

## Demonstrate knowledge of safe working practices in the print industry

**Level** 2

**Credits** 5

**Purpose** People credited with this unit standard are able to: demonstrate knowledge of, and comply with, safety requirements; demonstrate knowledge of emergency and evacuation procedures; demonstrate knowledge of fire emergency procedures; observe good work practices; and use and store chemicals and solvents.

**Subfield** Printing

**Domain** Printing Production

**Status** Registered

**Status date** 21 August 2009

**Date version published** 21 August 2009

**Planned review date** 31 December 2014

**Entry information** Open.

**Accreditation** Evaluation of documentation by NZQA and industry.

**Standard setting body (SSB)** Competenz

**Accreditation and Moderation Action Plan (AMAP) reference** 0005

This AMAP can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

---

### Special notes

- 1 All workplace practices must meet any applicable and recognised codes of practice, and documented workplace health, safety, and environmental procedures for personal, product, and workplace health, safety, and environmental matters, and the obligations required under current law including the Health and Safety in Employment Act 1992, Resource Management Act 1991, and their subsequent amendments.

- 2 Definitions  
*company procedures* refer to the documented procedures set down by the company;  
*print industry* includes all sectors involved in print and packaging industries including – pre-production, production, and post-production activities, suppliers and distributors. The sectors include – graphic pre-press, digital output sheet-fed, reel-fed, screen, binding and finishing, fibreboard packaging;  
*work area* refers to the immediate area (within the workplace) where the learner is working;  
*workplace practices* refer to the documented procedures for the machine and/or workplace.
- 3 Learners who are considering progressing to unit standards involving the application of production skills in the print industry should be aware of the following prerequisites:  
normal colour vision; and  
normal standard vision or, have been fitted with suitable glasses or contact lenses.

---

## Elements and performance criteria

### Element 1

Demonstrate knowledge of, and comply with, safety requirements in accordance with workplace practices and/or company procedures.

### Performance criteria

- 1.1 Acts relating to occupational health and safety are described in terms of responsibilities of employers and employees in the workplace.
- Range Health and Safety in Employment Act 1992, Injury Prevention, Rehabilitation, and Compensation Act 2001.
- 1.2 The Health and Safety in Employment Act 1992 is explained in terms of safety clothing, equipment and reporting requirements.
- 1.3 Safety clothing is worn and the use of safety equipment available in the workplace is demonstrated.
- Range includes but is not limited to – footwear, hearing protection, headwear, clothing.
- 1.4 Emergency stop buttons in the work area are located and their use demonstrated.
- 1.5 Safety devices on equipment in the work area are checked to ensure correct operation, and faults are reported.
- 1.6 First aid equipment in the work area is located.

1.7 The demonstration includes an explanation of procedures to be followed in the event of an accident.

Range identification of the work area's first aider and nearest alternative; immediate action to take in the event of an accident with machinery; accident reporting procedures.

## Element 2

Demonstrate knowledge of emergency and evacuation procedures in accordance with workplace practices and/or company procedures.

### Performance criteria

2.1 Essential information in regard to emergency and evacuation procedures is provided.

Range identification of the nearest exit to the work area, the designated assembly point, name of person authorised to permit departure from the assembly point; any other information required by company procedures.

2.2 Knowledge of procedures to be followed in the event of an earthquake is demonstrated.

## Element 3

Demonstrate knowledge of fire emergency procedures in accordance with workplace practices and/or company procedures.

### Performance criteria

3.1 Fire extinguishers in the work area are located and their proper use explained.

3.2 Knowledge of the use of fire extinguishers is demonstrated.

3.3 Procedures to be followed in the event of discovering a fire are explained.

3.4 Essential information in relation to fire emergency procedures is provided.

Range identification of the alarm bell nearest the work area; location of the fire extinguisher nearest the work area; the four major fire situations (electrical, chemical, gas, petroleum products) where water hoses must not be used; any other information required by workplace practices.

3.5 Procedures for the control of fires and treatment of burns that may occur are explained.

## Element 4

Observe good work practices in accordance with workplace practices and/or company procedures.

### Performance criteria

- 4.1 Company housekeeping practices are followed.
- Range floors, walkways, electrical leads and equipment, storage, cleaning up.
- 4.2 Equipment used is confirmed as appropriate for the task being undertaken, and complies with company OSH policy. Safe techniques are followed for manual lifting, stacking, and handling.
- 4.3 Machine start-up, shutdown and emergency procedures in the workplace are explained and followed.
- 4.4 Tools and equipment are used and maintained in safe condition, and any faults are rectified.
- 4.5 Risk awareness and hazard control measures as circulated by the company are described and followed.
- 4.6 Potential and actual hazards in the workplace are identified and reported.
- 4.7 Procedures for the storage of raw materials and finished products are explained and followed.
- 4.8 Procedures for lockout/tagout are explained and followed.

## Element 5

Use and store chemicals and solvents in accordance with workplace practices and/or company procedures.

### Performance criteria

- 5.1 Chemicals and solvents used in the workplace are identified, named, and stored to meet local body and product requirements.
- 5.2 Location of Material Safety Data Sheets (MSDS) pertaining to the workplace is identified.
- 5.3 Ability to use an MSDS to derive information on any chemical is demonstrated.
- Range must include at least two questions covering any two of the following – any chemical's flammability; need for personal protective equipment; required action if splashed on exposed skin; required action if splashed in the eye(s).

- 5.4 Chemical and solvent hazards to the operator, to other workers, and to the product are explained, and procedures for handling these are followed.
- 5.5 Solvent compatibility for the materials and surfaces to which it is being applied is checked and confirmed as appropriate.
- 5.6 Procedures to be followed in the event of chemical or solvent spills are demonstrated. Any associated first aid requirements are described in accordance with product requirements.

---

**Please note**

Providers must be accredited by NZQA, or an inter-institutional body with delegated authority for quality assurance, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be accredited by NZQA before they can register credits from assessment against unit standards.

Accredited providers and Industry Training Organisations assessing against unit standards must engage with the moderation system that applies to those standards.

Accreditation requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP 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.

---

**Comments on this unit standard**

Please contact [Competenz\\_info@competenz.org.nz](mailto:Competenz_info@competenz.org.nz) if you wish to suggest changes to the content of this unit standard.