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## Overview

This standard is designed for the archaeologist to demonstrate competence to contribute to health and safety in the workplace. It asks them to be on the look out for hazards and, when identified, deal with them if appropriate, ensuring they are reported for others to become aware of. They must be aware of their responsibilities in respect of Health and Safety at Work and the practices and procedures that help to maintain H&S for themselves and others. They would be expected to have a basic understanding of emergency services and procedures and be able to respond appropriately. Similarly, there would be a requirement to assist with security procedures with regard to trespassing and breaches of security involving damage or theft of plant, equipment, materials and property.

**Performance criteria**

*You must be able to:*

**Operate safely in the workplace**

- P1 ensure that work activities are carried out safely to avoid creating hazardous situations that may endanger yourself and other personnel
- P2 ensure that hazards and potential hazards identified in the workplace are dealt with appropriately within the limits of your responsibility and capability and reported promptly to the appropriate person(s)
- P3 ensure that communications are clear and information or instruction is confirmed as understood
- P4 ensure that all tools and equipment are used safely in accordance with organisational procedures, manufacturers' instructions and relevant statutory regulations
- P5 ensure that work materials and components are handled and stored in accordance with approved procedures and practices
- P6 ensure that manual handling is carried out safely using appropriate handling techniques
- P7 ensure that accidents and incidents are reported promptly to an authorised person in accordance with approved procedures and practices
- P8 use appropriate personal protective equipment in compliance with safe working practices
- P9 ensure that work is carried out to approved procedures and practices and in compliance with statutory requirements

**Respond to emergencies**

*You must be able to:*

- P10 ensure that procedures are implemented promptly and correctly in accordance with recognised safe practice and organisational policy, in the event of an emergency
- P11 ensure that accidents and incidents are responded to within the limits of your responsibility and capability and promptly reported to an authorised person
- P12 ensure that use of emergency appliances is carried out in accordance with approved procedures and practices
- P13 record details of accidents and incidents in accordance with approved procedures and practices
- P14 refer problems and conditions outside your responsibility to an authorised person

**Assist in the security of the workplace**

*You must be able to:*

- P15 ensure that unauthorised personnel in the workplace are dealt with in accordance with organisational procedures and the appropriate person(s) advised
- P16 ensure that arrangements for security are observed and maintained in

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- accordance with approved procedures and practices
- P17 ensure that potential risks to security are reported promptly to the appropriate person(s) and remedial action taken as necessary in accordance with organisational procedures
- P18 report breaches of security immediately to an authorised person
- P19 ensure that problems and conditions outside your responsibility are referred to an authorised person

### Knowledge and understanding

*You need to know and understand:*

- K1 what are the hazards you might encounter in the context of the working environment
- K2 procedures for reporting and dealing with hazards
- K3 types of tools and equipment to be used relevant to the work activity
- K4 types of materials and substances associated with the work
- K5 approved procedures and practices in the context of the operations, the work activity and the workplace environment (organisational, regulatory, emergency, operational)
- K6 your responsibilities under the health and safety statutory requirements
- K7 fire and emergency precautions and procedures
- K8 classification of fires and the appropriate extinguishers for dealing with them
- K9 procedures for accidents and incidents
- K10 common forms of personnel accidents or health emergencies and the actions to be taken
- K11 your scope and limitations for dealing with emergencies
- K12 the organisation's security procedures
- K13 the action to take in cases of breaches of security including acts of vandalism and theft
- K14 the potential security risks
- K15 the methods of dealing with unauthorised persons

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