

Overview

This standard covers the key activities that are required to monitor and maintain good health and safety practices in your workplace. A workplace is wherever your work activities take place.

To maintain a healthy and safe working environment, you are required to take reasonable care of the health and safety of yourself and others who may be affected by your work. You are also required to co-operate with your employer to help them to comply with their duties under health and safety legislation.

You will follow set health and safety procedures and be able to recognise unsafe situations within the work area and from work activities and take action to deal with these or bring them to the attention of an appropriate person.

You will need to be aware of the main risks to health and safety in your work area and any control measures or safe systems of work put in place by your employer.

You must also be able to follow appropriate procedures in the event of an accident or emergency.

It is important that in all your activities you recognise the limits of your own competence and ask for help and advice when it is needed.

Performance criteria

You must be able to:

- P1 follow set procedures and requirements (safe systems of work) relating to health and safety in your workplace
- P2 identify any significant risks to health and safety in your workplace
- P3 take action to control the risks where possible or seek guidance from an appropriate person
- P4 work in a way that minimises risks to your own safety and health and that of others
- P5 use safe methods of lifting and handling
- P6 use, handle and store equipment and materials correctly according to instructions and relevant legislation
- P7 use, handle and store potentially hazardous substances correctly in accordance with instructions and legislation
- P8 deal with waste safely and correctly in accordance with instructions and relevant legal requirements
- P9 wear appropriate clothing and protective equipment for the work to be undertaken
- P10 ensure a good standard of hygiene is maintained at all times
- P11 follow appropriate procedures when working alone or at risk of abuse
- P12 stop work immediately if there is a danger of accident or injury and take the appropriate action
- P13 follow procedures safely, correctly and without delay in an emergency situation
- P14 report accidents, incidents and near misses in accordance with instructions
- P15 record information as required

Knowledge and understanding

You need to know and understand:

- K1 the main legal duties of your employer for health and safety under current legislation
- K2 your main legal duties and any additional responsibilities in relation to health and safety
- K3 the effects that work-related accidents, incidents and ill health can have on people and businesses
- K4 the main areas of risk in your work environment and the control measures and safe systems of work put in place to control these
- K5 how to identify health and safety hazards
- K6 who to seek guidance from with regard to health and safety
- K7 the range of alternative and complementary measures to control risks e.g. guarding machinery, personal protective equipment, instruction and training
- K8 the risks of personal injury, contracting disease or other health problems associated with your work and how these can be minimised
- K9 the risks of injury associated with lifting and handling and how these can be reduced e.g. mechanical handling aids, safe lifting techniques
- K10 safe methods of using, handling and storing equipment and materials
- K11 the importance of maintaining machinery and equipment in good working order and operating safely in accordance with instructions
- K12 safe use, handling and storage of potentially hazardous substances how
- K13 hazardous and non-hazardous waste should be dealt with appropriate
- K14 clothing and protective equipment for different work activities the
- K15 importance of good hygiene
- K16 the risks to others from your work activities including members of the public, children, visitors, contractors
- K17 the risks of working in isolation or in remote locations and the need for safe systems of work and emergency procedures
- K18 the types of accidents or injury that may occur in your workplace and how these can be avoided
- K19 the actions to take for different types of emergencies in your area of work including accidents, incidents and near misses
- K20 records that need to be maintained
- K21 the need to communicate health and safety precautions to others

Glossary

Hazard: something with the potential to cause harm

Risk: likelihood of the hazard's potential being realised

In the land-based industry the most common risks arise from:

- workplace transport
- working at height
- machinery or equipment
- lifting and handling
- noise and vibration
- dust, chemicals and hazardous substances including microorganisms
- confined spaces
- sources of power: gases, electricity, compressed air
- slips, trips and falls
- lone working.

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