



NZQA accredited and registered provider

## Emergency Procedures

# PRACTICE PAPER ONLY

**Test Paper One / Time allowed 90 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 3856**

# 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: \_\_\_\_\_

**ELEMENT ONE**

Demonstrate knowledge of carrying out emergency procedures for an accident in the workplace in the motor or related industries.

- 1. For each of the following scenarios identify the injuries and outline the First Aid treatment that should be provided.**

Simon was in a rush to grind a piece of metal and opted not to use the shield or the safety goggles. Unfortunately this proved to be a poor decision as a piece of metal shaving went into his eye.

**Injuries:** \_\_\_\_\_

**First Aid:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

While filling a vehicle tank with LPG, Simon removed the fuel handle too quickly and spilled some the LPG on his hand.

**Injuries:** \_\_\_\_\_

**First Aid:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 2. Outline the First Aid procedure involved in treating a colleague who has a suspected broken wrist.**

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- 3. Why is it important to replace bandages that have been used from the First Aid cabinet?**

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- 4. Why is it important that all staff know the location of the First Aid cabinet?**

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- 5. If an accident causing harm occurs, list TWO possible circumstances where it may be necessary to disturb the scene of the accident.**

1 \_\_\_\_\_  
\_\_\_\_\_

2 \_\_\_\_\_  
\_\_\_\_\_

**6. When an accident has occurred in the workshop it should be reported. What are 3 areas on the accident report form that are typically included and need to be filled out?**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**7. What action should be taken if a work mate has a deep cut in their arm?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**8. What action should be taken if you suspect that a work mate has suffered an electric shock?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ELEMENT TWO**

Demonstrate knowledge of carrying out emergency procedures for a fire in the workplace in the motor or related industries.

1. **What is the difference between a Class A and a class E type of fire?**

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2. **What is the difference between a Class B and a class C type of fire?**

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3. **In the event of fire in the workshop which emergency service/s would you contact and how would you contact them?**

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4. **In the event of fire in the workshop what information should be provided to the emergency services?**

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5. Draw a line to match each type of fire extinguisher with its most appropriate location and class of fire.

Water type

Multipurpose extinguisher that can be used to put out class A, B, C and E fires. However, they are likely to cause further damage to electrical systems if used on electrical fires. As they create a lot of dust and dense fog they are best used in larger open areas such as automotive workshops.

Foam type

Located near workshop rubbish bins. It is used for putting out wood, paper, plastics, rubber, and cardboard fires. They should not be used on electrical fires as there is a risk of electrocution or on flammable liquids that may be spread.

Dry powder type

Located near switch boards and generators as it is ideal for putting out electrical fires. This is because they do not cause any further damage to the electrical systems. They should not be used on fires that are fed by ordinary combustibles such as wood, paper, plastic, cloth, rubbers and cardboard as the force from the extinguisher is likely to spread the burning combustibles.

Carbon dioxide (CO<sub>2</sub>) type

Located near the dangerous goods store. Should not be used on electrical fires as there is a risk of electrocution

### **ELEMENT THREE**

Demonstrate knowledge of carrying out emergency procedures for a chemical spill in the workplace in the motor or related industries.

**1. Provide an automotive use for each of the following:**

Isocyanates: \_\_\_\_\_  
\_\_\_\_\_

Acids: \_\_\_\_\_  
\_\_\_\_\_

Solvents: \_\_\_\_\_  
\_\_\_\_\_

Caustic soda: \_\_\_\_\_  
\_\_\_\_\_

Petrol: \_\_\_\_\_  
\_\_\_\_\_

**2. List three important details that should be provided to the Fire Service when making an emergency call concerning a chemical spill.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



**3. Where can the information be found that explains the procedures for notifying emergency services?**

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**4. Briefly outline the procedure involved when containing acid or chemicals, paint, solvents, and or motor fuels that have spilled in an automotive workshop.**

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**5. When cleaning up a paint spill what type of container should be used to store the spilled waste material?**

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## ELEMENT FOUR

Demonstrate knowledge of carrying out emergency procedures for a gas leak in the workplace in the motor or related industries.

1. Draw a line to match up the potentially hazardous gases which are commonly found in workshops with its most appropriate description:

CO<sub>2</sub>

Colourless gas with a garlic odour that is highly flammable.

LPG

Colourless and odourless gas that is used in welding. Over exposure can lead to suffocation.

CNG

Colourless gas with gas odour that is heavier than air. Used for fuel.

Acetylene

Colourless gas with gas odour that is lighter than air. Used for fuel

2. On an acetylene gas cylinder where is the master shut off valve and what is its purpose?

Location: \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. List TWO actions should be taken to deal with a suspected LPG gas leak from a vehicle that is parked in the workshop?

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4. Where should acetylene cylinders that have been removed from a vehicle be stored?

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