# Knowledge Assessment – Task 1

## Criteria

### Unit code, name and release number

MSMWHS200 - Work safely (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

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## Assessment instructions

Table 1 Assessment instructions

| Assessment details | Instructions |
| --- | --- |
| **Assessment overview** | The objective of this assessment is to assess your knowledge as would be required to apply workplace policies and procedures to maintain a safe work environment for self and others. |
| **Assessment Event number** | 1 of 3 |
| **Instructions for this assessment** | This is a written knowledge based assessment and it will be assessing you on your knowledge of the unit.  This assessment is in four parts:   1. Multiple choice questions 2. True false questions 3. Short answer questions 4. Assessment feedback |
| **Submission instructions** | On completion of this assessment, you are required to upload it or hand it to your trainer for marking.  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?** | Pens, pencil, eraser, calculator, Measuring device, USB for file saving and downloading, an A4 note pad |
| **Due date/time allowed** | 120 minutes |
| **Assessment feedback, review or appeals** | Appeals are addressed in accordance with [Assessment Guidelines for TAFE NSW](https://staff.tafensw.edu.au/documents/2017/11/assessment-guidelines-v02.pdf/). |

## Part 1: Multiple choice

Read the question and each answer carefully. Put an X or response as required in the table next to your chosen answer.

1. In terms of WHS, Which of the following statements best describes your duty of care and obligations as they relate to your job role?

Table 1 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Turn up and do my job well |  |
| 1. Look out for myself only |  |
| 1. Tell everybody to keep away and not make a mess near me |  |
| 1. Look out for myself and others |  |

1. Where would you look to find information about being safe in the workplace? Select all that apply

Table 2 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Safe Work NSW |  |
| 1. Workplace Health and Safety act |  |
| 1. Material Data Safety Sheets (MSDS) |  |
| 1. Safe Operating Procedures (SOP) |  |

1. What is a chronic hazard?

Table 3 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. A hazard that is more dangerous than others. |  |
| 1. A hazard where long term exposure will cause sickness or injury. |  |
| 1. A hazard that is only likely at certain times of the working day. |  |
| 1. A hazard where short term exposure will cause injury or sickness. |  |

1. The method of hazard identification that involves breaking down a job into its specific task, identifying the hazard, assessing and control the hazard associated with each task is called:

Table 4 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Accident Investigation. |  |
| 1. Self-inspection. |  |
| 1. Comprehensive Survey. |  |
| 1. Job Safety and Environment Analysis. |  |

1. The most effective way to control risk in the workplace is to:

Table 5 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| Conduct a risk assessment of the whole workshop and implement controls |  |
| 1. Assess a hazard after an accident has occurred |  |
| 1. Think about hazards but don’t discuss or record them |  |
| Develop SOP’s and keep them in a folder in a locked cupboard. |  |

1. If someone else in your workplace is working in a dangerous or unsafe manner you should:

Table 6 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Not worry about it unless it is going to hurt them |  |
| 1. Ask them to do the task somewhere else so they can’t injure anyone |  |
| 1. Advise them how they are working in an unsafe manner and report it to your Supervisor or Safety Officer |  |
| 1. Ignore it and make sure you are operating safely |  |

1. In your work duties you create a hazard near a machine and leave it. Then due to this hazard a work colleague has an accident and needs medical treatment. What could the consequences be? Select all that apply

Table 7 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. No consequence; they should have done a safety evaluation |  |
| 1. Legal culpability and personal liability |  |
| 1. Serious injury and/or death |  |
| 1. The safety officer will have to clear the hazard |  |

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

Table 8 Multiple choice

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

1. From the list below, which item(s) of PPE must an operator use when using a bench or pedestal grinder in the workplace? Select all that apply.

Table 9 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Protective eyewear and protective boots |  |
| 1. Ear protection and protective clothing |  |
| 1. Leather gloves |  |
| 1. Short pants |  |

1. A mandatory (blue) safety sign stating ‘Safety Glasses Must Be Worn’ means:

Table 10 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Wear safety glasses when you feel it is necessary |  |
| 1. Wear safety glasses when operating a machine and you think you could get an eye injury |  |
| 1. Wear safety glasses at all times |  |
| 1. Wear all PPE |  |

1. When working with a new product, what document would provide you with the WHS information about that product?

Table 11 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Product catalogue |  |
| 1. Safety Data Sheet |  |
| 1. Trade magazine |  |
| 1. Job plan |  |

1. When conducting a risk assessment, which of the following is classed as a physical workplace hazard?

Table 12 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Exposure to UV radiation |  |
| 1. Dust |  |
| 1. Manual handling |  |
| 1. Chemical vapours |  |

1. The term JSEA stands for:

Table 13 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Job Security Evaluation and Assessment |  |
| 1. Job Safety and Environment Analysis |  |
| 1. Job Severity Evaluation and Appraisal |  |
| 1. Job Security and Establishing Access |  |

1. Which of the following statements best describes the information provided in a safe operating procedure (SOP)?

Table 14 Multiple choice

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

1. If a fire alarm sounds in your workplace or at TAFE you should:

Table 15 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Tell the boss or your trainer/assessor |  |
| 1. Keep working in another part of the workshop away from any fire |  |
| 1. Go to the car park and wait |  |
| 1. Evacuate to the emergency evacuation area, ensure your work colleagues are safely out, dial 000 and ask for the fire brigade |  |

1. Which of the following responses best describes the correct procedure for an evacuation?

Table 16 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Not worry about it if you know you won’t be hurt |  |
| 1. Get into your car and clear the immediate area |  |
| 1. Move to the emergency assembly point and wait for the ‘all clear’ |  |
| 1. Find a well shaded spot and stay there until your teacher/ supervisor/ safety officer comes and gets you |  |

1. From the options below, select the best way to access an SDS (Safety Data Sheet) for a product that you are working with.

Table 17 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. At the back of a product catalogue |  |
| 1. With the order form |  |
| 1. Directly from the product supplier, for example their web site or their hard copy document |  |
| 1. From the work colleague next to you |  |

1. If a machine in your workplace has been ‘tagged out’ (i.e. it has a danger/faulty tag on it) you must:

Table 18 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Not use the machine until it has been repaired by a licenced repairer and the out of service tag is removed by the appropriate person. |  |
| 1. Use the machine whilst taking extra care |  |
| 1. Get a work colleague to repair it and use it |  |
| 1. Repair the machine yourself before you use it |  |

1. How can you participate in WHS in management in the workplace? Select all that apply

Table 19 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Making suggestions for improvement |  |
| 1. Help fix WHS incidents |  |
| 1. Volunteer to be a WHS safety officer |  |
| 1. Help to deliver WHS induction in the workplace |  |

1. Who is the most appropriate person to seek assistance from in the case of an emergency in the workshop?

Table 20 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Work mates |  |
| 1. The client whose job you are working on |  |
| 1. The safety officer or work place supervisor |  |
| 1. The cleaner |  |

1. If you have an injury at work that needs medical attention, what document would you fill in?

Table 21 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. JSEA/SWMS |  |
| 1. Hazard form |  |
| 1. Incident report |  |
| 1. Site evaluation form |  |

1. Before starting an installation on a new job, what kind of risk assessment must be carried out?

Table 22 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Tool evaluation |  |
| 1. Appearance evaluation |  |
| 1. Time evaluation |  |
| 1. Site evaluation |  |

1. Think about your responsibilities in WHS legislation, which of the following would be the best response if a dust extraction unit bag leaks and dust drifts all over the workshop?

Table 23 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Evacuate the workshop |  |
| 1. Run over and turn it off |  |
| 1. Put a P2 dust mask and protective eyewear on, isolate the dust extraction unit, clear the area until it is clear to clean up |  |
| 1. Turn off the workshop power, replace the bag and clean up the dust extraction unit |  |

1. What should you do if you have completed a task on a machine and controls from the risk assessment are in place but not affective?

Table 23 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Make changes |  |
| 1. Advise the next person to perform task |  |
| 1. Identify the new hazard and report to appropriate person |  |
| 1. Ensure you are wearing the correct PPE |  |

1. Who should you ask for assistance from with documentation and processes? *(select all that apply)*

Table 23 Multiple choice

| Answer choices | Put X next to your answer |
| --- | --- |
| 1. Senior work college |  |
| 1. The employer/boss |  |
| 1. Safety officer |  |
| 1. Leading hand/ supervisor |  |

## Part 2: True or false

Read the following statements and then write **True** or **False** in the space provided.

Table 24 True or false

| Question | Write *True* or *False* |
| --- | --- |
| The risk of injury in the workplace can be partly controlled by using Personal Protective Safety Equipment (PPE). |  |
| 1. A P2 dust particle mask is not useful in protecting us from dust pollutants in the air. |  |
| 1. All chemicals can be stored together in a store room. |  |
| 1. Safety signs and symbols are used in workshops to warn people of dangers or advise them of hazards. |  |
| 1. The first step in the 6 step principle for safe manual lifting is to position your head and arms correctly. |  |
| 1. When performing a team, identify lift obstacles and assess risk before lifting. |  |
| 1. A review of the effectiveness of the controls developed in the risk assessment for a task should be monitored and amended if necessary. |  |
| 1. Operators are not required to use SOPs if they are already trained on the same piece of equipment. |  |
| 1. Containment devices used in the event of a spillage (spill kits) are items of emergency equipment. |  |
| 1. An acute hazard is one where long term exposure to the hazard will cause an injury or sickness. |  |
| 1. If you are creating toxic dust in the workplace and you do not have a P1 or P2 class filter, it is acceptable to use a nuisance dust mask. |  |
| 1. Everybody in the workplace has a duty and obligation to improve their understanding of safety and avoid injuries. |  |
| 1. Everybody in the work place has an obligation to support risk controls set by the supervisors and managers. |  |

## Part 3: Short answer

Read the question carefully and provide your answers as dot points.

1. List the five hazard categories.

2.

3.

4.

5.

1. List the three categories of eye hazards and give an example of each that you may encounter in your workplace.

2.

3.

1. What is the name of the document that tells you what to do and where to go in the event of an emergency?
2. List three things to consider before lifting a load of between 16 and 20 Kg.
3. Safety signs are classified using one of the following categories:

* Hazard warning
* Emergency Information
* Prohibition (must not do)
* Danger hazard
* Fire
* Mandatory (must do)
* Restriction.

Name the category for each of the following safety signs.

****

Sign category: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

****

Sign category: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



Sign category: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



Sign category: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



Sign category: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



Sign category: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Before using a machine or tool, what document must you read and understand to enable you to use the machine or tool in a safe manner and to help avoid injury?
2. On a piece of workshop machinery or equipment, what fail-safe control do you use to cut power in the event of a hazard?
3. List at least one reason for using machine guards.
4. List three items of PPE that you wear in the furnishing trades.
5. State three things that you must do if a machine you are using breaks down and stops, or if the machine has a faulty component.

1.

2.

3.

1. If there is a fire in the workplace and you are evacuated, what is the name of the meeting place you must go to?

All workers have the right to raise issues and make suggestions concerning safety in their workplace.

Name one type of meeting where you can raise these issues with co-workers and your employer.

1. Under the relevant WHS legislation, who is responsible for each of the following?

Write either “Employer” or “Employee” in the space provided.

Table 25 Multiple choice

| Situation | Rights and Responsibility: Employee/Employer |
| --- | --- |
| 1. Provide a safe place of work for employees, contractors and visitors |  |
| 1. Provide PPE |  |
| 1. Complete risk assessment prior to commencing a task |  |
| 1. Reporting unsafe acts and near misses |  |
| 1. Correctly use equipment and machinery provided to protect health and safety |  |
| 1. Ensure that inexperienced staff who must perform hazardous work which they have not previously done receive proper information, instruction and training before commencing that work |  |

Identify four key points of the hierarchy of control you need to support in the workplace 4.5,

1.

2.

3.

4.

## Part 4: 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***