# Skills Written Assessment – Task 3

## Criteria

### Unit code, name and release number

MSMWHS200 - Work safely (2)

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

MSF31113 - Certificate III in Cabinet Making (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: *3 July 2018*

Date modified: *23/04/2019*

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 file 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: 23 April 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 skills as would be required to work safely in the work place. |
| **Assessment Event number** | 3 of 3 |
| **Instructions for this assessment** | This is a skills assessment and will be assessing you on your ability to demonstrate skills required in the unit.  This assessment is in 3 parts:   1. Personal Protective Equipment (PPE) 2. Handling and Storage Practical Observation 3. Observation checklist |
| **Submission instructions** | On completion of this assessment, you are required to upload it or hand it to your assessor for marking. If you are providing digital image or video evidence (for example if you are completing the assessment in the workplace and not in a TAFE workshop or classroom), then you must submit the digital files with the completed assessment. Speak to your teacher about the best way to deliver digital files for assessment.  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 successfully complete this assessment the student will be available at the arranged time to complete all the assessment criteria as outlined in the assessment instructions.  All parts of the observable task must be performed to a satisfactory level as indicated in the criteria section of the Observation Checklist.  All oral questions must be answered correctly to be deemed satisfactory in this assessment task; however, Assessors may ask questions to clarify understanding. |
| **What do I need to provide?** | Safety boots, protective eyewear, dust mask, safety gloves, pens & pencil, USB flash-drive to store and download files, A4 folder and paper. |
| **Due date/time allowed/venue** | 120 minutes |
| **Assessment feedback, review or appeals** | Appeals are addressed in accordance with Every Students 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 skills and knowledge.

If this assessment requires you to record information, your assessor will provide you with an appropriate document/template.

## Part 1: Personal Protective Equipment

## 

To complete this part of the assessment, you are required to fill in the spaces provided with the correct information.

As part of this assessment you will need to find information from your learner resources the internet and access the Australian Standards for information about the types of PPE listed below.

This can be submitted electronically or handed in as a hard copy submission.

Write your answers in the spaces provided.

To access the Australian Standards you will need to use your TAFE NSW login details. If you have any difficulties, contact your local TAFE NSW library or your teacher/assessor.

Use the link here to [TAFE NSW Libguides](https://tafecat.tafensw.edu.au/tafecatalog/logon.shtml?eResource=http://www.saiglobal.com/online/autologin.asp?br=true%26userid=8527066229) (hold the control button down and click left mouse button to select) *)* to access the Australian Standards, or go to: <https://tafecat.tafensw.edu.au/tafecatalog/logon.shtml?eResource=http://www.saiglobal.com/online/autologin.asp?br=true%26userid=8527066229>

### Eye Protection

Hint: try using “Australian standards for eye protection as a search term and look for a guide to selection and use.

1. The Australian Standard number is:
2. According to the standard, when must you wear your eye protection?
3. According to the standard, what are the three impact ratings suitable for eye protection and what are their codes?
4. According to the standard, the use of tinted eyewear is recommended outdoors. List at least three reasons why tinted eyewear is NOT recommended for use INDOORS.
5. Identify the brand, Australian Standards code and impact rating of your current personal protective eyewear.

**Note**: if you are not able to physically show your assessor your protective eyewear so that they can check that your answer is correct, (for example if you are completing this assessment in your workplace), then please take a photo of your eyewear, clearly showing the details requested, and submit to the assessor with this assessment.

**Brand**:

**AS number:**

**Impact rating:**

1. Provide three examples of situations when you must wear eye or face protection at TAFE.

1.

2.

3.

### Foot Protection

Hint: this time, try using “protective footwear” as a search term and look for a guide to selection, care and use.

1. Australian Standard number is:
2. Provide two ways in which protective footwear can protect your safety in your workplace.
3. What is the compression rating tested on safety boots?
4. Name the area of the TAFE college where you must wear your protective footwear.

### Ear Protection

Hint: try using “hearing and ear protection” as a search term and look for a guide to selection, care and use.

1. Australian Standard number is:
2. When must you use hearing protection at TAFE?
3. Provide at least one reason why you should not share hearing protection?
4. Name two different types (styles) of hearing protection.

**1**.

**2**.

## Part 2: Handle and Store Materials

To complete this part of the assessment, you are required to participate in a practical demonstration in two parts, handling and storing materials.

### Task

You are required to take one sheet of particle board measuring 2400 x 1200 x 16mm and weighing more than 30 kg from a horizontal rack or from a pack on the ground and carry it at least 5 metres.

The second part of the task is to move it back to the original location using a different technique.

Step 1: Complete a job plan/risk assessment for each move. Ensure you identify the correct number of people to lift each sheet.

Step 2: Get the job plans risk assessments approved by your assessor before moving the sheet.

Step 3: Move the sheet as per your approved first job plan/risk assessment.

Step 4: Move the sheet to its original location using the second job plan/risk assessment and a different technique.

Ensure that you have two job plans/risk assessments approved, one for each move.

# Task 1 Job Plan: first move risk assessment

|  |  |  |  |
| --- | --- | --- | --- |
| Task 1 | Method | Risk | Hazard Control |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Task 2 Job Plan: second move risk assessment

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Method | Risk | Hazard Control |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Observation Checklist

Your assessor will use the following observation checklist during your assessment.

| Task | | Handle and store items/materials | S | U/S | Assessor Comments |
| --- | --- | --- | --- | --- | --- |
| 1 | Complete job plans/risk assessments. | |  |  |  |
| 2 | Assess lifting techniques and select the appropriate moving tool. Ensure the tool is safe to use. | |  |  |  |
| 3 | Ensure path is clear of hazards and sheet is ready to lift and move. The put down area needs to be clear and stable to take sheet. | |  |  |  |
| 4 | Select appropriate PPE. | |  |  |  |
| 5 | Use correct lifting technique to selected moving tool. | |  |  |  |
| 6 | Move sheet to put down position. | |  |  |  |
| 7 | At the put down position use correct lifting technique to lift sheet from moving tool and place in position. | |  |  |  |
| 8 | For the return of the board the student would assess lifting techniques and select the appropriate moving tool. Ensure the tool is safe to use. | |  |  |  |
| 9 | Ensure path is clear of hazards and sheet is ready to lift and move. The return put down area needs to be clear and stable to take sheet. | |  |  |  |
| 10 | Select appropriate PPE. | |  |  |  |
| 11 | Use correct lifting technique to selected moving tool. | |  |  |  |
| 12 | Move sheet to put down position. | |  |  |  |
| 13 | At the put down position use correct lifting technique to lift sheet from moving tool and place in position. | |  |  |  |
| 14 | Check sheet is stacked and secure. Store moving tools in appropriate position. Clear put down area from debris. | |  |  |  |

## Part 5: 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.***