

<b>Title</b>	<b>Demonstrate knowledge of safe working practices in a signmaking workplace</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>5</b>

<b>Purpose</b>	<p>This unit standard is for people entering the signmaking industry.</p> <p>People credited with this unit standard, in the context of a signmaking workplace, are able to demonstrate knowledge of: emergency procedures and health and safety requirements; personal safety; and, equipment used for working at height.</p>
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<b>Classification</b>	Sign Making > Sign Making - Core
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 References and legislation
  - Building Act 2004
  - Hazardous Substances and New Organisms Act 1996
  - Health and Safety at Work Act 2015
  - Resource Management Act 1991
  - Relevant Regional and Local Authority bylaws
  - Scaffolding in New Zealand, 2016, available at <http://www.worksafe.govt.nz/worksafe/information-guidance/all-guidance-items/scaffolding-best-practice-guideline-for-scaffolding-in-new-zealand>.
- 2 Definitions
  - Accepted industry practice* – codes of practice and standardised procedures accepted by the wider signmaking industry as examples of best practice.
  - Signmaking workplace* – workshop, sign installation location and any related location where signmaking work is being carried out.
  - Workplace procedures* – procedures used by the organisation carrying out the work and applicable to the tasks being carried out. Examples are – standard operating procedures, site safety procedures, equipment operating procedures, codes of practice, quality management practices and standards, procedures to comply with legislative and local body requirements.
- 3 All performance criteria must be performed in accordance with accepted industry practice and workplace procedures.

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## Outcomes and performance criteria

### Outcome 1

Demonstrate knowledge of emergency procedures and health and safety (H&S) requirements in a signmaking workplace.

#### Performance criteria

- 1.1 Workplace procedures for emergency and evacuation are described.
- Range emergency procedures include – fire, earthquake, flood, chemical spill.
- 1.2 Duties of businesses under the Health and Safety at Work Act (HSWA) are described.
- Range Person Conducting a Business or Undertaking (PCBU), taking all practicable steps to ensure the safety of employees, providing personal protective clothing and equipment, managing hazards, providing supervision and training.
- 1.3 Rights and obligations of workers under the HSWA are described.
- Range rights and obligations – control of H&S, facilities, H&S training, information and support, engagement and participation in H&S, personal protective equipment (PPE), H&S Reps (HSR), H&S Committees (HSC), care of own H&S, rights to stop work.
- 1.4 Functions and powers of HSR's under the HSWA are described.

### Outcome 2

Demonstrate knowledge of personal safety practices in a signmaking workplace.

#### Performance criteria

- 2.1 Signmaking workplace risks are identified and classified proportionately in terms of their impact on the workplace.
- Range risk identification and classification includes – likelihood, degree of harm, options for eliminating or minimising; evidence of four risks in the candidate's workplace is required.
- 2.2 Process for dealing with first aid requirements in the workplace is identified and described in accordance with workplace procedures.

2.3 Personal protective equipment (PPE) worn and used in a signmaking workplace is described in accordance with workplace procedures.

Range description may include manufacturer instructions for use; examples of PPE are – gloves, earmuffs, eye protection, high visibility clothing, work boots, hats, machinery, guards, residual current devices, safety harnesses, breathing apparatus; evidence of four items from the candidate’s workplace is required.

2.4 Process for reporting accidents, incidents, and near misses is described in accordance with workplace procedures.

2.5 Process for identifying, managing, and reporting risks is described in accordance with workplace procedures.

2.6 Safe practices for handling, lifting, and stacking materials are identified and described in accordance with accepted industry practice.

2.7 Process for labelling, storing, handling, and using hazardous materials is described in accordance with accepted industry practice.

Range includes – use of material safety data sheets (MSDS).

**Outcome 3**

Demonstrate knowledge of equipment used for working at height in a signmaking workplace.

Range ladders, extension ladders, scaffolds, trailer/truck mounted towers, scissor lifts, suspended stages, building maintenance units.

**Performance criteria**

3.1 Equipment used for height access in signmaking work is described in terms of its features and applications.

3.2 The safety features of equipment are described.

3.3 Applicable regulations, by-laws, and codes of practice governing the use and operation of equipment are identified.

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<b>Replacement information</b>	This unit standard was replaced by unit standard 33060.
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**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	19 January 2012	31 December 2021
Review	2	20 April 2017	31 December 2025
Review	3	27 September 2022	31 December 2025

**Consent and Moderation Requirements (CMR) reference**

0013

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