

Caretaking Essentials

Professional Skills

Show us you know how to apply the knowledge and skills required to care for and maintain buildings and their grounds safely and effectively, according to workplace and legislative requirements.

Level **4**
Credits **10**
\$199 NZD (GST incl.)

Assessment

You are required to submit evidence of the following:

Maintain buildings and grounds in accordance with workplace and legislative requirements.
Minimise the risk of hazards associated with maintenance work, in accordance with workplace and legislative requirements.

All work for this EduBit must be your own.

Instructions

Note 1. Videos for each task in Task 1.4 and 1.5 must be provided and MUST not be longer than three (3) minutes each. Download the video guidelines from the Resources section for this EduBit. Always open your video link, watch to check it works, and can be opened when you submit this as evidence.

Note 2. All maintenance tasks carried out by you as part of Tasks 1.4 and 1.5 will need to be carried out 'safely'. This means:

Correct use of PPE (where appropriate).,
Correct preparation of the work area and equipment to complete each task.
Safe clean up and storage of all equipment.
Carried out in accordance with workplace and legislative requirements.

It also means that you will need to ensure all appropriate steps are taken to identify hazards and take actions to minimise risk before, during and after each task.

Note 3. Task 1.6 requires the completion of the Attestation Form by your Supervisor, including signing, dating and feedback, including at least one (1) example to support this attestation.

You will need to download the Attestation Form from the Resources section below and upload the completed document to the Attestation Form tab on the website.

Learning Recommendations

WorkSafe - Working at Height

<https://worksafe.govt.nz/topic-and-industry/working-at-height/equipment-for-working-at-height/>

Department of Labour - Safe Working with Ladders and Stepladders

<https://cdn.auckland.ac.nz/assets/env/about/our%20school/Health-and-Safety/Fieldwork%20and%20hazards/Worksafe%20COP%20-%20Working%20with%20Ladders.pdf>

WorkSafe - Hazardous Substances

<https://worksafe.govt.nz/topic-and-industry/hazardous-substances/>

Tasks

Proof of Identity

Please include a scanned copy of photo identification (e.g. passport, drivers licence, work ID card).

Attestation Form(s)

An attestation is a declaration by a witness that the tasks and activities specified have been performed in their presence and that the evidence provided is true and correct. The Attestation form(s) relevant to this assessment is located in the Resources section above.

Please complete and scan a copy of the necessary form(s) then upload it here.

General Information

Please provide:

The name of the organisation you work for.
The length of time you have been employed as a caretaker for this workplace.

Task 1: Maintain buildings and grounds and minimise the risk of hazards associated with maintenance work, in accordance with workplace and legislative requirements.

You will need to:

1.1. Provide a copy of the Induction Training Checklist, completed and signed by the approved trainer to verify the completion of your induction.

1.2. Provide a copy of the On-Site Assessment Checklist completed, signed and dated by the approved on-site assessor.

1.3. Provide copies of the following documents spanning a period of at least one (1) month.

A Schedule of Maintenance Work.
Corresponding log of routine maintenance tasks.
Corresponding hazard management records.

You will need to ensure the following:

Maintenance tasks carried out align with the schedule of work.
Hazards identified have had the correct actions recorded to minimise risks.

1.4. Provide videos (one (1) for each task) showing you safely and correctly carrying out six (6) different routine maintenance tasks identified in the Schedule of Maintenance Work in Task 1.3.

Your videos will need to include:

Four (4) different building maintenance tasks.
Two (2) different ground maintenance tasks.

For each video you will need to clearly:

Carry out preparation to complete each task.
Wear and correctly use PPE.
Identify the potential hazard/s of each task.
Explain the action/s taken to minimise each hazard you identify.
Complete each tasks correctly and safely.
Clear up after the task.
Safely store equipment.

Please refer to:

Note 1. Regarding video requirements.
Note 2. Regarding the definition of safety.

1.5. Provide videos, (one (1) for each task below) showing you safely and correctly carrying out different maintenance tasks including:

Two (2) tasks carried out at height.
One (1) task requiring the use of chemicals.
One (1) task requiring the use of a power tool.

For each video you will need to clearly:

Carry out preparation to safely complete each task.
Wear and correctly use PPE.
Identify the potential hazard/s of each task.
Explain the action/s taken to minimise each hazard you identify.
Complete each tasks correctly and safely.
Clear up after the task.
Safely store equipment.

Please refer to:

Note 1. Regarding video requirements
Note 2. Regarding the definition of safety.

1.6 Provide a copy of the Attestation form that your supervisor has signed. This verifies your ability to satisfactorily carry out routine maintenance tasks on buildings and grounds and minimise the risk of hazards associated with maintenance work, in accordance with workplace and legislative requirements.

Please refer to Note 3. regarding Attestation Form requirements.

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