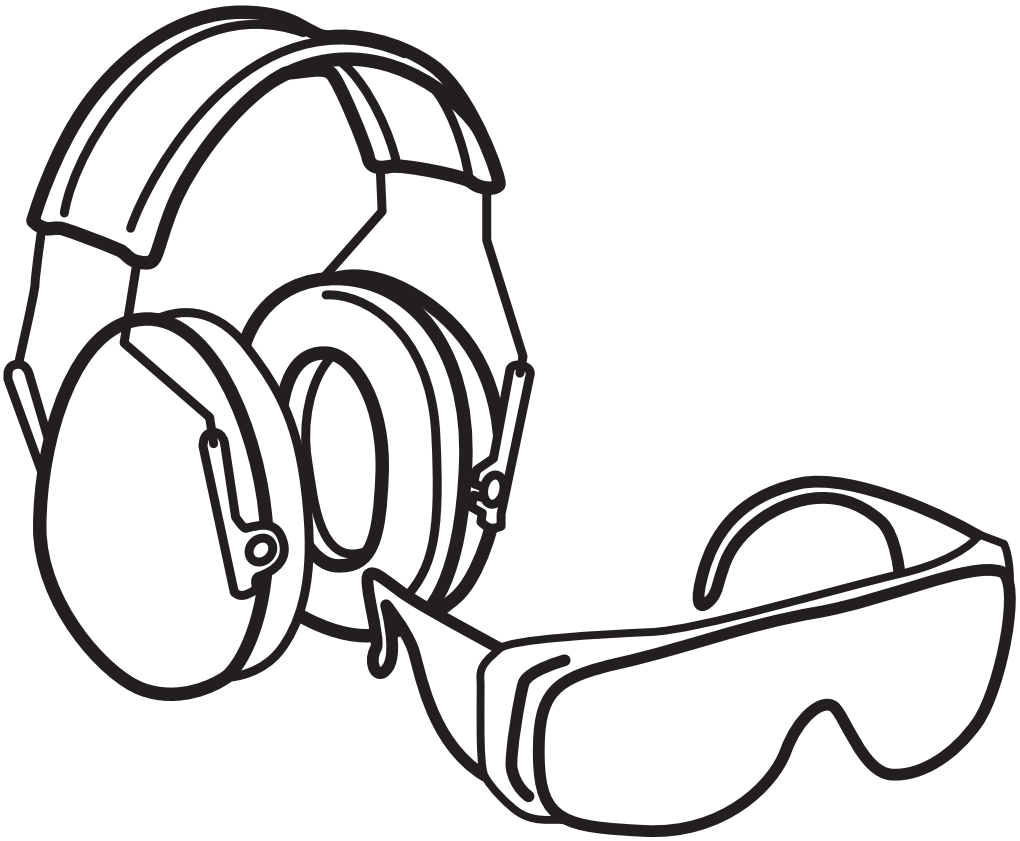
BCATS
BUILDING, CONSTRUCTION AND ALLIED TRADES SKILLS

Being safe

Assessment resource

Level 1



4 credits

Skill Standard 40540 (v1)

Use safety practices for a BCATS project or related tasks

Learner name: _____

BCATS project: _____

BCITO
He Hunga Hanga Mātou
building people

Assessment: Being safe

Learner instructions

This assessment is about working safely for your entire project.

You need to show you can:

- identify hazards and controls for your BCATS project
- complete the project safely
- keep the workplace and equipment clean and tidy while working on your project.

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.



A completed *Identify hazards & controls* worksheet (pgs. 3 – 4 in this assessment resource).



Record of work you carried out with safety procedures identified.

Record of your storage procedures for tools, equipment, and materials.

Record of cleaning and checks you completed on tools/equipment/PPE (based on the process used at your school/organisation (optional).

Report of damaged tools/equipment (optional).

It is a good idea to use the assessment checklist in this resource to keep track of the evidence you have collected.

The grade you are awarded will be based on your ability to use safety practices at all times and contribute to an effective workplace while working on your project.

Worksheet: Identify hazards & controls

For this assessment activity, you need to identify hazards, and how you control them, when you are working on your BCATS project.
It is an open book activity.

Writing down the project tasks before you start helps you think about the process you need to follow to complete the project. It will also help you make sure you don't miss anything.

In the table below:



- list the tasks you need to complete for your project
- identify hazards you came across while you were working on each project task
- explain how the hazard might cause harm
- explain what you did to manage each hazard (i.e. the controls you used).

An example answer has been given.

Project task	Hazard	How the hazard might cause harm	What you did to manage the hazard
Example: *Using the saw to cut timber components.*	*High noise levels.*	*Damage to my hearing that could last for the rest of my life.* *This could also affect the hearing of others working near me.*	*Wear earmuffs when working with noisy tools, and warn people nearby so they can protect themselves too.*

Worksheet: Identify hazards & controls

Project task	Hazard	How the hazard might cause harm	What you did to manage the hazard

Work safely

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

- Carry out project tasks safely, considering your own safety and the safety of others
- Choose the right PPE, and wear/use it at all times
- Use other controls for project-related hazards (e.g. warning others when you will use noisy tools).

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.

Record of work you carried out with safety procedures identified.

Keep the workplace safe

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

- Tidy up the workplace during and after your work
- Carry out tool, equipment and PPE checks after use
- Report any damaged or dangerous tools/equipment to the teacher.

Your teacher will observe you keeping the workplace safe.

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.

Record of your storage procedures for tools, equipment, and materials.

Record of cleaning and checks you completed on tools/equipment/PPE (based on the process used at your school/organisation (optional)

Report of damaged tools/equipment (optional).

Assessment checklist: Being safe

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 and controls	A completed *identify hazards and controls* worksheet.		
Work safely	Record of work you carried out with safety procedures identified.		
Keep the workplace safe	Record of your storage procedures for tools, equipment, and materials.		
	Record of cleaning and checks you completed on tools/equipment/PPE (optional)		
	Report of damaged tools/equipment (if needed).		
Note: A copy of the project instructions must also be included in your overall portfolio of evidence.			

Teacher observation: Being safe

Learner name: Project:

Teacher instructions

Below are criteria for the available grades.

Not Achieved	Achieved	Merit	Excellence
Safety practices are not appropriately used for a BCATS project or related tasks.	Use safety practices for a BCATS project or related tasks.	Consistently use safety practices for a BCATS project or related tasks.	Proactively use safety practices for a BCATS project or related tasks.



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

Project-related hazards and controls are identified.	
Project work is carried out safely, PPE is worn/ used at all times, and other controls are used for project-related hazards.	
Workplace is kept tidy, gear cleaning and checks are completed, and any issues with gear are reported.	

Grade awarded: Being safe

Teacher instructions

After considering all the evidence collected, enter the grade you will award for Skill Standard 40540, with comments that explain your decision.

Final grade		**Date**	
Justification for final grade (Provide overall comments, considering all evidence collected)			

Teacher and learner sign-off

		Date
Learner signature (Grade received and accepted)		
Teacher sign-off	Name: _____ Signature: _____	