



JOHN EDMONDSON HIGH SCHOOL

Assessment Notification

Faculty: Industrial Arts **Course:** Industrial Technology - Timber **Year:** 11

Assessment Task: Industry Study -Task 1

Assessment Weighting: 30% **Due:** Term 2 Week 5 **Date:** 26/05/2023 by 8:20am

Task Type: Hand in Task ☒ In Class Task ☐ Practical Task ☐

Outcomes assessed (NESA)

- P1.1 describes the organisation and management of an individual business within the focus area industry
- P1.2 identifies appropriate equipment, production and manufacturing techniques, including new and developing technologies
- P5.1 uses communication and information processing skills
- P6.2 identifies and explains the principles of quality and quality control
- P7.1 identifies the impact of one related industry on the social and physical environment
- P7.2 identifies the impact of existing, new and emerging technologies of one related industry on society and the environment

Task Description/Overview

Using your research and notes made from class, write a detailed summary of one business in the Furniture Industry.
MUST BE SUBMITTED VIA CANVAS AS AN ATTACHMENT YOU UPLOAD BY 8.20AM.

Detailed Assessment Task Description

Students are required to undertake a broad industry study of a business or businesses related to Timber Products and Furniture Technologies. For the selected business(s), students must research and gather information on the following aspects;

- Business Background, Historical developments within the business and their impact,
- Structural, Technical, Environmental and Sociological factors,
- Personnel and Work Health & Safety issues.

• Information for the report can be gathered by industry visits, from industry associations or from the business website.

Assessment Criteria

Grade	Description	Mark Range
Outstanding (O)	The student has an extensive knowledge and understanding of the content and can readily apply this knowledge. In addition, the student has achieved a very high level of competence in the processes and skills and can apply these skills to new situations.	90-100
High (H)	The student has a thorough knowledge and understanding of the content and a high level of competence in the processes and skills. In addition, the student is able to apply this knowledge and these skills to most situations.	80-89
Sound (S)	The student has a sound knowledge and understanding of the content and has achieved a good level of competence in the processes and skills.	60-79
Basic (B)	The student has a basic knowledge and understanding of the content and has achieved a basic level of competence in the processes and skills.	30-59
Limited (L)	The student has an elementary knowledge and understanding in a few areas of the content and still required further work to achieve competence in the processes and skills.	0-29

Satisfactory completion of courses

A course has been satisfactorily completed, when the student has:

- Followed the course developed/endorsed by the NSW Educational Standards Authority (NESA)
- Applied himself/herself with diligence and sustained effort to the set tasks and experiences provided in the course.
- Achieved some or all of the course outcomes

Year 11 Industrial Technology Assessment Task

Timber Products and Furniture Technologies

Industry Study Research Task

Due Date: Submitted on CANVAS by 8:20am Term 2, Week 5 Friday - (26/05/2023)

Assessment Outcomes

A student:

- P1.1 describes the organisation and management of an individual business within the focus area industry
 - P1.2 identifies appropriate equipment, production and manufacturing techniques, including new and developing technologies
 - P5.1 uses communication and information processing skills
 - P6.2 identifies and explains the principles of quality and quality control
 - P7.1 identifies the impact of one related industry on the social and physical environment
 - P7.2 identifies the impact of existing, new and emerging technologies of one related industry on society and the environment
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Assessment Components

- A.** Assessment Research
 - B.** Assessment Task: Industry Study Report and Marking Criteria
 - C.** Suggestions for the assessment task
 - D.** Research Questions
 - E.** Sample Industry Study Report
-

A. Assessment Research:

Students are required to undertake a broad industry study of a business or businesses related to Timber Products and Furniture Technologies. For the selected business(s), students must research and gather information on the following aspects;

- *Business Background, Historical developments within the business and their impact,*
- *Structural, Technical, Environmental and Sociological factors,*
- *Personnel and Work Health & Safety issues.*

- Information for the report can be gathered by industry visits, from industry associations or from the business website.

B. Assessment Task: Industry Study Report

Using the information obtained during the excursion to the industry, write a word processed **detailed** report covering information on the following sections;

You may choose to concentrate your report to ONE business only, or to use ANOTHER business to create contrast and comparison.

1. Background Information on the organisation

- *Name, location, owners of business, main activity or purpose of business, type of business, achievements of business, and other relevant information:* identify the relevant background information of the specific industry.

2. Structural Factors

- *Organisation structure, finance, management:* identify the organisation and structure of business related to the specific industry. The management structure must be presented in a flowchart.
- *Marketing, sales, advertising, production, efficiency, workplace environment and quality control:* identify structural factors/considerations that affect these areas within the business studied. The production process must be presented using a flowchart.

3. Technical Factors

- *Tools/equipment/plant, mechanisation, specialisation/generalisation, mass production, automation and new and emerging technologies:* describe and evaluate the significance, various technical factors & considerations have in the efficiency and viability of the business studied. *Refer to (and mention) any new and emerging technology used in the business.*

4. Environmental Factors

- *Resources (power, material, processes), alternatives and limitations:* recognise & evaluate alternatives to traditional industrial practice especially in relation to power and resource management.
- *Recycling & reusing waste management & minimising pollution and sustainable development:* describe and evaluate the approaches to the various environmental factors adopted by the industry studied.
- *Legislative requirements (local, state, federal, environmental studies):* discuss and justify the ramifications of legislative requirements on the development and sustainability of the industry.

- *Location (land costs, transportation facilities, workforce, impact on surrounding population, resource availability, geographical factors, waste management):* identify and describe how factors relating to location affect the viability and organisation of industry.

5. Sociological Factors

- *Issues relating to the business, workplace cultures, role of business in the focus industry:* describe & evaluate the approaches to the various sociological factors adopted by the business.

6. Personnel Issues

- *Industry personnel, EEO, Industrial relations (unions, group negotiated contracts, individual contracts):* identify personnel and their job roles in the business; identify government legislation and policies that ensure the employees' rights and job protection.
- *Career & training opportunities, specialisation & multi-skilling:* describe the personnel issues that relate to industry.

7. Work Health and Safety (WHS)

- *Government legislation & industry requirements (standards, policing, prosecution):* identify government legislation and industry requirements that ensure a safe working environment.
- *Risk assessment, safety training & human factors, workplace culture, WHS communication:* discuss the importance of WHS in industry.

8. Historical Developments

- *The significant developments that have occurred in the focus area industry and how they have impacted on the industry as a whole including manufacturing processes, materials and work practices:* recognise how historical developments and practices have moulded the industry both positively and negatively?
- Use knowledge of past developments to assess the value of *new and emerging technologies*.

9. Conclusion & Bibliography

- The report must have a brief conclusion on the overall operations of the business.
- The assessment must have adequate & accurate bibliographic references for all sections of the assessment. The bibliography must be presented on a separate page at the end of the assessment.

10. Presentation

- ☑ The assessment must be done on a computer, using Microsoft office or equivalent, & must be presented neatly in an A4 plastic sheet, with the cover sheet & assessment task attached on the front.
- ☑ The report should have a title page, a contents page with accurate listing of headings, sub-headings and page numbers.

- ☑ The report must have pictures of the industry visited with titles/captions.
- ☑ Each of the assessment sections must begin on a new A4 page.
- ☑ Each page must have borders, headers displaying the assessment title and footers displaying your full name, class, page number and total number of pages.
- ☑ The flowcharts, tables, pictures etc should have appropriate formatting, spacing and border.
- ☑ Use Tahoma font, size 12, line spacing 1.5 & bullets and numbering (where appropriate).
- ☑ The assessment must be free of spelling and grammatical errors.

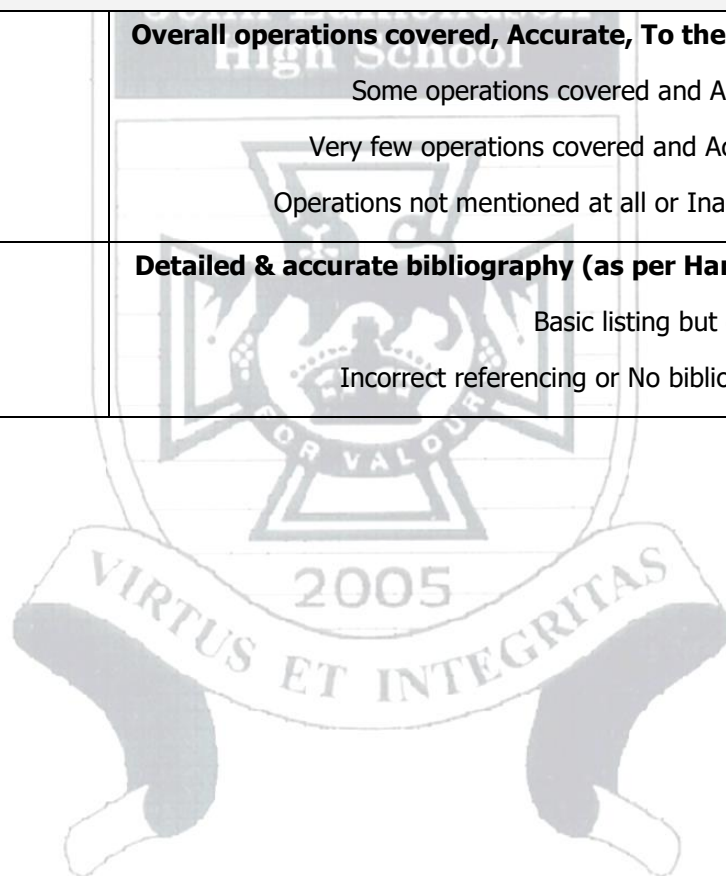


Industry Study Report Marking Criteria		Marks Achieved
Background Information on the organisation <ul style="list-style-type: none"> Name, location, owners of business, main activity or purpose of business, type of business, achievements of business, and other relevant information. 		
Name and Location of business	Correctly listed – 1 Incorrect or Not listed – 0	
Owners of business	Correctly listed – 1 Incorrect or Not listed – 0	
Main activity of business	Accurate & detailed description of the activity – 2 Accurate & reasonable description of the activity – 1 Inaccurate or Not mentioned – 0	
Type of business	Accurate & detailed description of business type – 2 Accurate & reasonable description of business type – 1 Inaccurate or Not mentioned – 0	
Achievements of business	Accurate & detailed description – 2 Accurate & brief listing only – 1 Inaccurate or Not mentioned – 0	
Other relevant information described	Accurate, relevant & detailed description – 2 Accurate, relevant & reasonable description – 1 Inaccurate, Not relevant or Not mentioned – 0	
Structural Factors <ul style="list-style-type: none"> Organisation, finance, management Marketing, sales, advertising, production, efficiency, workplace environment & quality control 		
Organisation structure and Financial information	Detailed & correct information – 2 Correct but not detailed information – 1 Inaccurate information or Not mentioned – 0	
Management structure	Flowchart with correct information – 2 No flowchart, but correct information – 1 Inaccurate information or Not mentioned – 0	
Marketing and Sales information	Accurate, relevant & detailed descriptions – 2 Accurate, relevant & reasonable descriptions – 1 Inaccurate, Not relevant or Not mentioned – 0	
Production <ul style="list-style-type: none"> Production process Efficiency 	Flowchart with correct information – 2 No flowchart, but correct information – 1 Inaccurate information or Not mentioned – 0	
Workplace environment description and	Accurate, relevant & detailed descriptions – 2 Accurate, relevant & reasonable descriptions – 1	

Quality control measures	Inaccurate, Not relevant or Not mentioned – 0	
Technical Factors <ul style="list-style-type: none"> Tools/equipment/plant, Mechanisation, specialisation, mass production, automation and new and emerging technologies 		
Tools, plant and equipment	Accurate listing & detailed description – 2 Accurate listing & reasonable description – 1 Inaccurate or Not mentioned – 0	
Production Techniques <ul style="list-style-type: none"> Mechanisation Specialisation Mass Production Automation 	<i>Listing of all 4 techniques</i> Correct – 2 Incorrect or no listing – 0	
	<i>Description of techniques</i> Detailed – 4 Reasonable – 2 Insufficient – 1 No description – 0	
	<i>New & emerging technologies</i> Correct & detailed explanation – 2 Correct & reasonable explanation – 1 Inaccurate or Not mentioned – 0	
Environmental Factors <ul style="list-style-type: none"> Resources (power, material, processes), Alternatives and limitations Recycling & reusing waste management Minimising pollution & sustainable development Legislative requirements (local, state, federal, environmental studies) Location (land costs, transportation facilities, workforce, impact on surrounding population, resource availability, geographical factors, waste management) 		
Resources, Alternatives, Limitations	Detailed & correct information – 2 Correct but not detailed information – 1 Inaccurate information or Not mentioned – 0	
Recycling & Reusing waste	Detailed & correct information – 2 Correct but not detailed information – 1 Inaccurate information or Not mentioned – 0	
Pollution from the business <ul style="list-style-type: none"> its impact on environment control measures 	Detailed & correct information – 2 Correct but not detailed information – 1 Inaccurate information or Not mentioned – 0	
Legislative requirements explaining the Dept responsible for overseeing this	Detailed & correct information – 2 Correct but not detailed information – 1 Inaccurate information or Not mentioned – 0	
Location and why it is beneficial to the business to be located here	Detailed & correct information – 2 Correct but not detailed information – 1 Inaccurate information or Not mentioned – 0	

Sociological Factors <ul style="list-style-type: none"> Issues relating to the business, workplace cultures, role of business in the focus industry 		
Issues relating to a business <ul style="list-style-type: none"> local community wider community sponsors etc 	Detailed & correct info for both communities – 4 Correct but not detailed information for both communities – 2 Inaccurate information or Not mentioned – 0	
Workplace cultures <ul style="list-style-type: none"> positive cultures negative cultures 	Detailed & correct information for both cultures – 4 Correct but not detailed information for both cultures – 2 Inaccurate information or Not mentioned – 0	
Role of business in focus industry <ul style="list-style-type: none"> associations listings input from associations Results of these inputs 	Detailed & correct info on assoc, inputs & results – 2 Correct but not detailed information – 1 Inaccurate information or Not mentioned – 0	
Personnel Issues <ul style="list-style-type: none"> Industry personnel, EEO, Industrial relations (unions, group negotiated or individual contracts) Career & training opportunities (entry level training requirements, specialisation & multi-skilling) 		
Industry Personnel <ul style="list-style-type: none"> Employee status Their job roles and discuss specialisation. Tradespeople Vs Sales Vs Management Vs Labourer etc 	Accurate, relevant & detailed descriptions – 2 Accurate, relevant & reasonable descriptions – 1 Inaccurate, Not relevant or Not mentioned – 0	
EEO <ul style="list-style-type: none"> Business practices re: EEO 	Detailed & correct information – 2 Correct but not detailed information – 1 Inaccurate information or Not mentioned – 0	
Industrial Relations <ul style="list-style-type: none"> Unions & their roles Types of contracts/benefits 	Accurate, relevant & detailed information – 2 Accurate, relevant & reasonable information – 1 Inaccurate, Not relevant or Not mentioned – 0	
Career & training opportunities <ul style="list-style-type: none"> Entry level requirements Retraining & Multiskilling 	Accurate, relevant & detailed information – 4 Accurate, relevant & reasonable information – 2 Inaccurate, Not relevant or Not mentioned – 0	
Workplace Health and Safety (WHS) <ul style="list-style-type: none"> Discuss Government legislation & industry requirements (standards, policing, prosecution) Risk assessment, safety training & human factors, workplace culture, WHS communication 		
Safe work practices <ul style="list-style-type: none"> Signage & safe working practices WHS principles and legislative requirements Personal protective equipment (PPE) used First Aid & safety training Materials handling 	<i>For each safety bullet point</i> Detailed & accurate information – 2 Reasonable & accurate information – 1 Incorrect or Not mentioned – 0 Total = 10 marks	

Historical Developments		
<ul style="list-style-type: none"> ▪ <i>The significant developments in manufacturing processes, materials and work practices and their impact on the business</i> 		
Significant developments in <ul style="list-style-type: none"> ○ Manufacturing processes ○ Materials ○ Work practices 	<i>For development in each category (Total 6 marks)</i> Accurate, relevant & detailed information – 2 (X 3) Accurate, relevant & reasonable information – 1 (X 3) Inaccurate, Not relevant or Not mentioned – 0	
Impact of these developments on business, society, environment etc <ul style="list-style-type: none"> ○ Positive ○ Negative 	<i>Overall positive & negative impact (Total 4 marks)</i> Well justified and described both (- & +) – 4 Reasonable justification and description – 2 Inaccurate, Not relevant or Not mentioned – 0	
Conclusion & Bibliography		
Conclusion	Overall operations covered, Accurate, To the point – 5 Some operations covered and Accurate - 3 Very few operations covered and Accurate – 1 Operations not mentioned at all or Inaccurate - 0	
Bibliography	Detailed & accurate bibliography (as per Harvard) – 5 Basic listing but correct – 3 Incorrect referencing or No bibliography - 0	



Presentation	
<ul style="list-style-type: none"> The report is computerised, done in MS Office, and is an attachment – 1 <ul style="list-style-type: none"> If not - 0 	
<ul style="list-style-type: none"> The report is presented neatly with the cover sheet and assessment task attached – 1 <ul style="list-style-type: none"> If not - 0 	
<p>The report has a content page with;</p> <ul style="list-style-type: none"> correct listing of headings, sub-headings and page numbers <ul style="list-style-type: none"> All features present - 2 Either feature missing – 1 Most features missing - 0 	
<ul style="list-style-type: none"> Contains pictures of the industry visited with titles/captions – 1 <ul style="list-style-type: none"> If not - 0 	
<ul style="list-style-type: none"> Each of the assessment sections begins on a new A4 page – 1 <ul style="list-style-type: none"> If not - 0 	
<p>Each page of the report has a border, header and footer</p> <ul style="list-style-type: none"> All features present - 2 Some features missing – 1 Most features missing - 0 	
<p>The report has;</p> <ul style="list-style-type: none"> Appropriate formatting, 1.5 line spacing, Tahoma font, size 12 Bullets and numbering Free of spelling and grammatical errors <ul style="list-style-type: none"> All features present - 2 Some features missing – 1 Most features missing - 0 	

C. Suggestions for the Industry Study assessment:

For the Industry Study assignment:

- Visit the business and explain to the owner/manager what you are required to do and ask if he/she would help by answering a few questions about their business.
- Go through the research questions and choose the questions you need answered (**Note that some questions may not be appropriate for some firms so make sure you take the time to check the questions**)
- Using a word processor, write your report and use the same headings and sub-headings as shown in the questions and the sample report.
- Refer to the Sample Industry Study Report provided to you by your teacher. This report should not be viewed as a perfect answer to the above task. It is provided so that students can have the opportunity to see one method of presentation of the Year 11 Industry Study report as well as helping to clarify some of the aspects of this task. **Do not PLAGIARISE.**
- Write, phone, fax, e-mail, scan Internet sites and/or visit Associations which are related to your focus area e.g. The Master Builders Association, The Motor & Allied Trades Association, and The Timber Development Association etc. and provide them with a copy of the headings provided in this task for which you need information. Some websites that could be of use are listed below;
- <https://harpertimber.com.au>
- <http://www.environment.nsw.gov.au/sustainbus/timber.htm>
- www.hsc.csu.edu.au/ind_tech/ind_study/
- www.boredofstudies.com.au
- www.racac.nsw.gov.au/reports/iap/chapter5/ch5_300.htm
- <http://www.timber.net.au/index.php/resources.html>
- <http://www.accc.gov.au/content/index.phtml/itemId/288761/fromItemId/815972/quickLinkId/815429/whichType/org>
- <http://www.timber.org.au/>

D. Sample Industry Study Report

A sample Year 11 Industrial Technology Industry Study Report

**The Organisation Studied is:
Homestead Kitchens & Joinery P/L
Tuggerah, N.S.W.**



Task:

Students are required to study and write a report on the structural, technical, environmental & sociological factors as well as the personnel and Occupational Health & Safety issues of one enterprise which is related to their focus area of industry.

Note:

The following Preliminary year Industry Study Report should not be viewed as a perfect answer to the above task. It is provided so that students can have the opportunity to see one method of presentation of the Year 11 Industry Study report as well as helping to clarify some of the aspects students are required to cover in this section of the course.

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Background information on the organisation

Homestead Kitchens Pty Ltd, 14 Mildon Rd, Tuggerah. N.S.W. 2259.

- Homestead Kitchens is a joinery firm that specialises in the construction of domestic and commercial joinery which includes medical centres, schools, aged care facilities, toilet and washroom partitions.
- Geoff and Fred White started the company in 1981 as a result of the realisation of an ambition to own and manage their own company.
- Important achievements of the company to date include good annual growth, generation of company capital and securing significant assets for the company.
- The logo, as shown below, was developed by the two directors of the company.



Structural factors

Organisation & management

Finance:

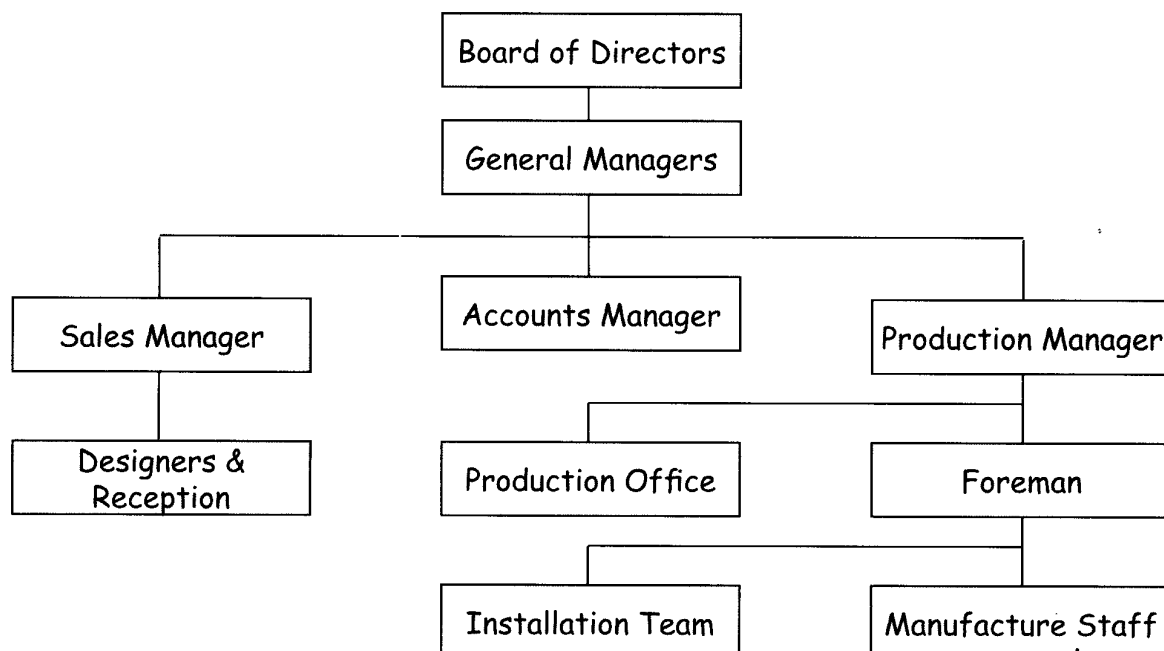
Homestead Kitchens is financed, as with most small businesses, by a bank overdraft. The financial side of the business is controlled by an accountant who produces a financial statement for the directors at the end of each financial year.

The company has a turn over of \$4,000,000 per year with about 6% profit, all of which is allocated for working capital with no funds allocated for research and development.

Most of the customers operate on accounts with terms generally of 30 days. The office staff handle all accounting.

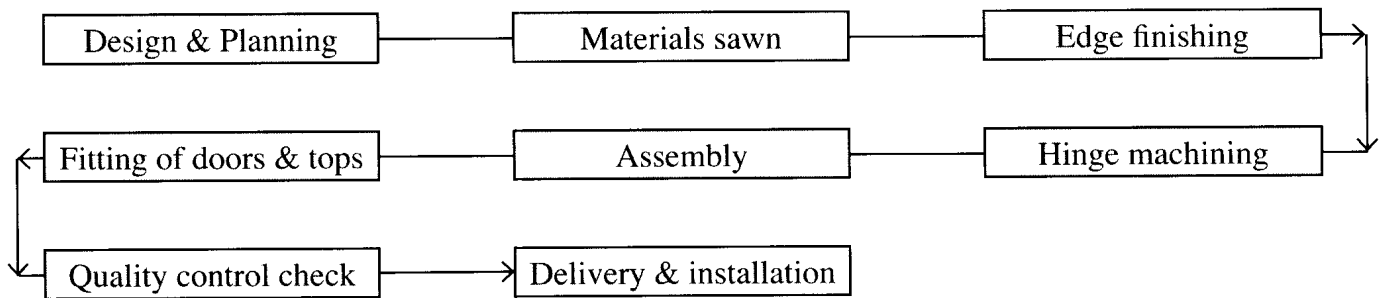
Management:

The current management structure at Homestead Kitchens is as follows:



Production

The production process used by Homestead Kitchens is shown by the flow chart below:



WorkCover Authority and Occupational Health and Safety are the only government regulations which affect this company. These regulations are monitored by the industry organisations to which Homestead Kitchens belong as well as by government audits, annual returns and reports.

Workplace environment:

Management always encourages a workshop culture of happiness and safety for all employees. This is done by closely monitoring the working atmosphere and worker interaction as well as regular hazard analyses/risk assessments and immediate action when necessary as well as the supply of all safety equipment for the maximum protection of all employees.

Quality control

There is no official Quality Assurance policy in place but constant internal monitoring of systems, records and check lists are in operation at all times. Quality is controlled by adhering to accepted industry standards as well as from customer feedback.

Technical factors

Tools/equipment/plant:

Homestead Kitchens has CNC (Computer Numerical Control) machinery installed which are connected to the production office file server. CNC machines have improved control and accuracy, are quicker and more accurate for repetitive work with greater efficiency.

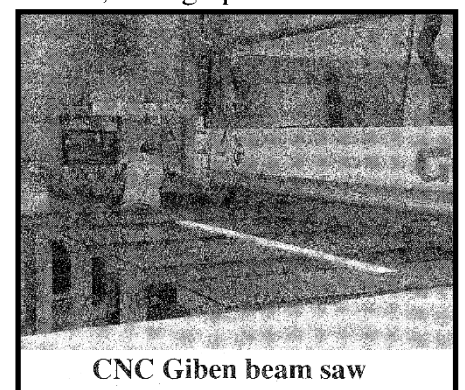
Machines and equipment include a scribing saw, vertical trenching machine, a hinge placement machine, spray equipment, hand tools and computers for accounts as well as for computer aided design (CAD). The workshop also has various types of special benches and cupboards, storage racks, one fork lift truck and two installation delivery trucks. All hand power tools are air driven which results in less maintenance as well as increased safety.

Every tradesman has a set of hand tools and they are responsible for the sharpening and maintenance of these tools.

The specialist machines used by this firm are:

- * Giben beam saw - used to cut malamine coated board preventing chipping of the plastic coating
- * hinge placement machines - used to accurately position and set all types of cabinet hinges
- * edge banding machine - used to apply plastic edging to the manufactured sheeting material
- * Morbidelli router - used for drilling and shaping components.

those trends continue.



CNC Giben beam saw

Environmental factors

Resources, alternatives, limitations

The main resource used by the company is manufactured sheet products such as MDF, plywood and hardboard, all of which are manufactured from either discarded timber or from plantation trees.

The alternative to manufactured timber products is natural timber which would be uneconomical in terms of cost and supply as well as being highly impractical.

Recycling and reusing

The company has made enquiries regarding the use of recycled waste products but they have found this to be uneconomic at this stage. All waste products, about 7 cubic metres per week, are disposed of at local landfill tips. However, as mentioned above, the owners are conscious of the fact that waste minimisation is extremely important from a productivity and an environmental point of view.

At present all paper and cardboard are recycled and only usable off-cuts are reused.



Waste recycling bins at the factory

Pollution

As mentioned previously, Homestead Kitchens has recently moved into a new building with attractive surroundings. The well presented showroom faces the road and the grounds are maintained to create a pleasant environment.

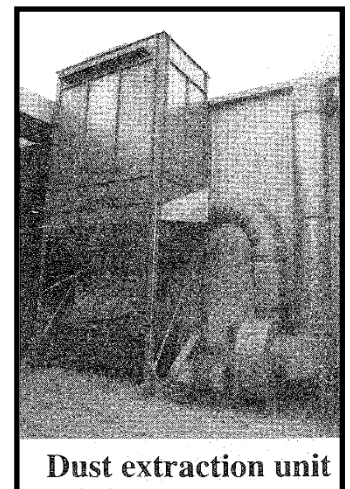
All raw materials and products are transported to and from the company by truck for which the company has provided large concrete off-road turning areas so that there is no disruption to traffic and scouring of unsealed surfaces by turning trucks.

Disposal of waste is done by SITA. and, apart from the waste products going to landfill, there appears to be little or no pollution associated with this firm.

The worker's environment is dust free due to an efficient dust extraction unit and the work areas have excellent lighting and ventilation with large roller doors on the eastern side of the building which creates an open air atmosphere.

Noise pollution is not a problem because the building is in an industrial area with no domestic dwellings and workers must wear hearing protection where specified.

'Hi vis' clothing is worn by all workers in the factory.



Dust extraction unit

Government legislation

The company's operation is bound by the Department of Environment and Conservation regulations (DEC), incorporating the Environmental Protection Authority (EPA), regarding the protection of the environment from industrial operations.

Sociological factors

Issues relating to a business

Homestead Kitchens stimulates the local economy by providing employment for 22 people as well as providing high quality kitchens and joinery to the local market at reasonable cost. Waste products amount to 7 cubic metres per week which is disposed of by SITA to local landfill tips.

The company provides opportunity for local school work placement programmes as well as training for C.E.S. type schemes.

The company also provides financial support to schools, charities and sporting clubs.

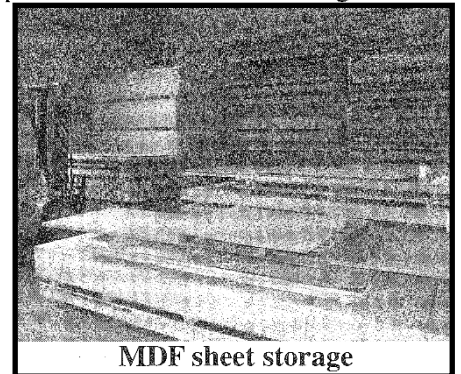
As well as employing 22 people, Homestead Kitchens also employs 3 teams of sub-contractors which adds to the financial input to the local economy.

Most of the materials which the company uses are purchased from Australian companies.

Workplace culture

Homestead Kitchens encourages and supports a happy and safe workplace environment. Management encourage and support the following positive workplace attitudes:

- Fair and equal treatment of all employees
- Open and honest communication
- Regular feedback to and from management and employees
- Regular training and clear set out of goals
- Equal opportunities for all employees
- Achievements recognised and rewarded
- Open management style.



The role of the business in the focus industry

Homestead Kitchens is a member of the Housing Industry Association (HIA), the National Kitchens & Bathrooms Association (NKBA), the Chamber of Commerce and the Furniture Industry Association of Australia (FIAA) of which Fred is a current Board Member. Through these bodies as well as trade shows, the directors are constantly up-dated on the new technologies related to their industry. The purchase of their CNC machines was the result of input from the FIAA.

Personnel issues

Homestead Kitchens employs 22 people comprising of 16 men and 6 women. The average length of service is 5 years and there are two employees who are not Australian by birth.

Industrial relations

A productivity incentive is provided for workers who are seen by management to have put in a greater effort. Disputes are discussed and resolved on site by mediation with worker/s and management.

Entry level training requirements

The trades people have been T.A.F.E. trained while all the other positions have received on-the-job training.

Retraining and multiskilling

Employees are encouraged to upgrade their skills and qualifications whenever convenient for both the company and the employee. Multiskilling for all workers is practised and encouraged.

Unions

There are no Unions involved at Homestead Kitchens and the workers all receive above award wages and conditions. In view of this the owners do not see any need for the inclusion of unions in their enterprise.

Roles of industry personnel and Equal Employment Opportunity (EEO)

The roles of employees at Homestead Kitchens are:

- * Sales Representative - responsible for the sale and promotion of products.
- * Purchasing Officer - responsible for the purchase of all raw material and equipment.
- * Accounts clerk - responsible for all sales accounts, invoicing, payment of salaries etc.
- * Carpenters and Joiners (trades people) - manufacture of the products to be sold.

Homestead Kitchens operates with the philosophy that all present and future employees have equal opportunities irrespective of their gender, beliefs, race and social status.

Occupational Health & Safety (OHS)

Signage

OHS policy and regulations are communicated to all employees via regular two monthly meetings. All workshop safety signage is in place and maintained as specified by the OHS Act.



OHS principles and requirements

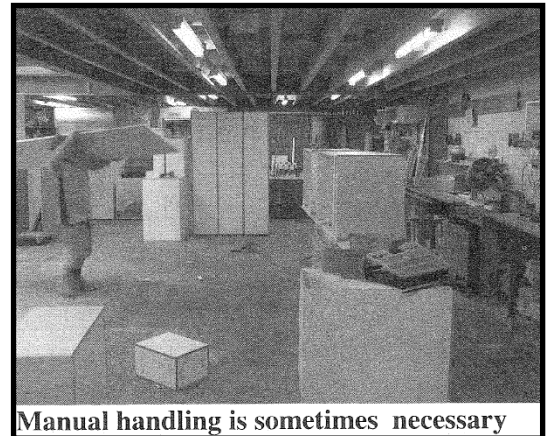
The management of Homestead Kitchens acknowledges their responsibility regarding the OHS regulations and always try to maintain a policy according to the accepted industry standards.

Personal protective equipment (PPE)

PPE is provide by the firm to all employees according to the Act. Hazard assessments are done by management but employees are expected to maintain their own work areas to minimise safety hazards. All workers are required to use PPE at all times and to be responsible for the safety of all employees which is in compliance with the OHS requirements.

Safe working practices

The management of Homestead Kitchens insist that all practices carried out in their business are safe and healthy for their employees. This is reflected in the fact that no serious injury or health problem has been recorded since establishment of the business in 1981.



Manual handling is sometimes necessary

First aid and safety training

Homestead Kitchens have two employees with the St John's Advanced First Aid Certificate and these are designated first aid officers. The company has a first aid station which is maintained and stocked by an outside firm which specialises in this type of service.

Homestead Kitchens has no OHS Committee due to the fact that, according to the regulations, the firm does not employ a sufficient number of people to have a committee. In the absence of a committee, the management assumes the role of monitoring all OHS factors.

Materials handling

Management is aware of, and complies with, the Legislative requirements which control the use of materials such as the Dangerous Goods Regulation (1978), the Hazardous Substances Regulation (1996). Management also ensures that they have *material safety data sheets* (MSDS) for all chemicals used during production. Correct lifting and handling of materials is encouraged by signage as well as the use of aids such as trolleys, cranes and fork lifts.

Conclusion:

Homestead Kitchens is an efficiently run and consequently a highly productive business. The structure of the firm is designed to provide the most efficient format to provide competitively priced, high quality goods which the market needs. This cannot be done without the use of the most efficient methods and up-to-date technology.

Intimately linked with efficient production is the management of environmental aspects such raw materials and pollution. Without responsible management of the forests, the use of raw materials for businesses such as this would become uneconomic or even nonexistent.

Management is very aware of the importance of Occupational Health & Safety factors such as noise pollution and injury to workers and strive to maintain a safe working environment not only to protect employees but also to maintain an efficient enterprise.