

<b>Title</b>	<b>Manage risks and maintain well-being in a glass processing environment</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>10</b>

<b>Purpose</b>	People credited with this standard are able to: manage potential hazards and risks; and apply strategies to maintain mental and physical well-being in a glass processing environment.
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<b>Classification</b>	Glass and Glazing > Glass Processing and Manufacturing
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<b>Available grade</b>	Achieved
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## Guidance Information

- 1 Legislation and guidelines relevant to this unit standard include:  
[Health and Safety at Work Act 2015](#);  
[Preventing manual handling injuries | WorkSafe](#);  
[Reporting health and safety incidents \(acc.co.nz\)](#).  
*Safe Use of Machinery: Best Practice Guidelines*; available at [www.worksafe.govt.nz](http://www.worksafe.govt.nz).

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.

- 2 Definitions  
*Job safety analysis (JSA)* refers to procedures that help integrate accepted safety and health principles and practices into a particular task or job operation. In a JSA, each basic step of the job is to identify potential hazards and risks and to recommend the safest way to do the job. Other terms used to describe this procedure are job hazard analysis (JHA), hazardous task analysis (HTA) and job hazard breakdown.  
*Job specifications* refer to the scope of the project, task, or work being undertaken. They include the objectives, quality requirements, deliverables, timeline, budget, etc.  
*Workplace procedures* refer to documented procedures specific to a workplace that set out the standard and required practices of that workplace. These may include job specifications, procedures, practices, manufacturer recommendations, technical data sheets, and material safety data sheets.

- 3 Assessment  
Evidence for this unit standard must reflect:
  - industrial standards, current health, safety, industry, and workplace procedures;
  - job specifications and customer requirements;
  - industry requirements for commercially acceptable timeframes.

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## Outcomes and performance criteria

### Outcome 1

Manage potential hazards and risks in a glass processing environment.

#### Performance criteria

- 1.1 The principles of the risk assessment process and their importance in terms of workplace health and safety are explained.
- Range assessment process includes – identify, assess, control, monitor, and review;  
risks may include but are not limited to – personal protective equipment, visibility, electrical, ventilation, wet surfaces, noise, dust, heat, and handling procedures.
- 1.2 Workplace legislative safety requirements and emergency procedures are identified and described in relation to their use.
- Range may include but is not limited to – location and use of first-aid equipment, site accident procedures, site procedures in case of fire, earthquake or natural disasters, traffic, electrical isolation, chemicals, material safety data sheets;  
evidence of four legislative safety requirements and emergency procedures are required.
- 1.3 Incident reporting procedures are followed, and their importance is described.
- 1.4 Tools and equipment required are checked before use, and unsafe or faulty tools and equipment are reported and tagged.
- 1.5 Equipment and machinery are set up and operated safely in accordance with JSA or equivalent safety procedures.
- Range may include but is not limited to – guards, safety switches, electrical safety devices, isolation of primary power source, health and well-being.
- 1.6 JSA or equivalent safety procedures are reviewed to make sure they are current and fit for purpose.

### Outcome 2

Apply strategies to maintain mental and physical well-being in a glass processing environment.

**Performance criteria**

2.1 Practices intended to promote mental well-being in the workplace are explained.

Range practices may include but are not limited to – communication systems, inclusive team-building activities, employee assistance programmes (EAP), training, access to public mental health and addiction support information, staff benefits, and reward and recognition programmes.

2.2 Practices intended to promote mental well-being in the workplace are applied.

Range practices may include but are not limited to – communication systems, inclusive team-building activities, employee assistance programmes (EAP), training, access to public mental health and addiction support information, staff benefits, and reward and recognition programmes.

2.3 Strategies to prevent individual actual and potential physical risk factors are assessed in terms of risk reduction and injury prevention.

Range physical risk factors may include but are not limited to – physical condition, age and experience, sensory deficiency, ability to communicate, and the handling and knowledge of tools, materials, equipment, vehicles, machinery, electrical, solvents and adhesives.

2.4 Strategies to prevent individual actual and potential physical risk factors are in applied terms of risk reduction and injury prevention.

Range physical risk factors may include but are not limited to – physical condition, age and experience, sensory deficiency, ability to communicate, and the handling and knowledge of tools, materials, equipment, vehicles, machinery, electrical, solvents and adhesives.

2.5 Risk reduction and injury prevention strategies to manage external risks are assessed.

Range risk factors may include but are not limited to – alcohol and drugs, ergonomics, environmental, financial, the handling and knowledge of tools, materials, equipment, vehicles, machinery, electricity, solvents and adhesives.

2.6 Risk reduction and injury prevention strategies to manage external risks are applied.

Range risk factors may include but are not limited to – alcohol and drugs, ergonomics, environmental, financial, the handling and knowledge of tools, materials, equipment, vehicles, machinery, electricity, solvents and adhesives.

- 2.7 Publicly available information and workplace resources are identified and used to maintain mental and physical well-being.

Range resources may include but are not limited to – mental health and addiction support agencies, websites, literature, EAPs, and fitness facilities.

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<b>Planned review date</b>	31 December 2029
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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 2024	N/A

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