

## SFJPD6.1

### Work safely in public service



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#### Overview

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

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#### Performance criteria

*You must be able to:*

- P1 follow organisational procedures at all times
- P2 carry out your working practices in accordance with legal requirements
- P3 ensure your personal conduct and presentation in the workplace does not endanger the health and safety of yourself or others
- P4 follow your organisation's procedures for the safe use of equipment and consumables
- P5 take appropriate action to deal with health and safety risks within your responsibility
- P6 ensure your working area is tidy and free from hazards
- P7 ensure your equipment is used, maintained and stored in the prescribed manner and sequence
- P8 ensure that waste is disposed of or recycled in accordance with organisational procedures

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#### Knowledge and understanding

*You need to know and understand:*

- K1 the requirements of organisational procedures
- K2 the legal requirements for health and safety
- K3 your organisation's health and safety requirements
- K4 what to do in the event of an emergency
- K5 your personal responsibility for health and safety
- K6 safe methods of using equipment and consumables
- K7 the action to take in respect of health and safety risks
- K8 the relevance of Personal Protective Equipment (PPE)
- K9 the importance of alerting others to possible health and safety risks
- K10 waste disposal and recycling procedures

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#### Additional Information

##### Scope/range related to performance criteria

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

1. health and safety: of yourself; of others *f*
2. working with: equipment; consumables

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<b>Originating organisation</b>	Government Skills
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<b>Relevant occupations</b>	Public Services; Public Service Professionals; Government and Related Organisations
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<b>Suite</b>	NOS for Operational Delivery Processing roles
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<b>Key words</b>	Operational Delivery, Processing, health and safety, hazards, emergency, personal protective equipment, waste disposal and recycling
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