

Title	Demonstrate good work habits and safe work practices in the automotive industry		
Level	2	Credits	4

Purpose	People credited with this unit standard are able to demonstrate good work habits and practices, and demonstrate safe work practices in the automotive industry.
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Classification	Motor Industry > Motor Industry - Introductory Skills
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Available grade	Achieved
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Guidance Information

- 1 Assessments incorporate safe working practices and are in accordance with applicable manufacturer's specifications, service information, company and legislative requirements (this includes the knowledge and/or use of suitable tools and equipment).
- 2 Legislation, regulations and/or industry standards relevant to this unit standard includes but is not limited to the:
 - 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;
 - New Zealand Road Code;
 and any subsequent amendments or replacements.
- 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 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.

Suitable tools and equipment means industry approved tools and equipment that are recognised within the industry as being the most suited to complete the task in a professional and competent manner with due regard to safe working practices.

Outcomes and performance criteria

Outcome 1

Demonstrate good work habits and practices in the automotive industry.

Performance criteria

- 1.1 Timekeeping is recorded.
Range start and finish times, breaks.
- 1.2 The tasks to be performed are established and prioritised.
- 1.3 Technical information, workshop manuals, catalogues, or computer instructions are followed to support the task carried out and the equipment and materials used.
- 1.4 Tasks are carried out according to the supervisor's instructions and with due regard to time management.
- 1.5 Work carried out is accurately recorded.
Range may include – time spent, parts and consumables used.
- 1.6 Tools and equipment are put away in assigned places after use.
- 1.7 Work benches, work space, tools, equipment, and machinery are kept clean and tidy.

Outcome 2

Demonstrate safe work practices in the automotive industry.

Performance criteria

- 2.1 The locations of fire extinguishers and first aid kits are identified.
- 2.2 Any personal body accessory items are protected or removed so that no injury occurs when working in the workplace.
Range may include – body piercings, chains, rings, watches.
- 2.3 Protective clothing and safety equipment suitable for the job are worn.
Range protection for the body, head, hair, eyes, ears, lungs, hands, limbs, feet.

2.4 Dangerous goods are identified and safe working practices are observed when using them.

Range may include – flammable, poisonous, corrosive.

2.5 Personal behaviour ensures the safety of self and fellow workers.

2.6 Any potential risks are identified and reported to the supervisor.

Range risks may include but are not limited to – trip risks, slip risks, dangerous objects.

2.7 A safe workspace is established to undertake tasks.

Range ensuring adequate room to work, effective ventilation, suitable lighting, safe escape route in case of an emergency.

2.8 Areas that are out of bounds to the public are identified.

Replacement information	This unit standard and 29579 replaced unit standards 249, 16113 and 21858.
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Planned review date	31 December 2023
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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	31 December 2020
Review	2	13 December 2018	N/A

Consent and Moderation Requirements (CMR) reference	0014
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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 MITO New Zealand Incorporated info@mito.org.nz if you wish to suggest changes to the content of this unit standard.