definition**
Workplace procedures refer to organisation policies and procedures that are documented in memo, electronic, or manual format and available in the workplace. 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, manufacturer’s requirements, 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 print sector.
- 3 **Assessment information**
 Evidence presented for assessment against this unit standard must be consistent with safe working practices and be in accordance with applicable service information, workplace procedures and legislative requirements.

Outcomes and performance criteria

Outcome 1

Identify statutory rights and responsibilities in a digital print environment.

Range Health and Safety at Work Act 2015, Accident Compensation Act 2001.

Performance criteria

1.1 Identify requirements and responsibilities of employees and employers.

Range equipment, reporting requirements.

1.2 Identify employees rights.

Outcome 2

Demonstrate knowledge of, and comply with, safety requirements in a digital print environment.

Performance criteria

2.1 Check safety requirements to ensure a safe workplace, and report any faults or problems.

Range may include but is not limited to – safety clothing, equipment, safety devices, stop buttons, alarms.

2.2 Locate and describe first aid equipment and supplies.

2.3 Describe workplace procedures to be followed in the event of an accident.

Range may include but is not limited to – identification of the work area's first aider and nearest alternative; immediate action to take in the event of an accident; accident reporting procedures.

Outcome 3

Demonstrate knowledge of emergency and evacuation procedures in a digital print environment.

Performance criteria

3.1 Provide essential information for emergency and evacuation.

Range may include but is not limited to – identification of the nearest exit to the work area, the designated assembly point, the name of the person authorised to permit departure from the assembly point; any other information required by company procedures.

3.2 Describe workplace procedures to be followed in the event of an earthquake.

3.3 Outline actions for dealing with emergency or hazardous situations not specifically covered by workplace procedures.

Range may include but is not limited to – chemical spillage, live electricity, gas leak.

Outcome 4

Demonstrate knowledge of fire emergency procedures in a digital print environment.

Performance criteria

4.1 Locate fire extinguishers in the work area and explain their proper use.

4.2 Demonstrate correct use of fire extinguishers.

Range practical demonstration of ability to operate the extinguisher nearest the candidate's work station, description of the operation of other company extinguishers (if present).

4.3 Explain workplace procedures to be followed in the event of discovering a fire.

4.4 Provide essential information regarding emergency procedures.

Range may include but is not limited to – identification of the alarm bell nearest the candidate's work station, location of the fire extinguisher nearest the candidate's work station, the four major fire situations (electrical, chemical, gas, petroleum products) where water hoses must not be used, any other information required by workplace practices.

4.5 Explain workplace procedures for the control of fires and treatment of burns that may occur.

Outcome 5

Observe good work practices in a digital print environment.

Performance criteria

5.1 Follow housekeeping procedures in terms of floors, walkways, electrical leads and equipment, storage, and cleaning up.

5.2 Follow safe manual techniques for lifting, stacking and handling.

5.3 Use and maintain equipment in safe condition, and rectify any faults.

5.4 Describe and follow hazard control measures.

Outcome 6

Describe ergonomic principles for the safe operation of a computer system in a digital print environment.

Performance criteria

- 6.1 Describe ergonomic principles in relation to user physical well-being.
- Range may include but is not limited to – posture in chair and seating height; feet placement; position of monitor, keyboard, printer, and mouse relative to user; rest periods and exercises.
- 6.2 Describe ergonomic principles in terms of the environment.
- Range may include but is not limited to – lighting, dust, ventilation, room space, temperature, cables, furniture.
- 6.3 Describe ergonomic principles in terms of type of equipment components.
- Range may include but is not limited to – keyboard rest, UV filter, anti-glare screen, mouse design, desk space, printer location.

Planned review date	31 December 2027
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	26 January 2007	31 December 2025
Review	2	30 March 2023	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 Hanga-Aro-Rau Manufacturing, Engineering and Logistics Workforce Development Council qualifications@hangaarorau.nz if you wish to suggest changes to the content of this unit standard.