

<b>Title</b>	<b>Demonstrate knowledge of safe working practices in the print industry</b>		
<b>Level</b>	<b>2</b>	<b>Credits</b>	<b>5</b>

<b>Purpose</b>	People credited with this unit standard are able to: demonstrate knowledge of and comply with, safety requirements in the print industry; emergency and evacuation procedures in the workplace; fire emergency procedures in the workplace; and observe good work practices; and use and store chemicals and solvents.
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<b>Classification</b>	Printing > Printing Production
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 Legislation, regulations and/or industry standards relevant to this unit standard include but are not limited to the:

- Hazardous Substances and New Organisms Act 1996;
- Health and Safety at Work Act 2015;
- Accident Compensation Act 2001;
- Resource Management Act 1991.

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

*Print industry* refers to 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 procedures* refer to organisation policies and procedures that are documented in memo, electronic, or manual format and available in the workplace. 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, manufacturer's requirements, 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 print sector.

### 3 Assessment information

Learners who are considering progressing to unit standards involving the application of production skills in the print industry should be aware they must provide evidence of normal colour vision and normal standard vision, or have been fitted with suitable glasses or contact lenses.

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.

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## Outcomes and performance criteria

### Outcome 1

Demonstrate knowledge of, and comply with, safety requirements in the print industry.

#### Performance criteria

- 1.1 Describe Acts relating to health and safety in terms of responsibilities of employers and employees in the workplace.  
  
Range      Health and Safety at Work Act 2015, Accident Compensation Act 2001.
- 1.2 Explain the Health and Safety at Work Act 2015 in terms of safety clothing, equipment and reporting requirements.
- 1.3 Wear safety clothing and demonstrate the use of safety equipment available in the workplace.  
  
Range      includes but is not limited to – footwear, hearing protection, headwear, clothing.
- 1.4 Locate emergency stop buttons in the work area and demonstrate their use.
- 1.5 Check safety devices on equipment in the work area to ensure correct operation, and report faults.
- 1.6 Locate first aid equipment in the work area.
- 1.7 Demonstrate and explain 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.

### Outcome 2

Demonstrate knowledge of emergency and evacuation procedures in the workplace.

**Performance criteria**

2.1 Provide essential information about emergency and evacuation.

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 workplace procedures.

2.2 Demonstrate knowledge of procedures to be followed in the event of an earthquake.

**Outcome 3**

Demonstrate knowledge of fire emergency procedures in the workplace.

**Performance criteria**

3.1 Locate fire extinguishers in the work area.

3.2 Explain the correct use of fire extinguishers.

3.3 Explain procedures to be followed in the event of discovering a fire.

3.4 Provide essential information in relation to fire emergency procedures.

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 Explain procedures for the control of fires and treatment of burns that may occur.

**Outcome 4**

Observe good work practices.

**Performance criteria**

4.1 Follow workplace housekeeping practices.

Range floors, walkways, electrical leads and equipment, storage, cleaning up.

4.2 Confirm equipment is appropriate for the task being undertaken and complies with workplace health & safety policy. Follow safe techniques for manual lifting, stacking, and handling.

4.3 Explain and follow machine start-up, shutdown and emergency procedures in the workplace.

- 4.4 Use and maintain tools and equipment in safe condition, and rectify any faults.
- 4.5 Describe and follow risk awareness and hazard control measures in the workplace.
- 4.6 Identify and report potential and actual hazards in the workplace.
- 4.7 Explain and follow procedures for the storage of raw materials and finished products.
- 4.8 Explain and follow procedures for lockout/tagout.

## Outcome 5

Use and store chemicals and solvents.

### Performance criteria

- 5.1 Identify, name and store solvents used in the workplace to meet local body and product requirements.
- 5.2 Identify location of Safety Data Sheets (SDS) pertaining to the workplace.
- 5.3 Use SDS to derive information on any chemical.
  - Range at least two of the following – chemical flammability; need for personal protective equipment; required action if splashed on exposed skin; required action if splashed in the eye(s).
- 5.4 Explain chemicals and solvents hazardous to the operator, to other workers, and to the product, and follow procedures for handling these.
- 5.5 Check and confirm solvent compatibility for the materials and surfaces to which it is being applied.
- 5.6 Demonstrate procedures to be followed in the event of chemical or solvent spills. Describe any associated first aid requirements in accordance with product requirements.

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<b>Planned review date</b>	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	10 April 1995	31 December 2025
Revision	2	20 July 1998	31 December 2025
Review	3	25 May 1999	31 December 2025
Review	4	22 May 2003	31 December 2025
Rollover	5	12 December 2008	31 December 2025
Review	6	21 August 2009	31 December 2027
Review	7	30 March 2023	N/A
Revision	8	27 February 2025	N/A

**Consent and Moderation Requirements (CMR) reference**

0013

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.