



**BCATS**  
BUILDING, CONSTRUCTION  
AND ALLIED TRADES SKILLS

Level  
**2**

# Working safely

Assessment resource



**4 credits**

Skill Standard 40551 (v1)

**Apply safety controls to maintain a safe BCATS environment**

Learner name: \_\_\_\_\_

BCATS project: \_\_\_\_\_

**BCITO**  
He Hunga Hanga Mātou  
building people

# Assessment: Working safely

## Learner instructions

This assessment is about maintaining a safe BCATS workplace.

You need to show you can:

- identify hazards in your workplace, and appropriate controls
- work safely to complete your BCATS project, using appropriate controls and adjusting them as needed (e.g. changing dust mask filters)
- keep the workplace clean and tidy
- care for tools, equipment and any machinery you used.

**The standard will not be signed off until you have completed the project.**

Over the page, you will see what you need to do for this assessment.



Your teacher will observe you working throughout your project.

They will provide comments in this assessment resource as evidence to support their observations.

You will need to provide the following evidence to support this. Submit it using myBCITO or the process at your school/organisation.



Floor plan of your workplace drawn on the *Identify hazards* worksheet with hazards identified or photo of the floor plan attached with hazards identified. (pg. 3 in this assessment resource).

A completed *Identify controls* worksheet (pgs. 4 – 5 in this assessment resource).



Photos of safety controls you used while you were working on the project and showing you wearing PPE, or a record of checks made during the project process to make sure safety was followed.

Photos of your workplace before and after tidy-up



Maintenance record completed (based on the process used at your school/organisation – if needed)

Use the assessment checklist in this resource to keep track of the evidence you have collected.

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The grade you are awarded will be based on your ability to proactively maintain a safe BCATS workplace while working on your project.

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## Worksheet: Identify hazards

For this assessment activity, you need to identify hazards in the BCATS workplace. Doing an **area analysis** is common practice in workplaces as it helps you address potential problems before they become an issue.



- Get a floor plan of your BCATS workplace and divide it into specific areas (e.g. machining space, project area). You can either attach a photo of the floor plan to this document or draw it in the space below.
- Highlight the hazards in each area that could affect you or other people.

## Worksheet: Identify controls

For this assessment activity, you need to identify the controls that you will use for the hazards you identified in the previous *Identify hazards* worksheet. This must include PPE.



You can either write your responses in the table below, or attach your evidence to this document in another format (using the same headings).

Hazard	PPE used to control the hazard	Any other controls used

## Worksheet: Identify controls

Hazard	PPE used to control the hazard	Any other controls used

## Work safely

You need to show you can do these things for your entire project without being prompted.

- Follow safety controls while working on your project (including wearing/using PPE at all times), and encourage your classmates to do the same.
- Use tools, equipment and machinery safely at all times.

 Your teacher will observe you working safely on your project.

Below is the other evidence you need to collect during your practical work. You should work with your teacher to make sure you've provided everything needed.



Photos of safety controls you used while you were working on the project and showing you wearing PPE, or a record of checks made during the project process to make sure safety was followed.

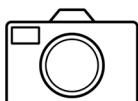
## Care and maintenance

You need to show you can do these things for your entire project without being prompted.

- Keep the workplace tidy during and after your work, and encourage your classmates to do the same.
- Care for tools, equipment and machinery you used (including storing equipment safely and reporting any issues).

 Your teacher will observe you looking after the workplace and gear.

Below is the other evidence you need to collect during your practical work. You should work with your teacher to make sure you've provided everything needed.



Photos of your workplace before and after tidy-up.



Maintenance record completed (based on the process used at your school/organisation – if needed).

## Assessment checklist: Working safely

To be completed by the learner and the teacher.

Assessment activity	Evidence needed	Date all evidence collected (Learner to complete)	Teacher sign-off
Identify hazards	Floor plan of your workplace drawn or attached with work areas specified and hazards highlighted.		
Identify controls	All information in the worksheet completed for identified hazards.		
Work safely	Photos of safety controls you used while you were working on the project and showing you wearing PPE, or a record of checks made during the project process to make sure safety was followed.		
Care and maintenance	Photos of your workplace before and after tidy-up.		
	Maintenance record completed (if needed).		
<p><b>Note:</b> A copy of the project brief must also be included in your overall portfolio of evidence.</p>			

## Teacher observation: Working safely

Learner name:

Project:

### Teacher instructions

Below are criteria for the available grades.

Not Achieved	Achieved	Merit	Excellence
Safety controls are not applied appropriately to maintain a safe BCATS environment.	Apply controls to maintain a safe BCATS environment.	Consistently apply controls to maintain a safe BCATS environment.	Proactively apply controls to maintain a safe BCATS environment.

  **Provide comments on the learner's ability to meet the following assessment criteria, considering everything you observed throughout the project.**

Hazards in the BCATS workplace, and appropriate controls, are identified.	
Safety controls are followed while working on the project, including use of PPE.	
Workplace is kept tidy during and after work, and tools, equipment, and machinery are cared for.	

## Grade awarded: Working safely

### Teacher instructions

After considering all the evidence collected, enter the grade you will award for Skill Standard 40551, with comments that explain your decision.

<b>Final grade</b>		<b>Date</b>	
<b>Justification for final grade</b> <small>(Provide overall comments, considering all evidence collected)</small>			

### Teacher and learner sign-off

		<b>Date</b>
<b>Learner signature</b> <small>(Grade received and accepted)</small>		
<b>Teacher sign-off</b>	Name: _____ Signature: _____	