GOVERNMENT OF WESTERN AUSTRALIA

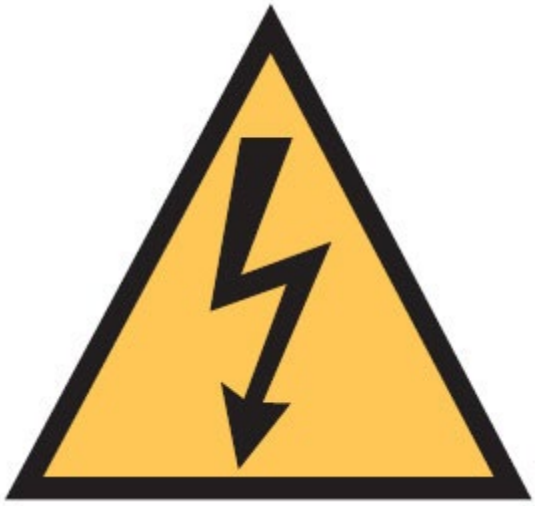
TAFE WA North Metropolitan

RTO Code: 52786

Portfolio of evidence

UEECD0007

Apply work health & safety regulations



UEE Training Package Support Material

Based on:
National Electrotechnology Industry Standards

North Metropolitan TAFE
V1 December 2022

North Metropolitan

Assessment Tasks 1 - 5 Portfolio of Evidence

Qualification national code and title	UEE30820 Certificate III in Electrotechnology Electrician
Unit/s national code/s and title/s	UEECD0007- Apply work health & safety regulations

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Qualification national code and title	UEE30820 Certificate III in Electrotechnology Electrician
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Student Name				
Student ID				
Lecturer Name		**Student Result (S/NYS)**		

By completing and submitting this signed form to my lecturer, I am stating that:

a. The attached submission is completely my own work
b. I have correctly cited all sources of information used in this work (if required)
c. I understand a copy of my assessment will be kept by the NMTAFE for their records
d. I understand my assessment may be selected for use in the NMTAFE's validation and audit process to ensure student assessment meets requirements

Student Signature		**Date**	

Assessment type (☑):

☒ Questioning (Oral/Written)
☒ Practical Demonstration
☐ 3rd Party Report
☒ Other – Project/Portfolio *(please specify)*

Assessment Instruments	Assessed by:	Comments	S	NYS
Assessment Task 1 Portfolio				
Assessment Task 2 Workshop Inspection				
Assessment Task 3 JSA and Ladder Selection				
Assessment Task 4 Participate in the isolation of an electrical circuit				
Assessment Task 5 Perform a rescue of a person from a live electrical circuit				

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Reasonable Adjustment			
Adjustment Required	☐ **Yes**	☐ **No**	
Describe the adjustments that have been made to the assessment:			
Assessor name and signature		**Date**	
Student name and signature		**Date**	

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Assessment Outcome Knowledge Questions	☐ **Satisfactory**	☐ **Not Satisfactory**
Assessment Outcome Practical Activities	☐ **Satisfactory**	☐ **Not Satisfactory**

Knowledge Questions / Practical Activity Feedback:

Actions Required if Not Satisfactory:

Assessor name and signature		**Date**	
Student name and signature		**Date**	

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Assessment Resources:

Resources the assessor is to provide:

- This paper.
- Access to electrical workshop
- Access to electronic information systems e.g., a computer with internet access.
- Access to appropriate ladders, safety and rescue equipment.
- Electrical Isolation procedure
- Life-like dummy for rescue procedure.

Resources the candidate is to provide:

- Black or Blue pen
- Pencil and eraser
- Basic PPE, boots, eye protection, gloves cut resistant type II, suitable clothing.

Assessment Instructions:

Task description:

The following Portfolio Assessment relates to the knowledge requirements and performance evidence of the unit. Make sure you complete all questions and practical activities

- To be deemed ***Satisfactory*** you are required to achieve a mark of **100%**
- The following **Knowledge Assessment** is an open book assessment and does not need to be completed under supervision
- The following **Practical Activities** must be completed under supervision in a simulated workplace environment
- If ***Not Yet Satisfactory*** you will be required to re-attempt the **Knowledge Questions** that are marked ***not satisfactory*** and/or any **Practical Activity** marked as **Not Yet Satisfactory**

Student Instructions:

Ensure you have access to all the resources required for this assessment as described below.

1. Read the **Questions** section. If you are not clear about a question, ask your assessor for further information.
2. You may be able to complete the questions verbally. This would need to be negotiated with your assessor**.**
3. Your assessor will provide feedback on your answers, including any questions that may require a further response.
4. If you have specific needs that you would like considered during this assessment, please discuss this with your assessor to identify any possible reasonable adjustments **prior** to commencing the assessment.
5. All diagrams must be neat, labelled and in pencil.
6. All calculations and numerical answers must be shown correct to two decimal places and include both the unit of measurement and metric prefix if applicable.

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LABORATORY INSTRUCTIONS

Students working in laboratories at North Metropolitan TAFE Campus's do so on the condition that they agree to abide by the following instructions. Failure to observe the safety instructions may result in disciplinary action up to and including cancellation of your training contract with NMTafe.

1. No circuit is to be plugged in or switched on without the specific permission of the lecturer in charge of the class. A circuit must be switched off, isolated and tested for ZERO VOLTS before any supply leads are removed. The DANGER TAG PROCEDURE must be used at all times.
2. Do not leave any circuit switched on any longer than necessary for testing. Do not leave any circuit switched on unattended.
3. Check each item of equipment before using. Report any broken, damaged or unserviceable equipment to your Lecturer.
4. All wiring must be disconnected at the end of each practical class or as each project is completed.
5. Make all connections in a safe manner with an appropriate connecting device. Unshielded 4mm banana plugs are not to be used for wiring.
6. Switch off, remove the plug from the socket and attach your DANGER TAG to the plug top before working on any project. It is not sufficient to simply turn the switch off.
7. When disconnecting your wiring from a connection made under a screw, undo the screw to remove the wiring, do not cut the wire off.
8. Observe the correct colour code for all wiring projects.
9. Test your circuit for short circuits with your multimeter before asking your Lecturer to switch circuit on. Test the Tester before and after EACH test.
10. Where an activity sheet is issued for a project, complete each step in the Procedure before moving to the next step. Advise your Lecturer when you have completed the activity.
11. Draw ALL DIAGRAMS in PENCIL so that they can be easily changed or corrected. Mark off each connection on your diagram as it is made.
12. Check the range before taking a reading with a multimeter.
13. Make sure that it is YOUR plug before inserting plug into an outlet.
14. Always switch multimeter OFF, or to the highest possible AC VOLTS range when you have finished using it.
15. Report any unexpected situations or events to your Lecturer.

Student's Signature _____ Date: _____

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DANGER TAG PROCEDURE for ELECTRICAL TRADE LABORATORIES

THE FOLLOWING PROCEDURE IS COMPULSORY

1. The student is to attach a DANGER TAG on to the plug top of the project lead before proceeding with the allocated project. A danger tag must be attached to the plug top at all times, when the lead is NOT plugged into the supply outlet. Plug tops or leads are not to be connected to the supply outlet WHILE A DANGER TAG is attached.

2. The student is to assemble the project according to project instruction procedure and lecturer's directions in its isolated and de-energised state and report to the lecturer as necessary and on completion.

3. The lecturer is to:-
   a. Check the project for safety and
   b. Ensure that the student has performed a safety check, including a short circuit test using the recommended procedure.

4. When the lecturer is satisfied that the project is safe to connect and energise the lecturer is to instruct the student to REMOVE the DANGER TAG from the plug top.

5. The student is to plug in the project and switch it on in the presence of the lecturer.

6. The lecturer is to determine whether or not the project is operating satisfactorily.

7. If the project operates satisfactorily the student may take measurements using correct meters with regard to the safety risks associated with using the particular item of test equipment including;
   a. Selecting correct meter function,
   b. Holding meter probes correctly during measuring with fingers behind knurls (finger guards) at all times.

   This is to be done under general supervision of lecturer. The student is NOT to modify, disassemble or carry out ANY unsafe act.

8. If the circuit is to be modified the student must:
   a. Switch the circuit off,

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b. Disconnect the project from the supply,
c. Attach the DANGER TAG to the plug top,
d. Report to the lecturer for instructions,
e. In the lecturer's presence the student is to:-
f. TEST and VERIFY for ZERO VOLTAGE.
g. Restart the DANGER TAG procedure from step 2 above.

9. When the student is satisfied that the project has been completed the student is to:-
   a. Switch the project off,
   b. Remove the plug,
   c. Replace the DANGER TAG on the plug top,
   d. Report to the lecturer for instructions,

   In the lecturer's presence the student is to:-
   e. TEST and VERIFY for ZERO VOLTAGE.

   The lecturer is then to instruct the student to:-
   f. Disassemble the project
   g. Remove the DANGER TAG and store the equipment in its designated place.

Failure to follow Danger Tag Procedures when working on practical activities and practical assessments will result in a '**Not yet Satisfactory'** comment recorded for this Unit of Competency

Student's Signature _____ Date: _____

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Assessment Task 1 - Portfolio Questions - Complete all Questions.

Section1

Question 1	**Give three fundamental WHS responsibilities a worker must observe to ensure their OWN safety in the workplace**		3 marks
Answer	**1**		
	2		
	3		
Feedback		☐ Satisfactory ☐ Not satisfactory	

Question 2	**Describe the <u>functions</u> of a Health and Safety Committee.**		
Answer	**1**		
	2		
	3		
	4		
Feedback		☐ Satisfactory ☐ Not satisfactory	

Question 3	**Describe the <u>powers</u> of a Work Health and Safety Inspector**		
Answer	**1**		
	2		
	3		
	4		
Feedback		☐ Satisfactory ☐ Not satisfactory	

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Question 4	**In terms under the WH&S Act, what is a "Notifiable Incident"?**		
Answer	**1**		
	2		
	3		
Feedback			☐ Satisfactory ☐ Not satisfactory

Question 5	**What are the functions of Health & Safety representatives?**		
Answer	**1**		
	2		
	3		
	4		
Feedback			☐ Satisfactory ☐ Not satisfactory

Question 6	**List the kind of accidents poor housekeeping in work areas can lead to.**		
Answer	**1**		
	2		
	3		
	4		
Feedback			☐ Satisfactory ☐ Not satisfactory

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Question 7	**List four (4) of the general aims and/ or objectives in WH&S legislation.**		
Answer	**1**		
	2		
	3		
	4		
Feedback			☐ Satisfactory ☐ Not satisfactory

Question 8	**Can Asbestos material be hazardous to a person's health? If so, in what state must it be in, to become hazardous?**	
Answer	YES/NO	
Feedback		☐ Satisfactory ☐ Not satisfactory

Question 9	**What must a PCBU do for their workers if they need to work in areas that may contain Asbestos?**	
Answer		
Feedback		☐ Satisfactory ☐ Not satisfactory

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Section 2

Question 10	**Other than incidents involving vehicles, what types of incidents cause the most fatalities in the workplace?**		
Answer	**1**		
	2		
	3		
Feedback		☐ Satisfactory ☐ Not satisfactory	

Question 11	**What are the principles of risk assessment and management.**	
Answer		
Feedback		☐ Satisfactory ☐ Not satisfactory

Question 12	**List the four steps involved when undertaking a risk management process.**		
Answer	•		
	•		
	•		
	•		
Feedback		☐ Satisfactory ☐ Not satisfactory	

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Question 13	**Describe four (4) actions that may be included as part of an "Emergency Evacuation Plane**		
Answer	**1**		
	2		
	3		
	4		
Feedback			☐ Satisfactory ☐ Not satisfactory

Question 14	**Hazards in the workplace generally arise from a particular risk source; write down the six (6) most common sources below.**		
Answer	**1**		
	2		
	3		
	4		
	5		
	6		
Feedback			☐ Satisfactory ☐ Not satisfactory

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Question 15	**Describe what combustible materials, are the following class Fire Extinguishers suitable for use on.**		
Answer	**A**		
	B		
	C		
	E		
Feedback			☐ Satisfactory ☐ Not satisfactory

Section 3

Question 16	**Describe the "Smart lifting" process.**		
Answer	**1**		
	2		
	3		
	4		
	5		
Feedback			☐ Satisfactory ☐ Not satisfactory

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Question 17	**List typical situations in the Electrotechnology industry where a "manual handling" injury may occur..**	
Answer	**1**	
	2	
	3	
	4	
Feedback		☐ Satisfactory ☐ Not satisfactory

Question 18	**List the types of injuries caused by poor manual handling practices.**	
Answer	**1**	
	2	
	3	
	4	
Feedback		☐ Satisfactory ☐ Not satisfactory

Question 19	**What type of actions can reduce or eliminate manual handling injuries?**	
Answer	**1**	
	2	
	3	
	4	
Feedback		☐ Satisfactory ☐ Not satisfactory

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Section 4

Question 20	**What is the graphical image used in the pictogram to identify chemicals that have an "Acute Toxicity" under GHS of Labelling Chemicals?**	
Answer		
Feedback		☐ Satisfactory ☐ Not satisfactory

Question 21	**List four (4) types of information an SDS must include.**		
Answer	**1**		
	2		
	3		
	4		
Feedback			☐ Satisfactory ☐ Not satisfactory

Question 22	**Give an example of the type of substance that under the Globally Harmonised System of Classifications and Labelling of Chemicals (GHS) for each of the Classifications below.**		
Answer	**Class 1**		
	Class 2.1		
	Class 2.2		
	Class 2.3		
Feedback			☐ Satisfactory ☐ Not satisfactory

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Question 23	**List the requirements for areas where hazardous substances or dangerous substances need to be stored.**		
Answer	**1**		
	2		
	3		
	4		
Feedback			☐ Satisfactory ☐ Not satisfactory

Section 5

Question 24	**If a worker is using a personal fall arrest system, what important consideration must be included in the Safe Work Method Statement (SWMS)?**	
Answer		
Feedback		☐ Satisfactory ☐ Not satisfactory

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Question 25	**List the precautions required when working on or around Elevated Work Platforms (EWP's)**	
Answer	**1**	
	2	
	3	
	4	
	5	
	6	
Feedback		☐ Satisfactory ☐ Not satisfactory

Question 26	**List the precautions required when working on or around mobile scaffolds**	
Answer	**1**	
	2	
	3	
	4	
Feedback		☐ Satisfactory ☐ Not satisfactory

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Question 27	**When erecting a straight ladder or extension ladder, what is the <u>ratio</u> between the height at which the upper part of the ladder makes contact to the distance the legs of the ladder must be spaced away from that point of contact?**	
Answer		
Feedback		☐ Satisfactory ☐ Not satisfactory

Question 28	**List below, the types of defects that should be looked for any ladder before its use.**		
Answer	**A**		
	B		
	C		
	D		
Feedback			☐ Satisfactory ☐ Not satisfactory

Question 29	**When ascending or descending a ladder where must you always keep your body?**	
Answer		
Feedback		☐ Satisfactory ☐ Not satisfactory

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Section 6

Question 30	**List below the risks of working in an area defined as a Confined Space.**		
Answer	**1**		
	2		
	3		
	4		
Feedback			☐ Satisfactory ☐ Not satisfactory

Question 31	**What four (4) questions must a worker ask to define if a particular work area is a Confined Space?**		
Answer	**1**		
	2		
	3		
	4		
Feedback			☐ Satisfactory ☐ Not satisfactory

Question 32	**What is the administrative control requirement before a worker can enter a confined space?**	
Answer		
Feedback		☐ Satisfactory ☐ Not satisfactory

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Question 33	**List four control measures that can be used to reduce or eliminate the risks posed from entering a confined space**	
Answer	**1**	
	2	
	3	
	4	
Feedback		☐ Satisfactory ☐ Not satisfactory

Section 1.7

Question 34	Which adverse health effects can exposure to excessive or prolonged low-level noise have on the human body? Circle those that apply.	
Answer	**A**	Concentration and communication problems
	B	Fatigue
	C	The cardio-vascular disorders
	D	Hearing loss
Feedback		☐ Satisfactory ☐ Not satisfactory

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Question 35	Where excessive noise may be present, what type of simple control measure can be used to minimise the risk of developing hearing loss?	
Answer		
Feedback		☐ Satisfactory ☐ Not satisfactory

Question 36	Which parts of the body can be affected by using vibrating tools? Circle those that apply.		
Answer	**A**	The eyes	
	B	The hands	
	C	The back	
	D	The abdomen	
Feedback			☐ Satisfactory ☐ Not satisfactory

Question 37	The level of risk and potential to harm cause by vibrating machinery depends on the characteristics of the vibration, circle which of those characteristics apply.		
Answer	**A**	Magnitude	
	B	Frequency	
	C	Duration	
	D	Direction	
Feedback			☐ Satisfactory ☐ Not satisfactory

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Question 38	At what differences to the "core" temperature of the human body does it begin to suffer from thermal stress?		
Answer	**A**	Below 35.5ºC and above 37.5ºC	
	B	Below 35.0ºC and above 37.0ºC	
	C	Below 36.5ºC and above 37.5ºC	
	D	Below 36.5ºC and above 37.0ºC	
Feedback			☐ Satisfactory ☐ Not satisfactory

Question 39	Name two risk sources of Ultra-violet Radiation		
Answer	**1**		
	2		
Feedback			☐ Satisfactory ☐ Not satisfactory

Question 40	Name two control measures that can minimise the human body's exposure to Ultra-violet Radiation.		
Answer	**1**		
	2		
Feedback			☐ Satisfactory ☐ Not satisfactory

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Question 41	List an effect that radiation can have on the human body.	
Answer		
Feedback		☐ Satisfactory ☐ Not satisfactory

Question 42	List the types of radiation emitted by the use of Electric Arc and Laser welding equipment.	
Answer		
Feedback		☐ Satisfactory ☐ Not satisfactory

Question 43	Which particular part of the body needs to avoid the light beam emitted by Laser equipment such as that found on construction sites?	
Answer		
Feedback		☐ Satisfactory ☐ Not satisfactory

Question 44	How is the injury, known as Occupational Overuse syndrome, caused?	
Answer		
Feedback		☐ Satisfactory ☐ Not satisfactory

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Question 45	What are some of the problems that high levels of stress in the workplace can cause?		
Answer	**A**	Nervousness, tension, strain, anxiety and depression	
	B	Accidents, high staff turnover and absenteeism	
	C	Risks to personal health and safety	
	D	All of the above	
Feedback			☐ Satisfactory ☐ Not satisfactory

Question 46	If illicit drugs where to be taken or used in combination with alcohol and/ or energy drinks, what effect will that have on the already detrimental effects of those drugs?	
Answer		
Feedback		☐ Satisfactory ☐ Not satisfactory

Question 47	If you suspect a co-worker may be under the influence of drugs and/ or alcohol, what action/s should you take in the first instance?		
Answer	**A**	Report the workers to your supervisor.	
	B	Call Worksafe WA	
	C	Calmly ask the worker to stop work and take a break until they have recovered.	
	D	Do nothing; it is none of your business.	
Feedback			☐ Satisfactory ☐ Not satisfactory

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Question 48	List one of the effects to the human body by inhaling silica dust.	
Answer		
Feedback		☐ Satisfactory ☐ Not satisfactory

Question 49	Name two work processes that causes the release of Crystalline Silica dust.		
Answer	**1**		
	2		
Feedback			☐ Satisfactory ☐ Not satisfactory

Section 1.8

Question 50	A human body that receives an electric shock, can suffer which of the following effects? Circle each that applies.		
Answer	**A**	Ventricular fibrillation	
	B	Muscular contraction	
	C	Cardiac arrest	
	D	Asphyxia	
	E	Burns	
Feedback			☐ Satisfactory ☐ Not satisfactory

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Question 51	List one of the variables that determines the severity of an electric shock on the human body.	
Answer		
Feedback		☐ Satisfactory ☐ Not satisfactory

Question 52	Residual current Devices (RCD's) work on the principle of monitoring the electrical current flowing in and out of an electrical circuit, what condition would cause the RCD to "trip"?	
Answer		
Feedback		☐ Satisfactory ☐ Not satisfactory

Question 53	Name two devices that can safely isolate the electrical supply from a circuit before commencing work on them.	
Answer		
Feedback		☐ Satisfactory ☐ Not satisfactory

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Question 54	What is the procedure to remove an electric shock victim from contact with the electrical hazard? (Just a summary of the actions will suffice as your answer)		
Answer	**1**		
	2		
	3		
	4		
	5		
Feedback			☐ Satisfactory ☐ Not satisfactory

Question 55	Which item in an LV (Low Voltage) Rescue kit is for removing a person from the source of an electric shock?	
Answer		
Feedback		☐ Satisfactory ☐ Not satisfactory

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Question 56	What is the name of the system used to control the risk of a person sustaining an electric shock caused through “indirect contact”?	
Answer		
Feedback		☐ Satisfactory ☐ Not satisfactory

Question 57	What is the benefit of using “Extra-Low Voltage” to supply electrical devices	
Answer		
Feedback		☐ Satisfactory ☐ Not satisfactory

Question 58	What are the three (3) most common causes of electrocutions?	
Answer		
Feedback		☐ Satisfactory ☐ Not satisfactory

Question 59	Where have most of the fatal electrocutions taken place?	
Answer		
Feedback		☐ Satisfactory ☐ Not satisfactory

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Section 1.9

Question 60	Outline the responsibilities of the first-aider.	
Answer	**1**	
	2	
	3	
	4	
Feedback		☐ Satisfactory ☐ Not satisfactory

Question 61	When attending an accident scene what are the priorities of first-aid management?	
Answer	**1**	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
Feedback		☐ Satisfactory ☐ Not satisfactory

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Question 62	When providing first aid, you should act in what way towards the casualty?	
Answer		
Feedback		☐ Satisfactory ☐ Not satisfactory

Question 63	What “Duty of Care” does the person trained and paid to act as a first-aider have in the workplace?	
Answer		
Feedback		☐ Satisfactory ☐ Not satisfactory

Question 64	What are the four (4) basic rules when examining a casualty for injuries?		
Answer	**1**		
	2		
	3		
	4		
Feedback			☐ Satisfactory ☐ Not satisfactory

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Question 65	After a Cardiac arrest, which organ in the body begins to suffer permanent damage if it goes untreated for a period of five minutes or more?	
Answer		
Feedback		☐ Satisfactory ☐ Not satisfactory

Question 66	What are the four main causes of airway obstruction for the purposes of administering CPR?		
Answer	**1**		
	2		
	3		
	4		
Feedback			☐ Satisfactory ☐ Not satisfactory

Question 67	The most common cause of airway obstruction in adults is the tongue, what position is the head of the casualty placed in to manage the condition?	
Answer		
Feedback		☐ Satisfactory ☐ Not satisfactory

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Question 68	If a second person is available at the scene where CPR is required, what can the other person do?	
Answer		
Feedback		☐ Satisfactory ☐ Not satisfactory

Question 69	In the case of serious injuries, what is the role of the first-aider before help from medical professional's or ambulance officers arrive?	
Answer		
Feedback		☐ Satisfactory ☐ Not satisfactory

Question 70	List four possible symptoms or signs that a person may be in shock.		
Answer	**1**		
	2		
	3		
	4		
Feedback			☐ Satisfactory ☐ Not satisfactory

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Question 71	What steps can be taken to manage a casualty suffering from shock		
Answer	**1**		
	2		
	3		
	4		
	5		
	6		
	7		
Feedback		☐ Satisfactory ☐ Not satisfactory	

END OF PORTFOLIO QUESTIONS

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Assessment task 2

Objective

Candidate is required to carry out a workplace health and safety inspection, complete the attached inspection report and answer the included questions.

Workplace location	
Date	

1. Questions

Q1

What are the personal protective equipment requirements for the workplace?

Q2

Does the workplace have a fire extinguisher?

Q3

What types of fires is the fire extinguishers suitable for? Does it suit the expected requirements of the workplace?

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Q4
Does the workplace have a first aid kit?

Q5
Are the contents suitable for the expected injuries that could occur in the workplace?

2. Inspection Report

Q6 Housekeeping

Are floor surfaces free of water, oil or other fluids?	Yes ☐	No ☐
Are floor surfaces even? (e.g. no loose tiles or carpet that is torn or has ridges)	Yes ☐	No ☐
Are walkways and doorways clear of boxes, extension cords and litter?	Yes ☐	No ☐
Are stairways kept clear of boxes, equipment and other obstructions?	Yes ☐	No ☐
Are work areas, walkways and stairs well lit?	Yes ☐	No ☐
Are work stations tidy and well-maintained?	Yes ☐	No ☐
Are emergency procedures clearly displayed?	Yes ☐	No ☐

Comments/Corrective Action Required:

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Q7 Manual Handling

Are work items that are regularly used within easy reach? Yes ☐ No ☐

Is there sufficient area around machines or equipment to enable easy access? Yes ☐ No ☐

Are appropriate manual handling aids readily available? Yes ☐ No ☐

Comments/Corrective Action Required:

Q8 Storage

Are items placed neatly and securely on shelves? Yes ☐ No ☐

Are heavy items stored below shoulder height? Yes ☐ No ☐

Can items on high shelves be easily reached? Yes ☐ No ☐

Comments/Corrective Action Required:

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Q9 First Aid

Are First Aid Kits located in easily accessible and prominent areas?	Yes ☐	No ☐
Are First Aid Kit contents clean and tidy?	Yes ☐	No ☐
Are First Aid Kit contents within their expiry date?	Yes ☐	No ☐
Are First Aid Kit contents full and/or suitably replenished?	Yes ☐	No ☐

Comments/Corrective Action Required:

Q10 Safety Signs

Are all exits clearly marked and free from obstruction?	Yes ☐	No ☐
If no exit is in the immediate area, are there signs and arrows indicating the direction to exits?	Yes ☐	No ☐
Is the location of the First Aid Kit clearly identified?	Yes ☐	No ☐
Is the location of fire alarms and fire fighting equipment clearly identified?	Yes ☐	No ☐
Are there any potentially hazardous areas that warnings are appropriate?	Yes ☐	No ☐
Is the size of the sign appropriate to the environment, lighting and viewing distance?	Yes ☐	No ☐
Are directions to locate of the nearest AED unit clearly visible?	Yes ☐	No ☐

Comments/Corrective Action Required:

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Q11 Electrical

Have electrical appliances been inspected and tagged?	Yes ☐	No ☐
Are extension leads and power boards maintained in a safe operating condition?	Yes ☐	No ☐
Are the electrical fittings and electrical equipment regularly inspected and maintained?	Yes ☐	No ☐
Are switchboards in a safe operating condition and secured?	Yes ☐	No ☐

Comments/Corrective Action Required:

Q12 Machinery and Equipment

Are machine guards in place on all operating equipment?	Yes ☐	No ☐
Are emergency stop buttons clearly visible and operational?	Yes ☐	No ☐
Is personal protective equipment (e.g. Hearing protection, Eye protection, Head protection, and/or Gloves) adequately supplied?	Yes ☐	No ☐

Comments/Corrective Action Required:

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Q13 Chemical and Dangerous Goods

Are chemical and hazardous substances clearly labelled?	Yes ☐	No ☐
Are chemical and hazardous substances stored safely?	Yes ☐	No ☐
Is there adequate ventilation or an exhaust system?	Yes ☐	No ☐
Are Safety Data Sheets available and can workers easily access them?	Yes ☐	No ☐

Comments/Corrective Action Required:

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Assessment task 3

Objective

The participant is required to undertake a Job Safety Analysis in setting up a ladder to access an elevated surface at a height exceeding 2 metres above the area below it.

They are required to: -

1. Answer the questions.
2. Contribute to the Job Hazard Analysis on the next page, to determine the risk ratings of each step and the control measures required to reduce those the risks. Discuss the risks identified and the control measures required with your classmates and your lecturer.
3. Place the selected ladder in position.
4. Return all equipment to its original position.

Q1 Identify any “Approved Codes of Practice” or “Approved Guidance Notes” that relate to the tasks identified in the Job Safety Analysis and Risk Control Matrix?

Q2 Report to your lecturer any identified hazards discovered during your workshop inspection.

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Task Step #	Task Steps	Hazards	Risk Rating	Hazard Control Measures	Revised Risk Rating
1	Select the appropriate ladder in accordance with the change in height levels				
	Identifying any electrical hazards or non-electrical hazards present in the work area.				
2	Positioning the ladder in place where the access is required using correct manual handling techniques				
3	Undertake safety checks of ladder prior to use.				
4	Selecting the appropriate PPE				
5	Ascending the ladder safely				

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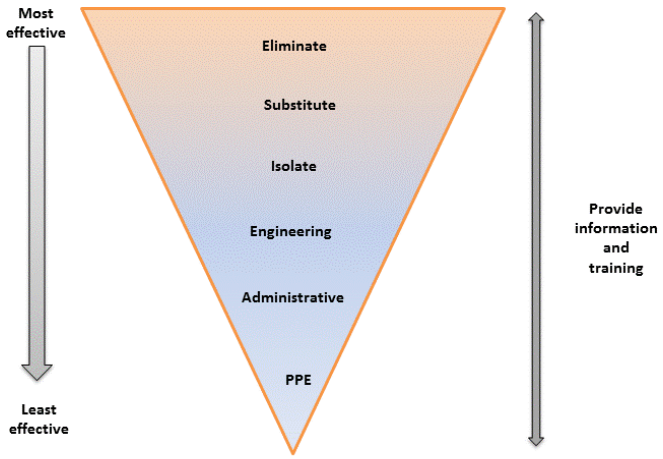
Risk Rating Matrix

Consequence		1 **Rare** The event may occur in exceptional circumstances	2 **Unlikely** The event could occur sometimes	3 **Moderate** The event should occur sometimes	4 **Likely** The event will probably occur in most circumstances	5 **Almost Certain** The event is expected to occur in most circumstances
1	**Insignificant** No injuries or health issues	LOW	LOW	LOW	LOW	MODERATE
2	**Minor** First aid treatment	LOW	LOW	MODERATE	MODERATE	HIGH
3	**Moderate** Medical treatment, potential LTI	LOW	MODERATE	HIGH	HIGH	CRITICAL
4	**Major** Permanent disability or disease	LOW	MODERATE	HIGH	CRITICAL	CATASTROPHIC
5	**Extreme** Death	MODERATE	HIGH	CRITICAL	CATASTROPHIC	CATASTROPHIC

Job Hazard Analysis

1. **Eliminate** – if it is possible, the hazard should be removed completely. For example, get rid of dangerous machines.
2. **Substitute** – replace something that produces the hazard with something that does not produce a hazard. For example, replacing solvent based paint with water based paint. Risk assessment on the substitution must be conducted to ensure that it will not pose another hazard.
3. **Engineering control** – isolate a person from the hazard by creating physical barrier or making changes to process, equipment or plant to reduce the hazard. For example, install ventilation systems.
4. **Administrative control** – change the way a person works by establishing policies and procedures to minimise the risks. For example, job scheduling to limit exposure and posting hazard signs.
5. Use **personal protective equipment** (PPE) – protect a person from the hazard by wearing PPE. For example, wearing gloves, safety glasses, hard hats and high-visibility clothing. PPE must be correctly fitted, used and maintained to provide protection.



Hierarchy of control

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Assessment Task 4 – Observation Checklist

Participate in the isolation of an item of Low Voltage Electrical equipment.

The participant is required to: -

1. *Observe how an electrical circuit to be isolated is determined.* *Yes/No*
2. *Observe the location at where the circuit needs to be isolated.* *Yes/No*
3. *Observe the authorised person isolate the electrical circuit.* *Yes/No*
4. *Participant to attach their personal Danger Tag to the isolation point.* *Yes/No*
5. *Observe the authorised person test the circuit to confirm it has been safely isolated.* *Yes/No*
6. *Gain permission to commence work on the electrical circuit.* *Yes/No*

Assessment Task 5 – Observation Checklist

Undertake the rescue of a person from live electrical equipment

NB: This exercise must not be performed on an actual live electrical circuit and only a life-like dummy instead of a real person shall be used.

The participant is required to: -

1. *Remain calm, and if possible, involve others to call for an ambulance.* *Yes/No*
2. *Isolate the supply before attempting the rescue.* *Yes/No*
3. *If unable to isolate the supply, use an insulated rescue hook* *Yes/No*
4. *If unable to find a rescue hook, use some other object to remove the person.* *Yes/No*
5. *Drag the victim clear of the electrical circuit using the object without exposing themselves to the threat of electrocution.* *Yes/No*
6. *Attend to any burning clothing, and if possible smother the flames covering or wrapping the victim in a fire blanket.* *Yes/No*
7. *Apply first aid using the DRSABCD approach.* *Yes/No*