BCATS
BUILDING, CONSTRUCTION AND ALLIED TRADES SKILLS

Working safely

Assessment resource

Level 2



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).



Record of controls you used during the project process to make sure safety procedures were followed.

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

Maintenance record completed (based on the process used at your school/organisation (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 proactively maintain a safe BCATS workplace while working on your project.

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.



Record of controls you used during the project process to make sure safety procedures were 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.



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

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

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	Record of controls you used during the project process to make sure safety procedures were followed.		
Care and maintenance	Record of your storage procedures for tools, equipment, and materials.		
	Maintenance record completed (optional).		
Note: A copy of the project brief must also be included in your overall portfolio of evidence.			

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.

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: _____	