

# Learning Assessment Guide

## Unit Standard 10425 – Version 5

**Apply the HSE Act 1992 as an employee in a compliance and/or regulatory control workplace**

**Level 4 – 2 Credits**

<b>Assessment Summary</b>			
<b>Learner to complete</b>			
<b>Learner's name:</b>			
<b>Employer:</b>			
<b>NSN no. (ROL):</b>		<b>DOB:</b>	
<b>Signed:</b>		<b>Date:</b>	
<b>Assessor to complete</b>			
<input type="checkbox"/> Meets requirements <input type="checkbox"/> More training required <input type="checkbox"/> More evidence required			
<b>Assessor's name:</b>		<b>Assessor's No.</b>	
<b>Signed:</b>		<b>Date:</b>	

## Before you begin...

- As well as this Learning Assessment Guide, you may also want to refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).
- Read the Trainee Information Kit. The kit contains important information and guidelines for Learners and can be found on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.
- Check the learning resources available for this unit standard on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.

The tasks in this assessment are designed to show your assessor that you can:

- Demonstrate knowledge of the way the HSE Act 1992 applies in one's own compliance and/or regulatory control workplace
- Take steps to comply with the HSE Act 1992 as an employee.

This Learning Assessment Guide is made up of:

- Task for you to complete.
- Observation Form that the approved observer or assessor will use to record your performance.
- Assessment Guide that the assessor will use to assess your competence.

Special notes relating to this unit standard:

Assessment will be in relation to the HSE Act 1992.

## Assessment Task One – Element 1

### Introduction

Assessment task one is designed to assess your ability to demonstrate knowledge of the way the Health and Safety in Employment Act 1992 applies in your workplace.

### Instructions

- Answer the following 4 questions orally or in writing.
- You will need to refer to the Health and Safety in Employment Act 1992 and its subsequent amendments.
- If you choose to answer this task orally, your assessor will note (or tape) your responses.

**1. Define the following terms and briefly explain why each is important to you as an individual in your workplace.**

- Accident
- All practicable steps
- Department
- Employee
- Hazard
- Significant hazard
- Place of work
- Plant
- Harm
- Serious harm
- Eliminate
- Isolate
- Minimise

**2. List the responsibilities of employees as stated in the Act.**

- Provide the relevant section number.
- Describe these responsibilities in plain terms.

**3. List the responsibilities of employers as stated in the Act.**

- Provide the relevant section number.
- Describe these responsibilities in plain terms.

**4. Describe the roles of the following Occupational Safety and Health (OSH) personnel in plain language.**

- Health and Safety inspectors
- Safety advisors
- Departmental medical practitioners

**The completed assessment for task one will include:**

- Oral or written responses to all 4 questions.

## Assessment Task Two – Element 2

### Introduction

This task assesses your ability to demonstrate your compliance with the Health and Safety in Employment Act 1992 as an employee.

### Instructions

- To complete this task you will have to demonstrate how you comply with the Health and Safety in Employment Act 1992 in your own workplace.
- The required steps for complying are described in the following Learner Observation Checklist. Your assessor (or another approved observer) will use this to record your performance.
- Your assessor or observer will visit your workplace and you can show him / her how you how you undertake each step. You will also need to describe these steps and provide copies of or show any relevant documentation such as emergency procedures and accident reporting documentation.
- Please also complete an accident or incident report for the assessor. This may be genuine or hypothetical.

### The completed assessment for task two will include:

- Completed Learner Observation Form

## Learner Observation Form – Unit Standard 10425

This learner is currently being assessed towards unit standard: 10425 – Apply the HSE Act 1992 as an employee in a compliance and/or regulatory control workplace. Please complete the observation form providing examples where relevant.

The person assessing this may contact you to clarify and/or expand on some details.

### Observer Instructions:

- 1 **Observe** the learner or ask hypothetical questions to establish competency of each task.
  - 1 **Record comments** to note what the learner said or did to demonstrate the items and whether or not the learner performed the task to the standard, (normally the organisational requirements).  
  
Record enough information for the assessor to understand why you consider the learner met or did not meet the requirements.
  - 2 **Record** Yes or No as to whether the learner meets the requirements of each section of the task.
- 2 **Inspect** any documentation provided to you by the learner.

Note: You may need to obtain a copy of the organisational policies and procedures covering the activities if you are not familiar with them.

Observation	Comment	Yes/No
For all tasks learner's actions must be in accordance with organisational requirements, policies and procedures.		
<i>Take steps to comply with the HSE Act 1992 as an employee</i>		
Identifying hazards/potential hazards in the workplace.		Yes/No
Remedial actions are agreed to with employer for own safety and that of other people in the workplace.		Yes/No
Significant hazards are eliminated, isolated or minimised.		Yes/No

Observation	Comment	Yes/No
<p>Safety procedures are followed. This includes:</p> <ul style="list-style-type: none"> <li>• carrying safety clothing and equipment</li> <li>• knowing location of safety equipment not carried</li> <li>• knowing location of replacement materials</li> <li>• demonstrating procedures to minimise significant hazards not eliminated or isolated.</li> </ul>		Yes/No
<p>Agreeing to procedures for unforeseen hazards with employer. This includes:</p> <ul style="list-style-type: none"> <li>• identifying and notifying employer of significant hazards that arise from either using new procedures or equipment or extending the place of work to new areas or times.</li> </ul>		Yes/No
<p>Demonstrating emergency procedures including:</p> <ul style="list-style-type: none"> <li>• accidents involving injury, fire, earthquake or armed hold-up.</li> </ul>		Yes/No
<p>Demonstrating procedures for reporting accidents in the workplace. This includes the provision of a completed accident/incident reporting form.</p> <p>Accidents include:</p> <ul style="list-style-type: none"> <li>• where someone is harmed</li> <li>• where someone might have been harmed in different circumstances</li> <li>• minor and/or serious harm.</li> </ul>		Yes/No

Observation	Comment	Yes/No
<p>Comments/Examples:</p>		

## Assessment Guide

These are the evidence and judgements that your assessor will use to assess your competence in unit standard 10425.

<b>Task / Element</b>	<b>Evidence required</b>	<b>Judgement</b>
<p><i>Task 1 / Element 1</i> (PC 1.1 – 1.4)</p> <p>Demonstrate knowledge of the way the HSE Act 1992 applies in one's own compliance and/or regulatory control workplace.</p>	<p>Learner is required to answer 4 questions orally or in writing.</p>	<p>Written or oral answers are similar to model answers.</p> <p>For question 1 the learner must also explain the significance of each term in relation to their own role.</p>
<p><i>Task 2 / Element 2</i> (PC 2.1 – 2.5)</p> <p>Take steps to comply with the HSE Act 1992 as an employee.</p>	<p>Learner is required to demonstrate in their own workplace actions complying with the Health and Safety in Employment Act 1992.</p>	<p>All criteria on Observation Form confirm learner's ability to demonstrate actions that comply with the Health and Safety in Employment Act 1992 as an employee.</p>