

Title	Prepare a workspace and use safe practices for joinery work		
Level	3	Credits	8

Purpose	People credited with this unit standard are able to: <ul style="list-style-type: none"> – prepare a workspace; and – use safe practices for joinery work.
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Classification	Joinery > Joinery Core Skills
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Available grade	Achieved
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Guidance Information

- 1 Legislation and guidelines relevant to this unit standard include:
 - Health and Safety at Work Act 2015; available from www.legislation.govt.nz;
 - *Safe Use of Machinery: Best Practice Guidelines*; available from www.worksafe.govt.nz, and any subsequent amendments and replacements.

- 2 Assessment

This standard recognises the ability to work to construction workplace standards under the supervision of a commercially competent practitioner whose role is to ensure the completed construction meets industry and regulatory requirements.

Evidence for this unit standard must reflect commercial standards; the verbal and written information covering company policy, standard operating procedures and processes and job-specific instructions.

This unit standard must be assessed under the supervision of a commercially competent practitioner in workplace conditions that reflect:

- commercial standards, current health, safety, industry, and workplace requirements; and
- industry requirements for commercially acceptable timeframes.

- 3 Definitions

Joinery work refers to the work, job, or project relevant to joinery, cabinetry, doors and windows, stairs, bench tops, shop fitting, and specialty surfaces.

Workplace requirements refer to the documented procedures specific to a workplace which set out the standard and the required practices of that workplace. This may include job specifications, procedures, practices, manufacturer recommendations, technical data sheets and material safety data sheets.

Outcomes and performance criteria

Outcome 1

Prepare a workspace for joinery work.

Performance criteria

- 1.1 Hazards in a joinery workplace are identified and preventative actions taken.
- Range visibility, electrical, ventilation, wet surfaces, noise, dust, heat, handling procedures.
- 1.2 Work areas or activities that may present a hazard to the public are identified.
- Range clearly visible signs, cordons, barriers, traffic hazards.
- 1.3 Site safety requirements and emergency procedures are identified.
- Range location and use of first-aid equipment, site accident procedures, site procedures in case of fire, earthquake or natural disasters, traffic, electrical isolation, chemicals, evidence of four site safety or emergency procedures are required.
- 1.4 Personal protective equipment required for joinery work is identified and used.
- 1.5 Personal work area and access areas are cleared of debris and waste.

Outcome 2

Use safe practices for joinery work.

Performance criteria

- 2.1 Tools and equipment required for joinery work are checked before use and unsafe or faulty tools and equipment are reported and tagged.
- 2.2 Hazards are identified and reported in accordance with workplace requirements.
- 2.3 General safety procedures are applied during the operation of equipment and machinery.
- Range guards, safety switches, electrical safety devices, isolation of main power source, health and wellbeing.
- 2.4 Risks related to the condition or location of joinery materials are identified before use.
- Range damaged material, unsafe stacking, storage or packaging, environmental conditions in which the materials are to be handled or used.

2.5 Safe handling techniques are used to minimise the risk of personal injury when moving joinery products.

Range lifting, choice and use of carrying equipment, assistance.

Replacement information	This unit standard replaced unit standard 2543 and unit standard 20497.
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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	24 October 2014	31 December 2025
Review	2	30 March 2023	N/A

Consent and Moderation Requirements (CMR) reference	0073
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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 Waihangā Ara Rau Construction and Infrastructure Workforce Development Council at qualifications@WaihangāAraRau.nz if you wish to suggest changes to the content of this unit standard.