

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: demonstrate knowledge of 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 demonstrate knowledge of ergonomic principles for the safe operation of a computer system.

Subfield Printing

Domain Digital Processes for Print

Status Registered

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Entry information Open.

Accreditation Evaluation of documentation by NZQA and industry.

Standard setting body (SSB) Competenz

Accreditation and Moderation Action Plan (AMAP) reference 0005

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

Special notes

- 1 Candidates must follow any applicable and recognised codes of practice, and documented workplace health, safety, and environmental procedures for personal, product, workplace health, safety and environmental matters, and the obligations required under current law including the Health and Safety in Employment Act 1992, Injury Prevention, Rehabilitation, and Compensation Act 2001, Resource Management Act 1991, Privacy Act 1993, Copyright Act 1994; and their subsequent amendments.
- 2 *Workplace practices* refer to the documented procedures for the workplace or classroom situation. These will include procedures for the use of machinery and

equipment, as well as product specifications and job instructions in order to meet the job's requirements.

- 4 *Company procedures* refer to the documented procedures set down by the company.

Elements and performance criteria

Element 1

Demonstrate knowledge of statutory rights and responsibilities in a digital print environment.

Range Health and Safety in Employment Act 1992, Injury Prevention, Rehabilitation, and Compensation Act 2001.

Performance criteria

1.1 Requirements and responsibilities are identified as they apply to employees and employers.

Range equipment, reporting requirements.

1.2 Rights are identified as they apply to employees.

Element 2

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

Performance criteria

2.1 Safety requirements are checked to ensure a safe workplace, and any faults or problems are reported in accordance with workplace practices.

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

2.2 First aid equipment and supplies are located and described.

2.3 Knowledge of company procedures to be followed in the event of an accident is demonstrated.

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.

Element 3

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

Performance criteria

- 3.1 Essential information for emergency and evacuation is provided.
- 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 Knowledge of company procedures to be followed in the event of an earthquake is demonstrated.
- 3.3 Actions are outlined for dealing with emergency or hazardous situations not specifically covered by company procedures.
- Range may include but is not limited to – chemical spillage, live electricity, gas leak.

Element 4

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

Performance criteria

- 4.1 Fire extinguishers in the work area are located and their proper use explained.
- 4.2 Knowledge of the use of fire extinguishers is demonstrated.
- 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 Company procedures to be followed in the event of discovering a fire are explained.
- 4.4 Essential information regarding emergency procedures is provided.
- 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 Company procedures for the control of fires and treatment of burns that may occur are explained.

Element 5

Observe good work practices in a digital print environment.

Performance criteria

- 5.1 Company procedures for housekeeping are followed in terms of floors, walkways, electrical leads and equipment, storage, and cleaning up.
- 5.2 Safe manual techniques are followed for lifting, stacking and handling.
- 5.3 Equipment is used and maintained in safe condition, and any faults are rectified in accordance with workplace practices.
- 5.4 Hazard control measures as circulated by the company are described and followed.

Element 6

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

Performance criteria

- 6.1 Ergonomic principles in terms of user physical well-being are described.

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 Ergonomic principles in terms of the environment are described.

Range may include but is not limited to – lighting, dust, ventilation, room space, temperature, cables, furniture.
- 6.3 Ergonomic principles in terms of type of equipment components are described.

Range may include but is not limited to – keyboard rest, UV filter, anti-glare screen, mouse design, desk space, printer location.

Please note

Providers must be accredited by the Qualifications Authority, 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 the Qualifications Authority 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 Competenz info@competenz.org.nz if you wish to suggest changes to the content of this unit standard.