



NZQA accredited and registered provider

## Workplace habits and safety

# PRACTICE PAPER ONLY

**Test Paper One / Time allowed 60 mins**

To be completed by the student

**Student Name** \_\_\_\_\_ **Date** \_\_ / \_\_ /2021

**School/Provider** \_\_\_\_\_

To be completed by the School Invigilator/Coordinator/Tutor

**I confirm that this assessment was completed by the student named above as a closed book exercise under exam conditions**

**Invigilator Name** \_\_\_\_\_

**Invigilator Sign** \_\_\_\_\_

**Assessed By** \_\_\_\_\_

**Date** \_\_ / \_\_ / 2021

**Assessor's  
Stamp**

**Assessors Note: Materials relate to unit standard 29579**

# SAMPLE ASSESSMENT INSTRUCTIONS

## PLEASE MAKE SURE TO READ AND SIGN THIS SECTION

### ASSESSMENT INSTRUCTIONS

- Before starting this assessment you should have achieved a mark of at least 80% for your workbook.
- Use a black or blue ball point pen. (do not use pencil)
- Write your full name on the cover page.
- This is a closed book assessment, so you cannot bring any reference material in, or seek help from anyone else.
- You need to answer all the questions.
- Read the questions carefully, and give detailed answers when asked to.
- You must complete the assessment under exam conditions.
- To achieve the unit standard you must show competency for each outcome.

Complete the following by circling Yes or No as appropriate:

Are you ready to be assessed? **Yes** **No**

Have the assessment instructions these been explained to you? **Yes** **No**

Do you understand the assessment instructions? **Yes** **No**

Have you all the materials/resources that you need for this assessment? **Yes** **No**

Please sign to acknowledge that you have read these instructions and are ready to be assessed.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OUTCOME ONE**

Demonstrate knowledge of good work habits and practices in the automotive industry.

**Q1. Identify FOUR instances where Health and Safety rules were broken in the following scenario:**

James is running late and needs to complete a service on a car so that he can leave on time. As soon as he returns from the test drive he quickly lifts the bonnet of the car and leans over to remove the radiator cap. Immediately his face is scorched by the hot steam from the radiator and as he moves his hand to grab the cap his watch contacts the positive battery terminal. This gives him a nasty burn. When he recovers James is embarrassed and decides not tell anybody what happened. He sits on his workbench and has a cigarette to calm his nerves.

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_

**Q2. Why do technicians need to be aware of the Consumer Guarantees Act?**

\_\_\_\_\_  
\_\_\_\_\_

**Q3. How does the Privacy Act 1993 relate to the handling of customer information and vehicle details?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Q4. What organisation enforces the rules for dealing with waste products?**

\_\_\_\_\_  
\_\_\_\_\_

**Q5a. Why is it important to follow safety instructions in the workplace?**

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**Q5b. Why is it important to follow manufacturer's specifications and warranty requirements?**

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**Q5c. In terms of legal requirements why is it important to follow instructions?**

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**Q5d. In terms of maintaining company standards why is it important to follow instructions?**

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**Q5e. Why is it important that technicians complete their paperwork accurately following vehicle servicing?**

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**Q6. In a busy workshop technicians can often be given up to 10 vehicle servicing tasks in a day – Describe a good method that technicians could follow to ensure that they do not forget to complete all of these tasks by the end of the day.**

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**Q6b. Prioritise the following tasks in the order in which they should be carried out (1<sup>st</sup> - 5<sup>th</sup>)**

- Fill in vehicle repair job sheet recording time taken, materials used and parts replaced
- Clean the vehicle ready for pick up
- Clean up an oil spill from a previous service
- Carry out the vehicle repairs
- Record the customers instructions

**Q7. Why is it important that workshop floors are kept clean and dry?**

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**Q8. How should fuel and oil soaked rags be stored?**

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**Q9. Why is it important for hand tools to be well maintained?**

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**Q10. Why is it important for workshop areas to be kept clean and tidy?**

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## OUTCOME TWO

Demonstrate knowledge of safe working practices in the automotive industry

**Q1. For each of the following situations identify the appropriate action that should be taken.**

A broken and rusted hacksaw blade has been left in the workshop toolbox.	
Diesel has split has onto the floor in a work bay.	
The guard on the drill press has a large crack	
An open container of petrol has been left under a work bench.	
A spanner has been left on the workshop floor.	
The cable on the portable drill is torn and the drill has been returned to the shadow board.	

**Q2. For each of the following please indicate whether the statement is True (T) or False (F). Please enter T or F in the boxes provided.**

It is a good idea for employers to inform employees of the location of safety equipment before the employee starts work but it is not a requirement.

Employers must inform the employee of hazards that they will be exposed to before the employee starts work.

If a hazard cannot be eliminated the employer must close the workshop until the hazard has been dealt with.

If the hazard cannot be isolated (separated) its effects must be minimised (reduced) and a suitable warning sign must be placed at the site.

**Q3. What precautions can be taken to limit workshop noise becoming a hazard?**

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**Q4. Identify at least THREE instances of unsafe working practices in the following scenario:**

Renee's task is to MIG weld an exhaust to repair a hole. She raises the car on a hoist and quickly starts to weld.

After a few minutes she feels an intense burning pain in the top of her foot. As she removes her trainers she notices that some of the hot slag from the exhaust is dripping down onto some cardboard and the cardboard is beginning to ignite. She struggles to her feet but cannot find a fire extinguisher.

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_



**Q5. Why is it important from a health point of view to take special care when servicing brake and clutch components?**

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**Q6. List THREE safety points to remember when using jacking equipment**

1 

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2 

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3 

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**Q7. What is an industry Code of Practice?**

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**Q8. Explain why it is important to avoid running vehicle engines for long periods in a workshop**

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**Q9. List four flammable substances that could be found in automotive workshops**

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**Q10. What are two things new workers should be shown in induction training?**

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**Q11. For each of the following please indicate whether the statement is True (T) or False (F). Please enter T or F in the boxes provided.**

Employers must appoint a first aid officer and provide fire extinguishers

As the result of a major accident possible legal action may be taken against the company

When charging and discharging batteries hydrogen gas is produced which is highly explosive

Working in confined spaces over long periods of time will not lead to any injuries or health issues.

**Q12. Why is machine swarf considered a hazard in the workshop?**

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**Q13. Match up each task working in and around vehicles with its most appropriate safety precaution. For example A=5**

<b>A</b>	Working with welders	<b>A5</b>	1	Disconnect the power supply before installing the drill into the chuck
<b>B</b>	Using a lathe		2	Only apply in an approved spray booth
<b>C</b>	Using drills		3	Do not let the refrigerant come into contact with the skin
<b>D</b>	Using vices and clamps		4	Always have a cell phone on you
<b>E</b>	Working with car paints		<b>5</b>	Always wear flame retardant gloves
<b>F</b>	Working alone		6	Remove all flammable materials and ensure there is sufficient clearance between the stone and grinder shields
<b>G</b>	Using grinders		7	Set the cutting tool correctly and keep hands away from rotating parts
<b>H</b>	Working with air conditioning units		8	Use jaw covers where necessary and secure the equipment and work

**Q14. Why are warning signs displayed in automotive workshops?**

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**Q15. What does the term 'Duty of Care' mean for automotive workshops?**

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