

Trainee's Assessment

Apply safe work practices in the workplace

US 17593 V3

Level 2 Credits 4

Name _____

careerforce

Trainee's Assessment

This trainee's assessment contains:

- Instructions for the trainee
- Assessment tasks
- Demonstration checklist
- Guidelines for referencing
- Feedback form
- Assessment result sheet

Tips for the trainee

Before you start this assessment you must read the instructions.

The following colours show different areas of this assessment:

- **Green boxes:** sections to be filled out and usually signed – by you or someone else such as an assessor, verifier or supervisor.
- **Purple boxes:** areas for the assessor to write in. Please do not write in these boxes.
- **Blue boxes:** tasks where you are asked to give a written or spoken answer.
- **Grey boxes:** tasks where your answer is a demonstration.

A person assessed as competent in this unit standard is able to:

	Outcome	Task and evidence
Identify the principles of workplace safety.	1	One – Written or spoken answer (Blue)
Demonstrate safe work practices.	2	Two – Demonstration (Grey)

Acknowledgements: Careerforce acknowledges Learning State Limited's permission to adapt the assessment guide for this unit standard.

Instructions for the trainee

- Your responses to the assessment tasks need to show the assessor that you have a full understanding of the topic. The assessor may require you to discuss your responses.
- This assessment is “open book”, which means that you can use any information you wish when you are completing this assessment. This information may include learning materials, books, the internet and your organisation’s policies and procedures.
- Your answers can be written or spoken. You will be asked to carry out a practical task.
 - When you write your answer, use pen in the space provided. Initial any alterations you make. Please write your name on any additional pages and attach them to the assessment.
 - When you answer verbally, the assessor will make full notes of your answer in the space provided in this assessment or may use a digital voice recorder.
- When you are asked to carry out a practical task, your assessor or verifier will observe you and complete a checklist. The assessor/verifier will require you to perform the task on more than one occasion, over a two-week period.
- For any documents you supply, remove all identifying details of the people receiving services or support.
- When referring to theories and/or published documents, please acknowledge the published source. Guidelines for referencing are at the back of this assessment.
- You need to show that your work complies with your organisation’s policies and procedures.
- If you require assistance with any aspect of the assessment, please contact your assessor.

Definitions of terms

The word **trainee** in this assessment refers to the person being assessed. Other terms that may be used are candidate, student or employee.

Workplace assessor or **assessor** means the person who will assess the trainee.

A **verifier** is a workplace supervisor or manager who understands the assessment, works closely with the trainee, and can confirm that the trainee has performed the task competently.

Abbreviations

ER refers to the evidence requirements of the unit standard – the evidence (descriptions, explanations, documents etc) that you must provide, and/or the actions that you must do or demonstrate.

MER means “more evidence required”.

References

- Your organisation’s policies and procedures.
- Health and Safety in Employment Act 1992.

Note

You must work within legislative and organisational requirements, including the relevant provisions of the Health and Safety in Employment Act 1992.

Task One – Identify the principles of workplace safety (written or spoken answer)

ERs
1.1 - 1.4

You are required to demonstrate your knowledge of the principles of workplace safety in your workplace.

Your answers must take into account legislative and organisational requirements. Organisational requirements refer to instructions to staff on policy and procedures and are available in the workplace. Legislative requirements include the Health and Safety in Employment Act 1992.

Question 1: Thinking about your own workplace, give **three** examples of safe work practices.

These examples may include practices such as the use of personal protective equipment, standard operating procedures, signage, safety guarding, and work permits – your workplace may have additional or different safe work practices.

If your work includes working in people’s homes, at least **one** of the examples must relate to this specific setting.

Safe work practices

Sample answer:

I work mainly at a desk. I have my work station correctly set up, including the correct height of the desk, computer screen and chair. I have adjusted the lighting to prevent glare. I have positioned frequently used equipment, such as the telephone, at a convenient and safe operating distance. There are regular checks taken by my organisation to ensure that these safe working practices are maintained.

Example 1

Assessor’s use only

Notes and decision:



Safe work practices

Example 2

Example 3

Assessor's use only

Notes and decision:



Question 2: Please give **three** examples of hazard identification systems used in your workplace.

These systems may include such items and practices as hazard registers, hazard reports, inspections, area analysis, task analysis, and process analysis.

Hazard identification systems

Example 1

Example 2

Example 3

Assessor's use only
Notes and decision:



Question 3: Why is clear and effective communication important in terms of good workplace health and safety practice? Support your explanation by giving an example from your workplace.

Sample answer:

Clear and effective communication is important because if information is not passed on or is passed on incompletely or unclearly, people may put themselves in danger. Communication includes both written and spoken communication. For example, if someone has just mopped the floor in the kitchen area and signs are not put up to warn people that the floor is wet; someone could slip on the floor and be injured. Or oral reporting of any change in a person's functioning needs to be given when one shift in a residential complex passes over to another team, so that the new support workers are able to monitor the person for any improvement or deterioration.

Assessor's use only

Notes and decision:



Large empty area for assessor notes and decision.

Question 4: Please describe **three** communication methods and procedures your organisation uses in relation to health and safety. These methods and procedures might include such means as radio, electronic, signage, oral, written, sirens or signals.

Communication methods and procedures 1

Communication methods and procedures 2

Communication methods and procedures 3

Assessor's use only

Notes and decision:



Assessor's feedback on the trainee's performance

Task One: Achieved <input checked="" type="radio"/>	More evidence required <input type="radio"/>	Assessor's name:	Date:
Reassessment: Achieved <input checked="" type="radio"/>	More evidence required <input type="radio"/>	Assessor's name:	Date:

You are required to demonstrate to your assessor/verifier that you are able to carry out safe work practices in accordance with legislative and organisational requirements. Organisational requirements are set out in your organisation's policies and procedures. Legislative requirements include the Health and Safety in Employment Act 1992.

Your assessor/verifier will observe you carrying out these work practices as part of your normal duties over a **two-week period**, and may also ask you to demonstrate or explain what you would do in particular situations. The assessor/verifier will confirm the specific areas that he/she wishes you to demonstrate before the assessment period begins.

You will need to show that you can carry out the following activities in accordance with the health and safety standards required by your organisation:

- Carry out routine work activities (which may include such practices as correct use of personal protective equipment, following safety rules, demonstrating an awareness of workplace hazards and controls, use of good ergonomic practice, incident reporting, and compliance with signage and entry requirements).
- Apply communication methods and procedures that are appropriate to the situation, and which are clearly given and clearly understood.
- Apply workplace hazard identification methods in a variety of situations.
- Identify and correct unsafe work practices.
- Identify and follow documentation relating to safe work practices.

If your work includes working in people's homes, at least **one** of the examples must relate to this setting.

You should use the following checklist to prepare for this task.

Checklist for demonstration of safe work practices

The trainee was observed demonstrating **two** examples of how he/she carries out routine work in a safe manner, in accordance with legislative and organisational requirements.

Example 1 and date

Example 2 and date

The trainee was observed applying **two** examples of correct use of communication methods and procedures relating to safe work practices.

Example 1 and date

Example 2 and date

The trainee was observed applying **two** examples of workplace hazard identification methods, in accordance with the organisation's requirements.

Example 1 and date

Example 2 and date

Assessor's/verifier's use only



Notes and decision:

Three large, light purple rectangular boxes stacked vertically, each containing a white circle on the right side, intended for notes and decisions.

Checklist for demonstration of safe work practices

The trainee was observed demonstrating how to identify and correct at least **two** unsafe work practices, in accordance with the organisation's requirements.

Example 1 and date

Example 2 and date

The trainee was observed demonstrating how to identify and follow documentation relating to safe work practices in the organisation.

Example 1 and date

Example 2 and date

If required by the assessor, the trainee answered clarification questions and gave descriptions which evidenced his/her understanding (the observer is to write notes about any questions and answers).

Assessor's/verifier's use only

Notes and decision:



Checklist for demonstration of safe work practices

The trainee met legislative requirements in carrying out this task.

Evidence has been provided of compliance with the relevant provisions of the:

- Health and Safety in Employment Act 1992.
- Health and Safety in Employment Regulations 1995.
- Any applicable Approved Codes of Practice created under the primary Act or related guidelines.

Assessor's/verifier's use only



Notes and decision:

Blank area for notes and decision, featuring a large white circle on the right side.

Verifier's name:
(if different from the assessor)

Verifier's signature:
(if different from the assessor)

Assessor's feedback on the trainee's performance

Large blank area for assessor's feedback on the trainee's performance.

Task Two: Achieved

More evidence required

Assessor's name:

Date:

Reassessment: Achieved

More evidence required

Assessor's name:

Date:

Guidelines for referencing

If you refer to a theory, document, publication or website in your assessment material, you need to provide a reference for that source of information. The complete list of your references is known as a reading list or bibliography. To assemble a reading list, either use the referencing style shown here – adapted from the internationally-established system known as “APA referencing” – or use any other system that is consistent and provides all the necessary information.

In general:

- List all your references together in alphabetical order in accordance with the first main word, whether this is the author’s surname or the first word in the name of the publishing organisation or the title.

- Copy the exact wording of the title and the correct spelling of all names.
- Use punctuation and capitalisation as shown in the examples below.
- The place of publication is a city. Add the country if needed for clarity.
- If you are typing, put main titles *in italics*. Use a hanging indent for entries – see examples below. (Select your whole list then press Ctrl T on the keyboard.)
- If you are writing by hand, underline the main titles. Leave a blank line between each reference.
- If you found a document online, use the referencing styles below and add the date of retrieval (the date that you accessed the information) and the full URL address of the website as it appears in your browser.
- If the publication is in a format other than print or online, for example a DVD, add this description in brackets at the end of the entry.

For more detailed guidance and examples, see: Massey University. Last updated 09/06/2011, *APA style*, Retrieved 02/09/2011, <http://owl.massey.ac.nz/referencing/apa-style.php>

Publication by one or more author or editor

Style	Author’s or editor’s surname, initial. (Ed.) [if edited]. (Year of publication in brackets). <i>Title [in italics, only the first word is capitalised]: Subtitle [optional, only the first word is capitalised].</i> Place of publication: Publisher.	Example	Chapman, J. & White, T. (1995). <i>A guide to effective consumer participation in mental health services</i> . Wellington: Ministry of Health.
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Document or publication by an organisation – For example, a government document or an organisation’s policies and procedures. If there is no named author, give the organisation as both the author and the publisher.

Style	Organisation. (Year of publication in brackets). <i>Title [in italics, only the first word is capitalised]: Subtitle [optional, only the first word is capitalised].</i> Place of publication: Organisation.	Example	Ministry of Health. (2010). <i>New Zealand influenza pandemic plan: A framework for action</i> . Wellington: Ministry of Health. Careerforce. (2009). <i>Health and safety manual</i> . Christchurch: Careerforce.
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Guidelines for referencing

Legislation – Correct titles and dates of New Zealand legislation are at: <http://www.legislation.govt.nz/>

Style	Title Year.	Example	Health and Safety in Employment Act 1992.
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Standards – Correct titles and dates of New Zealand standards are at: <http://www.standards.co.nz/>

Style	NZS number:year <i>Title [in italics]</i> .	Example	NZS 8134.0:2008 <i>Health and disability services Standards – Health and disability services (general) Standard.</i>
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Codes of practice

General style	Organisation. Title Year (shorter more frequently used name, if this exists).	The most commonly referenced code	Health and Disability Commissioner. (Code of Health and Disability Services Consumers' Rights) Regulations 1996 (The Code of Rights).
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Website or webpage – This is when you are referring to an actual website. If you are referring to a document or publication found on a website, use the system for those documents and add the date of retrieval and the full URL address of the website as it appears in your browser.

Style	Author(s) [if known, or Organisation]. Year of publication or date of last update, <i>Title [in italics]</i> , date of retrieval, full URL address from your browser	Example	Massey University. Last updated 09/06/2011, <i>APA style</i> , Retrieved 02/09/2011, http://owll.massey.ac.nz/referencing/apa-style.php
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A source within a publication – For example, an article in a newspaper, magazine or journal.

Style	Author of article's surname, initial. (Year of publication in brackets). Article title [not in italics], <i>Publication title [in italics]</i> , <i>volume and issue number [in italics]</i> , [or newspaper date, not italics], page number/s.	Example	McPherson, K. M., Kayes, N., & Weatherall, M. (2009). A pilot study of self-regulation informed goal setting in people with traumatic brain injury, <i>Clinical Rehabilitation</i> , 23(4), 296–309.
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Instructions for the trainee

When you have finished the assessment

- Please give your completed assessment and any additional material to your assessor. You might like to make a copy for your records.
- When you have been assessed as having achieved this unit standard, the results will be sent to Careerforce for registering credits on the New Zealand Qualifications Framework.
- Your assessor will give your assessment material back to you. Please keep it safe.
- If you wish to appeal against the assessment result or process, you should complete an "Appeal of Trainee Assessment Result Form". This form can be downloaded from the Shortcuts/Forms/Trainee Forms section of the Careerforce website www.careerforce.org.nz
- **Please complete the trainee's declaration below.**

Trainee's declaration

I was told about and understood the assessment requirements.

I have prepared my answers myself.

I agree that this document can be photocopied for the purpose of moderation, as part of quality control processes.

I agree that once the assessment decision has been made, my personal details and results will be sent to Careerforce for registering credits on the New Zealand Qualifications Framework.

Trainee's signature:

Trainee's name (please print):

Date:

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Please complete this feedback form to help us to improve our assessments.

Please respond to the questions with a tick in the relevant circle and with comments in the boxes

	Yes	No	Sometimes
Did you think the assessment booklet was well laid out?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Did you find the assessment questions easy to understand?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

What did you most like about this assessment?

What did you least like about this assessment?

If you could change something to improve this assessment, what would it be?

Additional comments:

Contact details (optional)

Name:	Workplace:
Phone:	Email:

When you have completed this page, please pull it out, fold it in three, secure it with tape and send it (Freepost) to:
Careerforce, PO Box 25 255, Christchurch 8144 Fax (03) 371 9285

Freeport Authority CONSULT

Careerforce

PO Box 25 255

Christchurch 8144

US 17593 V3 – Apply safe work practices in the workplace

Level 2 Credits 4

Assessment result sheet (completed by assessor)

Trainee's information	
Name:	
Employer:	
NZQA/NSI number (ROL):	Date of birth:

Trainee's performance summary

Assessment tasks

	Achieved
Task One	<input checked="" type="radio"/>
Task Two	<input checked="" type="radio"/>

Comments/feedback to the trainee

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Assessment result

I have assessed the trainee and confirm:

The requirements have been met to demonstrate competency in 17593 V3.

Name:	Assessor's number:
Signed:	Date:

For the credits to be registered on the New Zealand Qualifications Framework, send a copy of this form to:
Training Support Team, Careerforce, PO Box 25 255, Christchurch 8144

Training Support Team

Careerforce

PO Box 25 255

Christchurch 8144

