

<b>Title</b>	<b>Demonstrate knowledge of good work habits and safe work practices in the automotive industry</b>		
<b>Level</b>	<b>2</b>	<b>Credits</b>	<b>4</b>

<b>Purpose</b>	This theory-based unit standard is for people who wish to enter or are working in the automotive industry. People credited with this unit standard are able to demonstrate knowledge of good work habits and practices and of safe working practices in the automotive industry.
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<b>Classification</b>	Motor Industry > Motor Industry - Introductory Skills
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<b>Available grade</b>	Achieved
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### Explanatory notes

- 1 Assessments incorporate safe working practices and are in accordance with applicable manufacturer's specifications, service information, company and legislative requirements.
- 2 Legislation, regulations and/or Industry Standards relevant to this unit standard includes but is not limited to the current version of including updated amendments to, and replacements of - Hazardous Substances and New Organisms Act 1996; Resource Management Act 1991; Health and Safety at Work Act 2015; Lead Process Regulations 1950; Spray Coating Regulations 1962; Approved Code of Practice for the Safe Use of Isocyanates 1994.
- 3 Definitions  
*Company requirements* refer to instructions to staff on policy and procedures which are documented in memo or manual format and are available in the workplace. These requirements include but are not limited to – company specifications and procedures, work instructions, manufacturer specifications, product quality specifications and legislative requirements.  
*Service information* may include but is not limited to – technical information of a vehicle, machine, or product detailing operation; installation and servicing procedures; manufacturer instructions and specifications; technical terms and descriptions; and detailed illustrations. This may be accessed from the manufacturer.

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### Outcomes and evidence requirements

#### Outcome 1

Demonstrate knowledge of good work habits and practices in the automotive industry.

**Evidence requirements**

- 1.1 The importance of following policies and procedures while undertaking workplace duties is described.
- Range may include but is not limited to - adhering to the workplace health and safety, manufacturer's specifications, warranties, replacement parts policies, supervisory and work inspection requirements, importance of documentation, Consumer Guarantees Act.
- 1.2 The importance of company and customer privacy is identified.
- Range may include but is not limited to – use of social media, Privacy Act.
- 1.3 The importance of following instructions is described.
- Range safety, maintaining company standards, adhering to stated specifications, legal requirements.
- 1.4 Time management procedures are identified.
- Range may include but is not limited to - goal setting, prioritising, estimating time, setting deadlines, comparing current use of time with priorities.
- 1.5 The importance of maintaining a clean and tidy work space is described.
- Range may include but is not limited to - putting away hand tools and workshop equipment in assigned places after use; work benches and machinery.
- 1.6 The importance of maintaining tools and worksite equipment in good working order is described.

**Outcome 2**

Demonstrate knowledge of safe working practices in the automotive industry.

**Evidence requirements**

- 2.1 The obligations of employers and workers under the current health and safety legislation are identified.
- Range duty to ensure workplace and own health and safety, duty to ensure their actions or omissions do not harm anyone else, duty to follow employer's instructions about health and safety matters, duty to cooperate with reasonable health and safety policies and procedures notified to workers, duty of care.
- 2.2 Codes of practice and legislative requirements relating to automotive workplace and machine safety are identified.

Range may include but is not limited to - eliminate or minimise workplace risks.

2.3 Automotive environmental risks are identified.

Range: atmospheric pollution, disposal.

2.4 Precautions to be taken against loose body accessories are identified.

Range includes but is not limited to – body piercings, chains, rings, watches.

2.5 Personal protective equipment suitable for wearing in the automotive industry are identified

Range protection for the body, head, hair, eyes, ears, lungs, hands, limbs, feet.

2.6 Precautions to take when working in an automotive workplace are identified.

Range includes but is not limited to – responsibility for safety, ensuring actions do not harm others or cause damage to the vehicle/machinery or plant/equipment; working alone, working above and below a fellow worker.

2.7 Precautions to take when working on and around vehicles are identified.

Range includes but is not limited to – fuel (fumes, high pressure, leaks), components under tension or pressure, supporting components, lifting and supporting vehicles, hydraulic and pneumatic systems, batteries, high voltage systems, airbags and seat belt pretensioners, heat generated components, flammable materials.

2.8 Sharp and dangerous objects that can be present in the workplace are identified and precautions to take are described.

Range may include but is not limited to - broken glass, sharp metal, open containers of flammable liquid, fuel and oil soaked rags, hot work, objects, poorly stacked and/or placed materials; removing and storing objects or disposing of objects safely.

2.9 Warning notices and the reason for their use at sites of hazards are identified.

2.10 Methods and purpose of providing safe ventilation are identified.

Range may include but is not limited to – minimising the running of engines and vehicles in a workshop, use of extractor fans and hoods, keeping fresh supply of air circulating through doors and windows.

- 2.11 Methods and purpose of providing suitable and sufficient lighting for carrying out repairs is identified.
- 2.12 Purpose of establishing and maintaining adequate room to work safely is identified.
- 2.13 The importance of establishing a safe escape route in case of emergencies is identified.
- 2.14 The effects an accident can have on workplace operations are identified.  
Range minor, major, short term, long term.
- 2.15 The effects that using toxic substances can have on users' health are identified.  
Range: toxic substances may include but are not limited to – lead, isocyanates, welding fumes from aluminium and plastic; medical checks may include but are not limited to – lung function test.

<b>Replacement information</b>	This unit standard and unit standard 29580 replaced unit standards 249, 16113 and 21858.
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<b>Planned review date</b>	31 August 2021
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#### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	18 August 2016	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0014
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

#### Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR 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.

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**Comments on this unit standard**

Please contact the SSB MITO New Zealand Incorporated [info@mito.org.nz](mailto:info@mito.org.nz) if you wish to suggest changes to the content of this unit standard.