# Written Task: Topic 1 Legal compliance

# Trainer & Assessor Marking Guide

## Criteria

### 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)

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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)

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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 assess the student on their knowledge and performance of the unit.  This assessment is in 3 parts:   * Identify workplace requirements * Explain legal requirements * Complete an incident report   Space for assessment feedback is located at the end of the student-facing document. Model answers, sample responses or 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 task and activity must contain the information indicated in this marking guide in order for their response to be correct.  All tasks and activities 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** | A plan or rough sketch of their 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. |
| **Assessor must provide** | Computers, Learner Resources, Activity sheets, reference text, organisational policy etc., referenced in the assessment. These may be hard copy or made available online. |
| **Due date and time allowed** | *120mins* |

## 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 (KE2)

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**

Satisfactory completion of this task will require a legible plan of the student’s workplace or TAFE workshop with the above items marked on it with numbers.

Unsatisfactory responses are those that appear fictitious / unrealistic based on your professional judgement. Students without access to a workplace can use TAFE facilities for this activity.

## Part 2: Explain legal requirements (PE1, KE2, KE3, KE4, KE5, 2.3)

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)?

To be satisfactory a response must state that only clean rain water can go down the stormwater drain.

1. Give 3 examples of wastes which you should put in the solid waste bin or skip bin (labelled 2 on your plan):

Any of the following: timber offcuts, manufactured board offcuts, rags, office waste, kitchen waste, bagged dust, wood shavings, spent/broken items such as fasteners, brushes, other items based on your professional judgement.

An unsatisfactory response would include: solvents, paints, liquid wastes.

1. What is one example of waste that is not permitted in the solid waste bin or skip bin?

Any of the following: solvents, paints, liquid wastes.

4. When using water to wash equipment (for example, paint brushes or dusty rags) where should the dirty wash water go?

Wash water must only go to the sewer.

1. When using solvents to wash equipment (for example, to wash a spray gun head) where should the used solvents go?

Any one of the following answers would be satisfactory: in a used solvent drum/container, into the solvent recovery/recycling unit, to be collected by the solvent recycler.

1. Give 2 examples of the ways dust is managed.

Any two of the following would be satisfactory:

- Dust extraction systems

- Regular vacuuming and sweeping

- Good housekeeping

- Only using tools with dust collection fitted

- Regular emptying of dust collection

- Regular maintenance of dust collection

Or other responses that, based on your professional judgement, are satisfactory.

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

Acceptable responses would include: supervisor, team leader, boss, manager. Students might also indicate they would tell colleagues for safety reasons which is acceptable provided they have also included a superior.

## Part 3: Complete an incident report (PE1, 2.3, 2.4)

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 drums 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.

The fields left empty below do not require a particular response. Those filled in below are indicative only. You need to make a judgement as to whether the student has filled in the form correctly as they may be basing it on a real incident. Students can use a form from their workplace. A satisfactory response will be an incident report that identifies the essential information below (time, data, incident, witnesses, actions).

|  |
| --- |
| **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: Spill Date of incident: 8 June 2018  Location: ABC Joinery / carpark area |
| Incident description:  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. About 20 litres spilled in total but none made it into the stormwater drain. |
| Witnesses:  Name: Adrian Lee Role:  Name: Basia Kalucka Role:  Name: Role: |
| Actions taken:  Absorbent materials placed on the spill and around the stormwater drain which was disposed of safely. |
| Supervisor Name:  Supervisor signature: Date: |