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## Overview

This standard is for all those personnel who take responsibility for their own health, safety and security in the workplace and is about using the correct procedures to prevent, control and minimise risk to yourself and others in the workplace. You will be required to take appropriate action in the event of an accident or incident within your own area of responsibility.

You will be responsible for the health, safety and security of yourself and others in the workplace, taking action in the event of any potential hazards and security breaches to make the workplace safe.

The job role may involve:

1. Contributing to the safety and security in the workplace
2. Taking action in the event of an incident
3. Raising the alarm
4. Following correct procedures for shut down and evacuation
5. Using emergency equipment correctly and safely
6. Monitor the workplace for hazards

## Performance criteria

- You must be able to:*
- P1 identify the location and type of accident/incident
  - P2 recognise the sound/s of alarms
  - P3 raise the alarm(s)
  - P4 take action in the event of fire, emergencies or accidents
  - P5 recognise and rectify where possible potential hazards in the workplace
  - P6 follow the organisational procedures for shut down and evacuation when required
  - P7 use, maintain and replace emergency equipment and protective clothing and equipment
  - P8 monitor the workplace for hazards
  - P9 report hazards which cannot be rectified immediately
  - P10 use correct handling and lifting techniques
  - P11 report any security breaches
  - P12 follow organisational procedure for any loss of property
  - P13 safely handle and move waste and debris
  - P14 store materials and equipment in line with manufacturer's and organisational requirements
  - P15 identify and correct (if possible) malfunctions in machinery and equipment
  - P16 recognise and report any service malfunctions that cannot be rectified
  - P17 recognise and report any hazardous substance leaks (contamination, spillages or emissions)
  - P18 complete all forms, records, reports and other documentation
  - P19 work to legal requirements, standards and regulations, policies, procedures and professional codes

## Knowledge and understanding

*You need to know and understand:*

- K1 where alarms, emergency exits, escape routes, emergency equipment and assembly points are located
- K2 what the alarm sounds like
- K3 what hazardous substances are used in the workplace
- K4 methods of making safe or reducing the danger of hazardous substances in the event of an accident
- K5 how to handle and store hazardous substances in line with COSHH (Control of Substances Hazardous to Health)
- K6 what the most likely accidents and emergencies in the workplace are and how to respond to them
- K7 who the nominated first aiders are
- K8 how to respond to loss of property
- K9 your responsibility to health, safety and security in the workplace
- K10 environmental requirements

SKSHS1 SQA Unit Code - (F0JK 04)  
Health, safety and security at work

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**Developed by** Creative Skillset

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**Originating organisation** Creative Skillset

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**Relevant occupations** Manufacturing technologies; Crafts, creative arts and design; Design Associate Professionals; Textile and Garment Trades

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**Suite** Apparel Manufacturing Technology; Bespoke Cutting & Tailoring; Heritage; Manufacturing Sewn Products; Manufacturing Textile Products; Sustainability in Manufacturing; Footwear, Leathergoods & Leather Production; Textiles & Material Design

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