Working safely

KITCHEN AND CABINET BATHROOM MAKING

Supporting:

MSAPMOHS200A
Work safely

Work book

Developed in 2011-2012 for the WELL Program

Working safely

Workbook

Containing print-version written assignments supporting the unit of competency:
MSAPMOHS200A: Work safely

These assignments are also available in an electronic 'Word' version, downloadable from the Kitchen and Bathroom Cabinetmaking website at:

www.kbcabinetmaking.com.au

Developed by Workspace Training for the 2011-2012
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Kitchen and Bathroom Cabinetmaking resource development project

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The assessment process

Kitchen and bathroom cabinetmaking is a practical trade that requires good hands-on skills and a sound knowledge of construction methods. Your assessor will use a range of methods to assess your 'competence' in the units that make up this qualification.

These may include:

- on-the-job discussions about how you go about particular workplace activities
- learning activities undertaken while you're progressing through the unit
- practical demonstrations of your ability to use certain pieces of equipment competently and safely
- examples of products you have made and documents you have completed
- written assignments contained in the Workbooks.

The assignments contained in this Workbook are only a part of the overall assessment process for the unit. However, they are an essential part, because they allow you to demonstrate your understanding of the concepts and principles behind the skills involved.

Your assessor will talk to you about the other activities and practical demonstrations you'll need to carry out and the timetable for completion.

Literacy and numeracy skills

Literacy is the ability to read and write. To complete this trade qualification, you will need sufficient literacy skills to fill in forms and other types of workplace documents correctly. You will also need the skills to be able to read and understand workplace documents such as order sheets, project briefs and safe operating procedures.

Numeracy is the ability to work with numbers. Cabinetmakers need to do lots of calculations with measurements and quantities, so there will be many opportunities for you to learn and practice your numeracy skills.

When it comes to completing the written assignments for this qualification, a certain level of literacy ability is required to read the questions and write down your answers. Obviously, it's important that you clearly understand what the assignment is asking you to do, and that your answers are a good reflection of what you really know. So if

you're having trouble reading the questions or writing down your answers, make sure you speak to your trainer before you hand the assignment in.

There are various ways your trainer can help you. For example, they may be able to ask the assignment questions verbally and help you to write down your answers. They may also be able to show you sample answers to similar questions, which will let you look at the way they're written and give you hints on how to write your own. You may also be allowed to do the assignment with the assistance of another person.

Applying for RPL

RPL stands for Recognition of Prior Learning. It is a form of assessment that acknowledges the skills and knowledge you have gained through:

- on-the-job experience
- formal training in other courses
- life experience, through your hobbies or other outside activities.

If you believe that you are already competent in some or all of the skills covered in this unit, ask your assessor about how to apply for RPL.

You'll find an RPL checklist for this unit on the Kitchen and Bathroom Cabinetmaking website.

Completing the assignments

There are three assignments for the unit *Working safely*.

These are shown on the following pages, in a layout suitable for hand-written answers. You should detach each assignment from the workbook when you have finished it and hand it to your trainer for marking.

If you prefer to complete the assignments on your computer, go to the website version of this unit and look for the *Assignment* link in each of the three sections. This will allow you to save your answers in an electronic file, which can either be printed out as a hard copy or emailed direct to your trainer as an attachment.

Before you begin each assignment, make sure you read the information in the Learner Guide or on the website for this unit. You'll find a page relating to the assignment that summarises the questions and provides extra material and pointers to help you complete them.

Assignment 1

Name		Date	

Depending on your level of authority in the organisation, your responsibilities for following or implementing safety policies and procedures will vary. This assignment is designed to be a review of the role you play in the company's WHS system.

To help you answer the questions, you may wish to refer to your Job Description or the company's WHS Policies and Procedures Manual. You may also find it useful to look up the WorkCover website in your state or territory for more information on particular topics, such as the Codes of Practice that relate to your work.

Answer the following questions:

1. What is your job title?

2. What are your 'duty of care' obligations under the WHS Act?

3. Are there any codes of practice that apply to your work? If so, what are they?

4. Describe your input into 'workplace consultation'. For example, are you a member of the safety committee; do you lead or participate in toolbox meetings; do you undertake safety inspections or risk assessments?

5.

a) List the safe operating procedures (SOPs) or safe work method statements that are most relevant to your day-to-day work. If you use many SOPs, list the three most important ones

b) Where are these documents kept?

c) How are these procedures made known to employees? For example, do workers sign off against each SOP they are required to follow; are they assessed against it before they are allowed to work unsupervised?

Assignment 2

Name		Date	

Your task is to carry out a risk assessment in your workplace. You may choose:

- a particular machine that you work with or are planning to work with
- a work process that you regularly undertake.

For each of the hazards you identify:

- describe the tasks where they occur
- rate the risk of injury or illness from 1 to 6, using the Risk Assessment Table shown earlier in *Assessing risks*.
- suggest practical control measures that would minimise the risks, in keeping with the risk rating you have given the hazard. Use the 'Hierarchy of controls' shown on the *Controlling risks* page.

Equipment or work process being assessed	

This Risk Assessment form is based on the WorkCover risk assessment template in the publication: *Hazpak – making your workplace safer*. The risk rating system used in this form is also described in more detail in the Hazpak document.

The publication can be downloaded as a PDF from the NSW WorkCover website.

1. Pinch points and crush injuries

A. Are there any exposed or unguarded moving parts (such as gears, drive shafts, rollers, chains, sprockets, wheels) which may catch clothing or body parts?

Yes ❑

No ❑

Tasks	Risk	Suggested controls

B. Can anyone be crushed due to:

a) falling material, unexpected movement of the equipment or its load, or the equipment tipping over?

b) being thrown off or under the equipment, or being trapped between the equipment and other structures?

Yes ❑

No ❑

Tasks	Risk	Suggested controls

2. Cuts, punctures or strikes

A. Can anyone be cut, punctured or struck from:

a) coming into contact with sharp objects or surfaces or moving parts?

b) work pieces or materials being ejected, or parts of the equipment disintegrating?

Yes ❑

No ❑

Tasks	Risk	Suggested controls

3. Hydraulic or pneumatic leaks

A. Can anyone come into contact with hydraulic fluid or compressed air due to:

a) equipment failure or misuse?

b) any other factors?

Yes ❑

No ❑

Tasks	Risk	Suggested controls

4. Electrical

A. Can anyone suffer electric shock from:

a) exposed live contacts, or the presence of water or other conducting material?

b) overloading of electrical circuits (including over-use of power boards)?

c) damaged electrical leads, cables, switches, plugs or power points?

Yes ❑

No ❑

Tasks	Risk	Suggested controls

5. Manual handling and ergonomics

A. Will anyone be exposed to muscle strain, sprain or back injury from:

a) bending forwards, sideways or twisting, especially if movements are combined

b) sudden or jerky movements, or lifting loads unevenly or to one side?

c) lifting, pushing or pulling heavy loads?

Yes ❑

No ❑

Tasks	Risk	Suggested controls

B. Will anyone be exposed to muscle strain, sprain or back injury from:

a) handling objects that are too heavy without having help available?

b) working in cramped or awkward spaces, or on uneven ground or slippery floors?

c) reaching above shoulder height or below knee level

Yes ❑

No ❑

Tasks	Risk	Suggested controls

C. Will anyone be exposed to muscle strain, sprain or back injury from:

a) vibrations or jarring?

b) moving materials over a long distance or handling loads that can't be held close?

c) staying in one position, especially bent, or carrying out fast repetitive actions?

Yes ❑

No ❑

Tasks	Risk	Suggested controls

6. Controls and isolation

A. Are any controls not clearly marked, or out of easy reach of operators?

Yes ❑

No ❑

Tasks	Risk	Suggested controls

B. Is there any problem in isolating the equipment from all sources of energy (such as through tagging out or locking out)?

Yes ❑

No ❑

Tasks	Risk	Suggested controls

7. Slips and falls

A. Can anyone fall from a height (such as from a lack of guardrails or fallback cages)?

Yes ❑

No ❑

Tasks	Risk	Suggested controls

B. Can anyone be exposed to trip or slip hazards from parts, fittings, surfaces, floors or substances?

Yes ❑

No ❑

Tasks	Risk	Suggested controls

8. Personal protective equipment

A. Does the activity require the use of a dust mask or respirator?

Yes ❑

No ❑

Tasks	Risk	Suggested controls

B. Does the equipment operate in a high noise area or at a noise level that may require the use of hearing protection?

Yes ❑

No ❑

Tasks	Risk	Suggested controls

C. Will anyone be exposed to flying particles that may require the use of eye protection?

Yes ❑

No ❑

Tasks	Risk	Suggested controls

D. Do operators need any other items of PPE (such as high visibility vests)?

Yes ❑

No ❑

Tasks	Risk	Suggested controls

9. Lighting

A. Are any areas poorly lit, particularly around:

a) operational parts of the equipment?

b) general work areas and thoroughfares?

Yes ❑

No ❑

Tasks	Risk	Suggested controls

10. Fatigue management

A. Is fatigue likely to be a factor in the operator's ability to concentrate and work safely (such as through working long hours, unpredictable hours or variable shift rosters)?

Yes ❑

No ❑

Tasks	Risk	Suggested controls

11. Traffic control

A. Are there likely to be other vehicles or pedestrians in the work area or thoroughfares while the operator is working?

Yes ❑

No ❑

Tasks	Risk	Suggested controls

Assignment 3

Name		Date	

1. Emergency evacuations

Answer the following questions in relation to the emergency evacuation procedure at your own workplace:

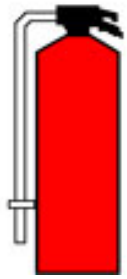
a) Where is the emergency assembly area?

b) What is the signal for an emergency evacuation (for example, is it three bursts of the hooter)?

c) Briefly describe the procedure that people must follow for an emergency evacuation

2. Fire extinguishers

For each of the fire extinguishers shown, answer the below questions:



a) What are the contents?

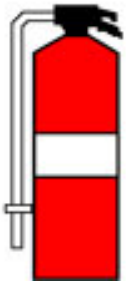
b) What class or classes of fires is the extinguisher designed for?

c) Which types of fires is it not suitable for?

a) What are the contents?

b) What class or classes of fires is the extinguisher designed for?

c) Which types of fires is it not suitable for?



a) What are the contents?

b) What class or classes of fires is the extinguisher designed for?

c) Which types of fires is it not suitable for?

3. Material safety data sheets

Choose an MSDS for a hazardous substance that you use at work and answer the following questions:

a) What is the name of the product?

b) What is the product used for?

c) What PPE is required when handling the product?

d) Where should the product be stored?

e) What is the procedure for dealing with a spill?