# Written Task: Topic 1 Legal compliance

### Unit code, name and release number

MSMENV272 - Participate in environmentally sustainable work practices (2)

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

MSF31113 Certificate III in Cabinet Making (Release 6)

## Student details

### Student number

### Student name

## Assessment Declaration

* This assessment is my original work and no part of it has been copied from any other source except where due acknowledgement is made.
* No part of this assessment has been written for me by any other person except where such collaboration has been authorised by the assessor concerned.
* I understand that plagiarism is the presentation of the work, idea or creation of another person as though it is your own. Plagiarism occurs when the origin of the material used is not appropriately cited. No part of this assessment is plagiarised.

### Student signature and Date

Version: *1.0*

Date created: *2 August 2018*

Date modified: *07/06/2019*

For queries, please contact:

*Innovative Manufacturing, Robotics and Science SkillsPoint*

*TAFE NSW*

*98 Parry Street*

*Newcastle West*

*NSW 2302*

© 2018 TAFE NSW, Sydney  
RTO Provider Number 90003 | CRICOS Provider Code: 00591E

This assessment can be found in the [Learning Bank](https://share.tafensw.edu.au/share/access/searching.do?doc=%3Cxml%2F%3E&in=P7ac4831b-430a-4b8d-8b56-f7b32ed5b9cf&q=&type=standard&sort=rank&dr=AFTER)

The contents in this document is copyright © TAFE NSW 2018, and should not be reproduced without the permission of the TAFE NSW. Information contained in this document is correct at time of printing: 7 June 2019. For current information please refer to our website or your teacher as appropriate.

## Assessment instructions

Table 1 Assessment instructions

| Assessment details | Instructions |
| --- | --- |
| **Assessment overview** | The objective of this assessment is to assess your knowledge and performance as would be required to comply with environmental legislation. |
| **Assessment Event number** | 1 of 5 |
| **Instructions for this assessment** | This is a written assessment and will be assessing you on your knowledge and performance of the unit.  This assessment is in 3 parts:   1. Identify workplace requirements 2. Explain legal requirements 3. Complete an incident report   Assessment Feedback is provided at the end of the document. |
| **Submission instructions** | On completion of this assessment, you are required to upload it or hand it to your assessor for marking.  Ensure you have written your name at the bottom of each page of this assessment.  It is important that you keep a copy of all electronic and hardcopy assessments submitted to TAFE and complete the assessment declaration when submitting the assessment. |
| **What do I need to do to achieve a satisfactory result?** | To achieve a satisfactory result for this assessment all questions must be answered correctly. |
| **What do I need to provide?** | A plan or rough sketch of your workplace that can be marked up to include the location of items listed in the task.  Calculator, pens, note pad, USB/FLASH to download and store electronic files. Internet access and Computer for students off campus if completing online. |
| **What the assessor will provide?** | Computers, Learner Resources, Activity sheets, reference text, organisational policy etc that is referenced in the assessment. These may be hard copy or made available online. |
| **Due date and time allowed** | *120 mins* |
| **Assessment feedback, review or appeals** | Appeals are addressed in accordance with Every Student’s Guide to Assessment. |

## Specific task instructions

The instructions and the criteria in the tasks and activities below will be used by the assessor to determine whether the tasks and activities have been satisfactorily completed.

Use these instructions and criteria to ensure you demonstrate the required knowledge.

## Part 1: Identify workplace requirements

For this assessment, you will need to find information about your workplace (or TAFE workshop) that relates to environmental legal compliance. You will need to draw or find a plan of your workplace (or TAFE workshop) and indicate where on the plan certain items are located. You will then need to answer some questions about your workplace (or TAFE workshop). You should refer to your workplace policy or procedures that relate to environmental issues or talk to your employer, colleagues or TAFE teachers.

**Step 1:** Decide whether to base this task on your workplace or your TAFE workshop.

**Step 2:** In the space below, create a rough sketch of the location you have chosen or attach an existing plan as a separate sheet. Many workplaces have an emergency evacuation plan that provides a simple plan view of the workplace. You can use this type of plan for this task. If you decide to draw a plan, do not spend too much time perfecting the drawing. It does not need to be to scale but it should include an outline of the building or buildings as well as the location of the street and driveways.

**Step 3:** Indicate on your plan the location of the items below by drawing the item number on the plan. For example, write the number 1 in each location where there is a stormwater drain and the number 2 in locations where solid wastes are stored.

Table 2 Items on the plan

| Item | On the plan |
| --- | --- |
| 1. Nearest stormwater drain/s (outside or on the street) | 🞎 |
| 1. Storage of solid wastes | 🞎 |
| 1. Storage of dangerous goods (for example, solvents) | 🞎 |
| 1. Storage of liquids (for example, paints, varnishes) | 🞎 |
| 1. Used solvent collection | 🞎 |
| 1. Dust management (for example, extraction points) | 🞎 |
| 1. Equipment washing | 🞎 |
| 1. Spill kit/s | 🞎 |

Tick off each item once you have included it on the plan.

Table 3 Plan of workplace or TAFE workshop

|  |
| --- |
| Plan of workplace or TAFE workshop |

## Part 2: Explain legal requirements

Read the questions carefully. Your answers should be a minimum of 2 words but no longer than 15 words *(unless indicated otherwise).*

To complete this part of the assessment, you will be required to answer 7 questions.

Once completed you will need to submit this assessment to your assessor for marking.

Find out the answers to the following questions **for your workplace or TAFE workshop** by reading your workplace policy or procedures or by talking to your manager or teacher.

1. What type of liquid is allowed to go down the stormwater drain (labelled 1 on your plan)?
2. Give 3 examples of wastes which you should put in the solid waste bin or skip bin (labelled 2 on your plan):
3. What is one example of waste that is not permitted in the solid waste bin or skip bin?
4. When using water to wash equipment (for example, paint brushes or dusty rags) where should the dirty wash water go?
5. When using solvents to wash equipment (for example, to wash a spray gun head) where should the used solvents go?
6. Give 2 examples of the way dust is managed.

1

2

1. Who is the workplace contact if there was an incident of environmental pollution, such as a spill into a stormwater drain?

## Part 3: Complete an incident report

To complete this part of the assessment, you will be required to complete an incident report.

Find out if there has been an environmental incident at your workplace. If so, complete either the incident report form below or one from your workplace, as though the incident had just occurred. If there has not been an incident at your workplace, complete the form using the made-up scenario below.

Once completed you will need to submit this assessment to your assessor for marking.

**Made-up incident: environmental compliance**

Sometime in May 2018 ABC Joinery received a delivery of a pallet of 20 litre tins of a natural timber stain. That week was a busy week and there was no room in the workshop so the pallet was placed in the car park outside the workshop door. No one had time to unpack it and so did not put the tins into the chemical storage area.

On 8 June 2018 at 3.20pm, a truck from a neighbouring business accidentally ran into the pallet of tins and a few of them broke. The timber stain product travelled to a nearby stormwater drain. Luckily, Adrian Lee and Basia Kalucka heard the noise and saw what happened. They weren’t able to stand the tins upright immediately because of the plastic wrapping around the tins and pallet but Adrian quickly got the spill kit and placed absorbent materials onto the spill and also around the stormwater drain. They estimated that 2 tins had broken and only about half of the stain had spilled, so about 20 litres; none of it had made it into the stormwater drain. At 3.26pm Adrian told his manager, Megan Wright, who oversaw the unpacking of the pallet, disposal of the damaged tins and sweeping up and disposal of the absorbent materials.

Write the incident report as though you are one of the staff who first attended to the spill.

Table 4: ABC Joinery Incident Reporting Form

|  |
| --- |
| **ABC Joinery**  **Incident reporting form**  *(if there is a form needed for WHS we should use that one)*  Reported by: Date of report:  Title/Role:  Incident Information  Incident type: Date of incident:  Location: |
| Incident description: |
| Witnesses:  Name: Role:  Name: Role:  Name: Role: |
| Actions taken: |
| Supervisor Name:  Supervisor signature: Date: |

## Assessment Feedback

*NOTE: This section* ***must*** *have the assessor signature and student signature to complete the feedback.*

### Assessment outcome

Satisfactory

Unsatisfactory

### Assessor Feedback

Was the assessment event successfully completed?

If no, was the resubmission/re-assessment successfully completed?

Was reasonable adjustment in place for this assessment event?  
*If yes, ensure it is detailed on the assessment document.*

Comments:

### Assessor name, signature and date:

### Student acknowledgement of assessment outcome

Would you like to make any comments about this assessment?

### Student name, signature and date

***NOTE: Make sure you have written your name at the bottom of each page of your submission before attaching the cover sheet and submitting to your assessor for marking.***