

Domain	AUTOMOTIVE MECHANICS	Unit ID: 65
Title:	Apply safety rules and regulations in an automotive mechanics workshop	
Level: 1		Credits: 2

Purpose

This unit standard specifies the competencies required to apply safety rules and regulations in an automotive mechanics workshop. It includes emergency procedures and basic risk assessment. This unit standard is intended for those who work as automotive mechanics.

Special Notes

1. This unit standard is to be delivered and assessed in the context of automotive mechanics operations and should be assessed in conjunction with other relevant technical unit standards selected from this domain.
2. To demonstrate competence, at a minimum, evidence is required of locating and interpreting safety signage, assess risks in a simulated risk situation, selecting and correct use of fire fighting equipment to extinguish a simulated mechanical fire and evacuating a workshop through simulated response to an emergency complying with workplace procedures.
3. Assessment evidence may be collected at a real workplace or a simulated real workplace or an appropriate simulated realistic environment in which automotive mechanic operations are carried out.
4. All inspection, operation and maintenance procedures associated with the use of tools and equipment shall comply with manufacturers' and company's guidelines and instructions.
5. '*Specifications*' refers to any, or all of the following: manufacturers' specifications and recommendations, workplace specific requirements.
6. Regulations and legislation relevant to this unit standard include the following:
 - Labour Act, No. 6, 1992
 - Occupational Health and Safety Regulations No. 18, 1997 and all subsequent amendments.

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on www.nta.com.na

Elements and Performance Criteria

Element 1: Plan and prepare for work

Range

Planning and preparation may include but is not limited to workplace inspection, equipment defect identification, assessment of conditions and hazards and determination of work requirements.

Performance Criteria

- 1.1 Work instructions, including plans, specifications and operational details are obtained, confirmed and applied.
- 1.2 Safety requirements are followed in accordance with safety plans and policies.
- 1.3 Equipment selected to carry out tasks is consistent with the requirements of the job, checked for serviceability and any faults rectified or reported prior to commencement.
- 1.4 Environmental protection requirements are identified and applied in line with environmental plans and legislative requirements.

Element 2: Follow safe work procedures

Range

Personal protective equipment is to include but is not limited to overalls, steel capped boots, jacket, gloves, safety glasses or goggles, cap, dust mask or respirator, ear muffs or plugs.

Signs are to include but are not limited to hazard identification, facility or location signs, site safety, traffic and warning signs and symbols.

Performance Criteria

- 2.1 Tasks are performed in a safe manner and in accordance with legislative and workplace requirements.
- 2.2 Organisation of duties, tools, equipment and materials is performed in accordance with workplace procedures.
- 2.3 Workplace security policies and/or procedures are identified and followed.
- 2.4 Personal protective equipment and clothing is worn, used and stored according to workplace procedures.
- 2.5 Tool and equipment guards are used in accordance with manufacturers' specifications and regulations.
- 2.6 Safety signs and symbols are identified and followed.

Element 3: Assess risks

Range

Hazards may include but are not limited to electrical shocks, chemical spills, gases, liquids under pressure, moving machinery and equipment, hazardous materials, work in confined spaces, manual handling, high temperatures, noise, dust, vapours, fires, sharp equipment and traffic.

Performance Criteria

- 3.1 Hazards in the work area are identified, assessed and reported to designated persons.
- 3.2 Safety issues and risks in the work area are identified, assessed and reported to designated persons.
- 3.3 Safe workplace procedures and safe work instructions are followed for controlling risks.
- 3.4 Safety, hazard, accident or incident reports are contributed to according to workplace and legislative requirements.

Element 4: Follow emergency procedures

Range

Appropriate personnel to be contacted in case of an emergency, accident, fire or to report a risk are designated safety officers, determined by the company, who have undertaken specific safety response training, supervisors, managers or other senior personnel.

Emergency procedures are to include but are not limited to, extinguishing fires, organisational first aid requirements and evacuation procedures.

Types of fire may include but are not limited to, electrical, chemical, gas, mechanical, paper, wood or natural fire.

Fire equipment may include fire truck, fire reel, fire extinguishers and manual fire fighting instruments.

Performance Criteria

- 4.1 Appropriate personnel are identified in the event of an emergency in accordance with workplace procedures.
- 4.2 Safe work place procedures for dealing with accidents, fires and emergencies are followed within scope of responsibilities and workplace procedures.
- 4.3 Emergency and evacuation procedures are practiced and carried out when required.

Element 5: Complete work and clean up

Range

Work completion details may include but is not limited to accident report forms.

Performance Criteria

- 5.1 Work is completed and appropriate personnel notified in accordance with work place procedures.
- 5.2 Work area is cleared of waste, cleaned, restored and secured in accordance with workplace procedures.
- 5.3 Reusable material is collected and stored in accordance with workplace procedures.
- 5.4 Tools and equipment are cleaned, checked and maintained in accordance with workplace procedures.
- 5.5 Work completion details are finalised in accordance with workplace procedures.

Registration Data

Subfield:	Automotive Engineering
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