

Title	Demonstrate and apply knowledge of safe and sustainable working practices in a signmaking workplace		
Level	3	Credits	10

Purpose	<p>This unit standard is for people entering the signmaking industry.</p> <p>People credited with this unit standard are able to, for a signmaking workplace: describe emergency procedures and health and safety (H&S) requirements; identify and describe personal safety practices; describe equipment used for working at height, and identify applicable regulations; apply H&S requirements; and demonstrate knowledge of sustainability in relation to signmaking.</p>
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Classification	Sign Making > Sign Making - Core
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Available grade	Achieved
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Guidance Information

- 1 Legislation and references relevant to this unit standard include but are not limited to:
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;
Worksafe. (2016). *Scaffolding in New Zealand*. Available from:
<http://www.worksafe.govt.nz/worksafe/information-guidance/all-guidance-items/scaffolding-best-practice-guideline-for-scaffolding-in-new-zealand>.

Any new, amended or replacement Acts, regulations, standards, codes of practice, guidelines, or authority requirements or conditions affecting this unit standard will take precedence for assessment purposes, pending review of this unit standard.

- 2 Definitions
Accepted industry practice – codes of practice and standardised procedures accepted by the wider signmaking industry as examples of best practice.
Service information – refers to the recommended use and maintenance of machinery, tools and equipment.
Signmaking workplace – refers to a workshop, sign installation location and any related location where signmaking work is being carried out.

Workplace procedures – refer to organisation policies and procedures that are documented in memo, electronic, or manual format and available in the workplace, and are consistent with manufacturer’s requirements. They may include but are not limited to – standard operating procedures, site specific procedures, site safety procedures, equipment operating procedures, quality assurance procedures, product quality specifications, references, approved codes of practice, housekeeping standards, environmental considerations, on-site briefings, supervisor’s instructions, and procedures to comply with legislative and local body requirements relevant to the signmaking sector.

3 Assessment information

Evidence presented for assessment against this unit standard must be consistent with safe working practices and be in accordance with applicable service information, workplace procedures and legislative requirements.

Outcomes and performance criteria

Outcome 1

Describe emergency procedures and H&S requirements in a signmaking workplace.

Performance criteria

1.1 Describe emergency and evacuation procedures in a signmaking workplace.

Range emergency procedures include – fire, earthquake, flood, chemical spill.

1.2 Describe duties of businesses under the Health and Safety at Work Act 2015.

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 Describe rights and obligations of workers under the Health and Safety at Work Act 2015.

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 Representatives (HSR), H&S Committees, care of own H&S, rights to stop work.

1.4 Describe functions and powers of HSR under the Health and Safety at Work Act 2015.

Outcome 2

Identify and describe personal safety practices in a signmaking workplace.

Performance criteria

- 2.1 Identify and classify signmaking workplace risks 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 Identify and describe workplace procedures for dealing with incidents which require first aid treatment.
- 2.3 Describe the use and wear of PPE in accordance with workplace procedures.
- Range description may include manufacturer instructions for use; PPE may include but is not limited to – gloves, earmuffs, eye protection, high visibility clothing, work boots, hats, machinery, guards, residual current devices, safety harnesses, breathing apparatus; evidence of four items of PPE from the candidate’s workplace is required.
- 2.4 Describe workplace procedures for reporting accidents, incidents, and near misses.
- 2.5 Describe workplace procedures for identifying, managing, and reporting risks.
- 2.6 Identify and describe safe practices for handling, lifting, and stacking materials.
- 2.7 Describe workplace procedures for labelling, storing, handling, and using hazardous materials in accordance with accepted industry practice.
- Range includes – use of material safety data sheets.

Outcome 3

Describe equipment used for working at height in a signmaking workplace and identify applicable regulations.

Range includes but is not limited to – ladders, extension ladders, scaffolds, trailer or truck mounted towers, scissor lifts, suspended stages, building maintenance units.

Performance criteria

- 3.1 Describe equipment used for height access in a signmaking workplace in terms of its features and applications.
- 3.2 Describe the safety features of the equipment.
- 3.3 Identify applicable regulations, by-laws, and codes of practice governing the use and operation of the equipment.

Outcome 4

Apply H&S requirements in a signmaking workplace.

Performance criteria

4.1 Apply H&S requirements to tasks in own role.

Range use of PPE, safe handling of materials, safe use of equipment, risk mitigation.

Outcome 5

Demonstrate knowledge of sustainable practices in relation to signmaking.

Performance criteria

5.1 Describe the environmental impacts of signmaking materials and identify alternative materials to reduce impact.

Range alternative materials may include but are not limited to – biodegradable, recyclable, non-toxic, contains recycled materials, sustainably produced.

5.2 Describe waste minimisation systems to reduce landfill waste and environmental impacts.

Range recycling programmes, re-use and re-purposing of materials, safe disposal of chemicals and paint.

5.3 Identify and explain elements used in sustainable sign design.

Range elements may include – purpose and longevity of sign, life cycle, materials, installation techniques, systems thinking.

Replacement information	This unit standard replaced unit standard 27573.
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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	29 September 2022	N/A

Consent and Moderation Requirements (CMR) reference	0013
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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 Hanga-Aro-Rau Manufacturing, Engineering and Logistics Workforce Development Council qualifications@hangaarorau.nz if you wish to suggest changes to the content of this unit standard.