

## Unit Standard **29579**

### **Demonstrate knowledge of good work habits and safe work practices in the automotive industry**

Level 2 Credit 4 v1

**Student Name:**

**School:**

**Date:**

**Marked By:** \_\_\_\_\_ **Mark** \_\_\_\_\_ **%**

**Feedback:**      **Excellent work**

**Please attempt all questions**

**Good work**

**Please resubmit**

## **USEFUL WEBLINKS**

### **Handtools**

[http://youtu.be/NL\\_fznV8H4U](http://youtu.be/NL_fznV8H4U)

### **First Aid Kits**

<http://youtu.be/GJ4RolsbBIA>

### **General Safety Tips**

<http://youtu.be/-opN-c7hajY>

### **PPE**

<http://youtu.be/DifwfHhsBXo?list=PLn-gdYigDYHnlmd--eDNqh-kQrziWYmK5>

### **Working with chemicals**

<http://youtu.be/ay3CxDGXHdQ>

### **Handling gas cylinders**

<http://youtu.be/u5UUAIESvHs>

### **Welding Safety**

[http://youtu.be/L\\_spkwSjdFA](http://youtu.be/L_spkwSjdFA)

### **Dealing with spills**

<http://youtu.be/NeH98Rx7dOE>

<http://youtu.be/ajDreCzT9tY>

### **Fire Extinguishers**

<http://youtu.be/uASkD7Dalu8>

### **Time Management**

<http://youtu.be/UgyMNw7Dqbo>

<http://youtu.be/rM1A9zFkfHw>

<http://youtu.be/ezX0ZMWqE7Y>

### **Automotive Supervisor**

<http://youtu.be/uPoi1IJmHho>

## REVIEW QUESTIONS ONE

- Q1 List five circumstances in which safety goggles must be worn.
- Q2 Explain the term industrial deafness.
- Q3 State three examples of when ear muffs should be worn.
- Q4 Explain three reasons why safety boots should be worn in automotive workshops.
- Q5 Provide two ways that technicians can protect their hands when working with chemicals, oils and fuels.
- Q6 When selecting overalls what are the key factors that should be considered?

- Q7 Give an example of how long hair can create a hazard in an automotive workshop.
- Q8 List the safety precautions to follow when working in a confined area with running engines.
- Q9 Why should jewellery be removed before working on vehicles?
- Q10 What are the main rules that apply to noise levels in a workshop?

## REVIEW QUESTIONS TWO

- Q11 List four things technicians can do to keep a clean and hazard free workshop
- Q12 When working on a vehicle with another worker below, what are 3 safety precautions that should be observed?
- Q13 When working on a vehicle with another worker above, what are 3 safety precautions that should be observed?
- Q14 When working on a vehicle alone in the workshop, what are 3 safety precautions that should be observed?
- Q15 Why is important to make sure that you have enough room before carrying out a workshop task?

- Q16 In what circumstances may it be necessary to disturb a major accident scene?
- Q17 List three short term effects a major accident may have on a business.
- Q18 List three points to consider when storing goods.
- Q19 Name the organisation that is responsible for ensuring that rules regarding waste products are enforced.
- Q20 Explain why it is important to always use the correct tool for the job.
- Q21 Where is the best place to store flammable liquids?

### REVIEW QUESTIONS THREE

Q22 Read the following scenario and answer the questions that follow.

When Lisa arrives at work at 8am on Monday morning her boss gives her a list of jobs that he expects Lisa to complete by 1pm.

To help Lisa plan her day, indicate how important and urgent each job is (please tick as appropriate) and explain your answer.

Jobs to be completed	Urgency	Importance
Model: Mondeo Carry out a lubrication service Customer to pick up at 11am Time allowed: 90mins	Urgent  Non Urgent	Important  Non important
<b>Explanation:</b>		
Model: Focus Change both front tyres Align wheels Customer to pick up at 1pm Time allowed: 60mins	Urgent  Non Urgent	Important  Non important
<b>Explanation:</b>		
Order brake hose for the Focus from the supplier before 9am so they will arrive by 11am.	Urgent  Non Urgent	Important  Non important
<b>Explanation:</b>		
Change the magazines in the customer waiting lounge before the end of the day if you have time.	Urgent  Non Urgent	Important  Non important
<b>Explanation:</b>		

Q23 Read the following scenario and answer the questions that follow.  
A workshop had a surprise visitor from the local health and safety office. The safety inspector made the following recommendations:

- A first aid officer must be appointed
- All workshop staff should complete a first aid course
- Staff health and safety meetings should be held every two months
- Vehicle jacks need to be inspected every 6 months.

What planning system will the workshop manager have to use to make sure that all these recommendations are carried out?

Q24 Read the following scenario and answer the questions that follow.

Lisa was asked to order some more engine oil as they were down to the last few litres in the workshop. Lisa was busy chatting to her friend who called by the workshop and forgot to make the order. The next day all work came to a stop in the workshop as there was no engine oil.

What actions could Lisa have taken to make sure that he remembered to order the engine oil?

Q25 What action should a technician take if parts have been delayed in transit?

Q26 What protection does the Consumer Guarantees Act provide to customers?

Q27 In the following scenario name the law that has been broken.

Lisa was asked by her friend to find out the name of the owner of a vehicle that's has been parked outside her house for a couple of days. Lisa looks up the registration number on the system at work. She finds the drivers name and address and passes this information on to her friend.

Q28 What is a vehicle warranty?

Q29 What information is typically recorded on a parts tag?

## REVIEW QUESTIONS FOUR

Q30 Complete the following table – give a safety precaution for each task when working in and around vehicles

<b>Task</b>	<b>Safety Precaution</b>
Working with airbags	
Working with fuel	
Working with flammable materials	
Working with high voltage systems	
Working with components under pressure	
Working with batteries	
Working with heat generated components	
Working with equipment for lifting and supporting vehicles	
Working with engine lifters.	
Working with hydraulic and pneumatic systems	

- Q31 Name three harmful gases that are commonly emitted from vehicle exhausts.
- Q32 List three ways to minimise vehicle emissions in an automotive workshop.
- Q33 How is ground level ozone formed, and what are the health problems that it creates?
- Q34 What is the main source of isocyanates in automotive workshops?
- Q35 Explain why it is important that hand tools are kept clean.
- Q36 Why is it important to take special care when servicing brake and clutch components?

## REVIEW QUESTIONS FIVE

- Q37 What is the name of the law that deals with workshop safety?
- Q38 List two employer Health and Safety responsibilities.
- Q39 List three steps employees should take to ensure their own health and safety in the workplace.
- Q40 List two precautions employees should take to ensure that their actions do not harm anyone else in the workplace.
- Q41 Why is it important to provide safe ventilation in an automotive workshop?

- Q42 Name two methods of ventilating the workshop
- Q43 Why is it important to provide adequate lighting in an automotive workshop?
- Q44 What action should an employer take when dealing with a new hazard?
- Q45 List three areas that the Codes of Practice for automotive workshops covers.
- Q46 What is the name of the organisation that is responsible for investigating workplace accidents in New Zealand?
- Q47 Read the following scenario and identify who is liable and the maximum penalty that may apply:

Leon the workshop supervisor has been told by a company director that the workshop hoist has failed an inspection and should not be used until repairs have been carried out. Leon has one more job to complete and decides to use the hoist anyway. During the service the hoist fails and the vehicle falls to the ground. An apprentice who was working close by has suffered a broken arm as he jumped out of the way.

Liable:

Penalty:

Q48 Explain the term 'Employer Duty of Care'.

