

Overview

This standard is for individuals working in public service. It is designed to ensure individuals are able work safely. It is for individuals to know and understand how to use the equipment and consumables at work safely and deal with emergencies. It ensures that individuals are aware of their organisation's and wider health and safety policies and standards with which they should comply.

Performance criteria

You must be able to:

1. follow organisational procedures at all times
2. carry out working practices in accordance with legal requirements
3. conduct and present yourself in the workplace in line with health and safety requirements
4. use equipment and consumables safely and in line with your organisation's procedures
5. take appropriate action to deal with emergencies and health & safety risks within your area of responsibility
6. keep your working area tidy and free from hazards
7. use, maintain and store equipment in line with organisational procedures
8. dispose of or recycle waste in line with your organisation's procedures

Knowledge and understanding

You need to know and understand:

1. the requirements of organisational procedures
2. the legal and organisational requirements for health and safety in the workplace
3. what to do in the event of an emergency
4. your personal responsibility for health and safety
5. safe methods of using equipment and consumables
6. the action to take in respect of health and safety risks
7. the relevance of Personal Protective Equipment (PPE)
8. the importance of alerting others to possible health and safety risks
9. waste disposal and recycling procedures

Work safely in public service

**Scope/range related
to performance
criteria**

Different conditions which affect how you apply your knowledge, and in which you must demonstrate competence are:

- 1 Health and safety of yourself and others
- 2 Working with equipment and consumables

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