

**National Certificate in Building, Construction and Allied Trades Skills (BCATS)**  
Teacher Information & Resources

**Demonstrate knowledge of and  
apply safe working practices in  
the construction of a BCATS  
project**

Unit Standard – 24352

Level 1, Credit 2





## Teaching and assessment tips

**Intent** –The intent of the unit standard is that the learner

- has a good knowledge of safe working practices when performing BCATS projects and
- can select, maintain and use Personal Protective Equipment (PPE) during such projects.

The skills and knowledge required for this unit standard are best assessed over time, within the project approach to learning.

### **Unit interpretation**

“Safety footwear” as an item of PPE means any appropriate covered in shoes or boots (i.e. not jandals and sandals).

“Clothing” as an item of PPE can mean ordinary close fitting clothes (i.e. not loose or baggy). Similarly when working outdoors, long sleeved shirts and a hat can be PPE for sun protection.

Learners must document (and you must verify) the use of at least **5**) items of PPE as they work on projects. The 5 items of PPE can occur over multiple projects.

An assessment record sheet is included in the resources as a model of how evidence for the unit standard can be collected over a range of projects. It is provided in Microsoft Word format so that you can adapt it to suit your programme and to give the students more room to write. In planning projects, consideration should be given to encouraging use of as many different items of PPE as practicable. Some typical examples of PPE are:

- clothing to cover the body – such as overalls and aprons
- items to protect hands and feet – safety gloves and safety boots
- breathing protection devices – dust masks or respirators
- hearing protection devices – earmuffs and earplugs
- eye safety protection – safety glasses, safety goggles, welding helmets
- head protection – hard hats
- skin protection – sunscreen, hats, long-sleeved clothes

The topic of safe working practices could be introduced to the learners in a generic way using a range of resources, including the BConstructive resource on the website. The activity sheets in this resource are useful exercises to help prepare students for assessment.

Opportunities to learn about safe working practices will arise throughout the year's project work. Your specific learning context and planned projects, however, will largely determine how you approach the topic.



Assessment of this unit standard consists of:

- A completed Assessment Record Sheet documenting and verifying the learner's correct use of at least 5 PPE and their identification and control of hazards while working on projects.

## Examples of oral assessment questions

1. How can you reduce the dust levels in workshops?

*Maintain a clean working environment; use the dust extraction system to remove waste, open windows and doors to maintain airflow.*

2. What should you do if you identify a hazard?

*Notify the teacher. Describe what needs to be done to control it.*

3. Describe two features that safety boots should have and the reasons for them.

*Safety boots should have steel caps to prevent your toes being crushed and non slip soles to prevent slipping over.*

4. Explain where the following items of personal protective equipment would be required: hard hat, overalls and gumboots.

*Hard hat - where there is a possibility of objects falling on you or a chance of banging your head.*

*Overalls - in dirty or dusty environments.*

*Gumboots - in muddy conditions.*

5. What steps must be taken to control hazards?

*Elimination or minimisation of the hazards.*

6. Identify a situation where dust masks should be worn.

*Dusty environment such as operating a sander.*

7. Describe care procedures for 5 items of PPE.

Example answer could include 5 of the following:

- cleaning the lenses of your safety glasses daily;*
- sterilising your respiratory protection equipment and changing filters regularly;*
- cleaning your ear muffs and checking the pads for damage;*
- replacing your ear plugs;*
- checking your gloves for tears or damage;*
- washing your overalls and keeping clothing clean and tidy;*
- cleaning and inspecting the soles of your safety boots/shoes;*

- *checking that hard hats are in good condition and free of cracks or splits; and*

- *reporting any defects or damage to your teacher/tutor.*

8. Describe the potential hazards of wearing long hair around machinery.

*If your hair gets caught up in a machine, it will either get ripped out of your scalp or peel your scalp off.*

9. What should you do with your hair to avoid this hazard?

*Tie your hair up or wear a hair net.*

# Assessment Schedule

## US 24352 Demonstrate knowledge of and apply safe working practices in the construction of a BCATS project (Level 1, Credit 2)

Outcome 1	Demonstrate knowledge of safe working practices for the construction of a BCATS project.	Assessment evidence and judgement
ER 1.1	Job specifications are obtained and verified with the supervisor in accordance with workplace practice.	Evidence gathered from assessment record sheet showing; <ul style="list-style-type: none"> <li>• Instructions for construction project are read and/or listened to.</li> </ul>
ER 1.2	Hazards associated with the job are identified and controls are described in accordance with workplace practice.	Evidence gathered from assessment record sheet showing; <ul style="list-style-type: none"> <li>• Correct identification of hazards and their controls.</li> </ul>
ER1.2	All activities are carried out safely and in accordance with workplace practice.	Evidence gathered from assessment record sheet showing; <ul style="list-style-type: none"> <li>• Safe and correct execution of all activities for a BCATS project.</li> </ul>
Outcome 2	Select, maintain and use personal protective equipment during the construction of a BCATS project. Range: five items of PPE used during a BCATS project	Assessment evidence and judgement
ER 2.1	Personal protective equipment required for a project is identified in accordance with workplace practice.	Evidence gathered from assessment record sheet showing; <ul style="list-style-type: none"> <li>• PPE correctly identified for the job.</li> </ul>
ER 2.2	Items of personal protective equipment are selected and used in accordance with manufacturer's instructions and workplace practice.	Evidence gathered from assessment record sheet showing; <ul style="list-style-type: none"> <li>• Five items of appropriate PPE for BCATS projects are selected and used correctly.</li> </ul>
ER 2.3	Procedures for care of personal protective equipment are identified and carried out in accordance with manufacturer's instructions and workplace practice.	Evidence gathered from assessment record sheet showing; <ul style="list-style-type: none"> <li>• Five items of appropriate PPE for BCATS projects are checked, cleaned and stored, and any defect/damage is reported.</li> </ul>