# Knowledge Assessment

**Event 1 of 3**

# Trainer & Assessor Marking Guide

## Criteria

### Unit code, name and release number

MEM13014A - Apply principles of occupational health and safety in the work environment (1)

This unit sits in all the qualifications below. This assessment is not to be amended

### Qualification/Course code, name and release number

MEM30305 - Certificate III in Engineering - Fabrication Trade (4)

MEM30205 - Certificate III in Engineering – Mechanical Trade (3)

Amend the qualification box before distributing to the student. The information here should only contain the qualification the student is enrolled in

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## Assessment instructions

Table 1 Assessment instructions

| Assessment details | Instructions |
| --- | --- |
| **Instructions for the trainer and assessor** | This is a written assessment and will be assessing the student on their knowledge of the unit.  This assessment is in 4 parts:   1. Multiple choice questions 2. True or False questions 3. Short answer questions 4. Assessment feedback   Model answers, sample responses or a criteria for each question are provided below.  Use these to support your judgement when determining a satisfactory result.  The student’s response to each question must contain the information indicated in this marking guide in order for their response to be correct. However, if a student provides information other than indicated below, and in the professional opinion of the assessor it is appropriate and meets the intent of the question, it may be considered correct.  The assessment feedback page must be signed by both the student and the assessor so the student displays that they have received, understood and accepted the feedback.  Complete the assessment feedback to the student and ensure you have taken a copy of the assessment prior to it being returned to the student.  Ensure the students name appears on the bottom of each page of the submitted assessment. |
| **About this marking guide** | The student’s response to each question must contain the information indicated in this marking guide in order for their response to be correct.  All questions must be answered correctly in order to satisfactorily complete this assessment event.  Assessors will need to make a judgement call as to whether each answer/response meets the criteria based upon the:   * Rules of Evidence:   + Validity – does the answer address the assessment question and does the evidence reflect the four dimensions of competency?   + Sufficiency – is the answer sufficient in terms of length and depth?   + Currency – has the work been done so recently as to be current?   + Authenticity – is this work the student’s own authentic work? * Principles of Assessment:   + Fairness – individual student’s needs are considered in the assessment process   + Flexibility – assessment is flexible to the individual student   + Validity – any assessment decision is justified, based on the evidence of performance of the student   + Reliability – evidence presented for assessment is consistently interpreted and assessment results are comparable irrespective of the assessor conducting the assessment * Dimensions of competency   + Task skills   + Task Management Skills   + Contingency Planning Skills   + Job Role Environment Skills |
| **Student must provide** | Pens |
| **Assessor must provide** | Class room suitable for written Knowledge assessment test |
| **Time allowed** | 1 Hour |

## Part 1: Multiple choice

1. (RK1) Which of the following provides the details of the Work Health and Safety (WHS) rights, responsibilities and duties of employees and employers?

Table 3 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Material Data Safety Sheet (MSDS) |  |
| 1. Workplace Health and Safety Act and regulations (2011) | X |
| 1. Safe Operating Procedure (SOP) |  |
| 1. Workshop Risk Assessment |  |

1. (RK1) Workplace Health and Safety (WHS) laws are necessary because they provide:

Table 4 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. A set of minimum standards to protect the health and safety of workers | X |
| 1. A complete set of laws that cover every workplace situation and activity |  |
| 1. Give protection against prosecution |  |
| 1. National Standards that are identical in every state |  |

1. (RK2) From the list below select the most appropriate standard for safety clothing that should be worn in workshops where fabrication, welding, or machining is being carried out:

Table 5 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Safety glasses, safety boots and tee shirt |  |
| 1. Safety glasses, safety boots and cotton drill clothing | X |
| 1. Shorts, safety glasses, safety boots |  |
| 1. Shorts, thongs and tee shirt |  |

1. (RK2) Personal Protective Equipment (PPE) should be worn…

Table 6 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Only if the boss is watching |  |
| 1. If you feel like it |  |
| 1. In accordance with company policy | X |
| 1. Only after you are injured to prevent further accidents |  |

1. (RK3) From the list below which two (2) items of PPE must an operator use when using a bench or pedestal grinder in the workplace?

Table 7 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Safety glasses or safety googles | X |
| 1. Ear muffs or ear plugs | X |
| 1. Leather gloves |  |
| 1. Welding shield |  |

1. (RK5) Select the correct description for the safety sign images shown below left :

Table 8 Multiple choice

|  |  |  |
| --- | --- | --- |
| Safety Sign Image | Answer choices | Put X next to your answer |
| http://www.whsconsultinghunter.com.au/wp-content/uploads/2016/02/download.jpg | 1. Mandatory Sign |  |
| 1. Danger Sign |  |
| 1. Warning Sign |  |
| 1. Prohibition Sign | X |
| images | 1. Mandatory Sign | X |
| 1. Danger Sign |  |
| 1. Warning Sign |  |
| 1. Prohibition Sign |  |
| http://www.whsconsultinghunter.com.au/wp-content/uploads/2016/02/download.png | 1. Mandatory Sign |  |
| 1. Danger Sign | X |
| 1. Warning Sign |  |
| 1. Prohibition Sign |  |
| http://www.whsconsultinghunter.com.au/wp-content/uploads/2016/02/images.jpg | 1. Mandatory Sign |  |
| 1. Danger Sign |  |
| 1. Warning Sign | X |
| 1. Prohibition Sign |  |

7. (RK6) From the list below select the most appropriate method for assessing the weight of a load prior to a manual lift:

Table 9 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Try to pull the load |  |
| 1. Lift one corner of the load to feel weight | X |
| 1. Bend knees and lift load onto trolley |  |
| 1. Lift item onto a set of industrial scales |  |

8. (RK9) From the list below select the most effective way to identify and report workplace hazards:

Table 10 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Conduct a risk assessment (JSEA) | X |
| 1. Make it the bosses problem |  |
| 1. Ignore any hazards |  |
| 1. Make someone else work with the hazard |  |

9. (RK9) If a co- working was seen to be working or acting in a dangerous or unsafe manner, what course of action should be taken?

Table 11 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Ignore the situation unless they are being directly impacted |  |
| 1. Ask the individual to carry out the unsafe act in a safer location |  |
| 1. Ask the individual to cease the unsafe act or report the matter to the Safety Officer or Supervisor | X |
| 1. Help the individual with the unsafe act so that it is completed more quickly |  |

10. (RK11) A Standard operating procedure (SOP)...

Table 12 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Provides instructions for a specific task stating the preferred and safest method of performing it in a standardised manner | X |
| 1. Can provide instructions for a specific group of tasks stating the various ways of performing it in a standardised manner |  |
| 1. Provide instructions for a specific machines stating the preferred settings and limitations of the machine for performing tasks in a standardised manner |  |
| 1. Provide recommend instructions for a variety of tasks stating the various ways they can be done safely |  |

11. (RK12) If a fire starts in the workplace that is too large for an employee to extinguish, the correct course of action for the employee to take would be…

Table 13 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Move to a safe place in the workplace, then inform the Supervisor |  |
| 1. Ignore the fire and move to another part of the workplace |  |
| 1. Evacuate to the car park and wait for instructions |  |
| 1. Dial 000, ask for the Fire Brigade, provide clear details of the fire and its location. | X |

12. (RK12) Under the TAFE NSW evacuation procedures, a TAFE student is required to:

Table 14 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Ignore all instructions form Wardens |  |
| 1. Clear the immediate area of the TAFE College |  |
| 1. Move to the emergency assembly point and wait for the ‘all clear’ | X |
| 1. Move to a well shaded area and wait for further instructions |  |

13. (RK13) Who is responsible for good housekeeping in the workplace?

Table 15 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Workplace Supervisors |  |
| 1. Work colleagues |  |
| 1. Every member of staff | X |
| 1. The cleaner |  |

14. (RK13) Attention to good housekeeping will result in:

Table 16 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Improved quality |  |
| 1. A cleaner workplace |  |
| 1. Improved safety |  |
| 1. All of the above | X |

15. (RK10, PC2.2) Under Work Health and Safety Act 2011 No 10 legislation, a “notifiable incident” must be reported to SafeWork NSW.

From the list below select the three (3) incidents that would be notifiable:

Table 17 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. the death of a person | X |
| 1. a serious injury or illness of a person | X |
| 1. a potentially dangerous incident | X |
| 1. a minor injury treated by a first aid officer |  |

16. (RK14) A workplace piece of plant (machine) has an Out of Service Tag placed on the isolator (switch), stating “Guard faulty and requires replacement”

Which of the following procedures would apply for the scenario above?

Table 18 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. The machine must not be used until the piece of plant has been rectified of the fault detailed on the Out of Service tag and the tag removed | X |
| 1. The machine can continue to be used however extra special caution is required |  |
| 1. The machine can continue to be used, by the person that filled out the tag and placed it on the machine |  |
| 1. All of the above |  |

17. (RK14) The images below show two (2) safety items that are used in industry.

Select three (3) responses below which correctly describe the conditions of use for these items.

Table 19 Multiple choice

|  |  | |
| --- | --- | --- |
| Answer choices | | Put X next to your answer |
| 1. Used for personal protection | | X |
| 1. Attached to main isolating switches, valves or similar equipment where danger or death would occur if the switch or valve were to be turned on | | X |
| 1. Cannot be removed by anyone except the person who attached the item | | X |
| 1. Can be removed by any person that complete the repairs to the equipment deemed out of service | |  |

18. (RK4) Select the correct choice describing each safety item image shown below:

Table 20 Multiple choice

|  |  |  |
| --- | --- | --- |
| Safety Items | Answer choices | Put X next to your answer |
|  | 1. Protects a worker from activation of an energy source |  |
| 1. Provides a worker with control measure for working at heights | X |
| 1. Provides respiratory protection |  |
| 1. Protects a worker from moving parts or pinch points |  |
|  | 1. Protects a worker from activation of an energy source | X |
| 1. Provides a worker with control measure for working at heights |  |
| 1. Provides respiratory protection |  |
| 1. Protects a worker from moving parts or pinch points |  |
|  | 1. Protects a worker from activation of an energy source |  |
| 1. Provides a worker with control measure for working at heights |  |
| 1. Provides respiratory protection | X |
| 1. Protects a worker from moving parts or pinch points |  |
| Image result for safety guard | 1. Protects a worker from activation of an energy source |  |
| 1. Provides a worker with control measure for working at heights |  |
| 1. Provides respiratory protection |  |
| 1. Protects a worker from moving parts or pinch points | X |

19. (RK10, PC2.2) From the four (4) scenarios below, select the person or service that should be contacted for assistance, advice, or as a legal requirement.

* One (1) answer is required for each scenario
* Each answer choice can only be used once.
* One (1) of the answer choices is incorrect for all the scenarios
* Draw a line connecting the scenario to your answer choice

Table 21 Multiple choice

|  |  |
| --- | --- |
| Scenario | Answer choices |
| A workshop machine stops working due to a power supply issue. | Environmental Protection Authority (EPA)  SafeWork NSW  First Aid Officer  Workplace Supervisor  Fire Department |
| A workshop machine develops an oil leak which runs into a storm water drain |
| An operator of a workshop machine receives a minor laceration |
| A workshop machine malfunctions, causes serious injury to the operator resulting in hospitalisation and a lengthy recover period |

20. (RK10) From the list below select three (3) methods of communicating with emergency services in N.S. W: New Question Jen

Table 22 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Call triple zero (000) | X |
| 1. Call NSW SES on 132500 | X |
| 1. Call nine, one, one (911) |  |
| 1. Text emergency call (106) | X |

## Part 2: True or false

Table 1 True or false

| Question | Write *True* or *False* |
| --- | --- |
| 1. (RK2) Personal safety in the workplace can be improved by the use of Personal Protective Safety Equipment (PPE) | True |
| 2. (RK2) Protective clothing is of little use in protecting the individual from pollutants in the workplace | False |
| 3. (RK11) Every workshop has its own unique hazards. To reduce the risk of injuries these hazards pose, they can be reduced by using Standard Operating Procedures (SOPs) | True |
| 4. (RK5) Safety signs and symbols are commonly used in workshops to warn people of dangers or advise them of hazards | True |
| 5 (RK6) The first (1st) step in the 6 step principle method for safe manual lifting is to position your head and arms correctly. | False |
| 6 (RK6) When performing a team lift, all members should be facing in the same direction | True |
| 7 (RK8) The weight, shape and physical dimensions of an object can have impact on selection of the lifting equipment to be used. | True |
| 8 (RK9) A risk assessment is a process used to identify, assess and control hazards in the workplace. | True |
| 9 (RK11) A SOP Is a guidance document for operators on how to operate a machine. Operators are not obliged to use them if they have been trained previously on the same piece of equipment. | False |
| 10 (RK7) Containment devices used in the event of a spillage (Spill kits) are an item of emergency equipment. | True |

## Part 3: Short answer

1. (RK4) What is the purpose of an emergency stop button?

*Cuts power to a machine or piece of equipment*

1. (RK4) What is the purpose of machine guarding?

*Prevents you being caught in moving parts of a machine*

1. (RK4) What is the purpose of fire extinguishers?

*Extinguish small fires*

1. (RK6) Before lifting a load of between 16 and 20 Kg name three (3) things to consider

*Students’ response may include:*

* *Estimate the weight to be lifted*
* *Distance the load is to be carried*
* *Decide if best lifted with one or two persons*
* *Where to lift the object so it is balanced*
* *Is there anything blocking the path*
* *Bend your knees not your back*
* *Can we use a mechanical device to move the load*

5. (RK5) Complete the table below by providing the meaning of each sign and example of each:

|  |  |  |
| --- | --- | --- |
| Safety Sign | Meaning of the Safety Sign | Example of where a this type of safety sign would be displayed  (one (1) example for each |
|  | Flammable Gas | On a Acetylene Tank  On a LPG Tank  On any tank containing flammable gas  At an oil refinery  At a chemical treatment plant |
|  | Hard Hat Required | On a construction site  In a manufacturing plant or workshop |
|  | First Aid Box Available | On a first aid box  On a first aid box Cabinet  On a wall where first aid box is located |

6. (RK6) From the Manual Lift Task Steps shown below left, list the Job Steps in the correct order of operations below right

|  |  |
| --- | --- |
| Manual Lift Task Steps (incorrect order of operations) | Manual Lift Correct Order of Operations |
| Get a firm and secure grip | 1. Plan the lift |
| Position feet | 1. Positon feet |
| Plan the lift | 1. Position head and arms |
| Keep back straight and lift with leg muscles | 1. Get a firm and secure grip |
| Position head and arms | 1. Keep back straight and lift with leg muscles |
| Lower load to place of rest | 1. Lower load to place of rest |

7. (RK2, RK4) Complete the table below, providing:

* The name of the PPE shown
* One (1) example of a workplace activity where the following PPE would be worn.

|  |  |  |
| --- | --- | --- |
| PPE Item | PPE Name | Example of an activity when PPE would be worn |
|  | Face Shield | Grinding Operations  Heavy machining operations  High dust activities |
|  | “Ninja” Gloves | Use of hand tools  Assembly of items  Moving plate, parts |
|  | Welding Helmet | Any arc welding operation |

8.(RK12) An emergency evacuation from TAFE NSW could occur at any time, including whilst you are completing this written assessment.

If you were required to evacuate from where you are conducting this assessment, TAFE NSW procedures are in place and must be followed.

From the TAFE NSW Evacuation Procedure steps shown below left, list the steps in the correct order below right.

|  |  |
| --- | --- |
| Evacuation Procedure Steps (incorrect order of operations) | Evacuation Procedure Steps (Correct Order of Operations) |
| Follow identified route to nearest Emergency Assembly Area | 1. Stop work immediately |
| Answer roll call at Emergency Evacuation area and do not leave until given the all clear instruction by the Warden | 2. Leave work area in an orderly manner and follow the Warden’s instructions |
| Stop work immediately | 3. Follow identified route to nearest Emergency Assembly Area |
| Leave work area in an orderly manner and follow the Warden’s instructions | 4. Answer roll call at Emergency Evacuation area and do not leave until given the all clear instruction by the Warden |