

SfS 2 (SQA Unit Code - F470 04)

Make sure your own actions reduce the risks to health and safety



Overview

This standard addresses the health and safety responsibilities for everyone in your workplace. It describes the competences required to make sure that: Your own actions do not create any health and safety hazards, you do not ignore significant risks in your workplace, and you take sensible action to put things right, including: reporting situations which pose a danger to people in the workplace and seeking advice.

Fundamental to this unit is an understanding of the terms "hazard", "risk" and "control".

This unit includes the following activities:

1. Identify the hazards and evaluate the risks in your workplace
2. Reduce the risks to health and safety in your workplace

Target Group

This standard is for everyone at work (whether paid, unpaid, full or part-time). It is about having an appreciation of significant risks in your workplace, knowing how to identify and deal with them.

This standard is imported from the ENTO (formerly the Employment NTO) suite of standards

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Performance criteria

Identify the hazards and evaluate the risks in your workplace

You must be able to:

- P1 identify which workplace instructions are relevant to your job
- P2 identify those working practices in your job which could harm you or others
- P3 identify those aspects of your workplace which could harm you or others
- P4 check which of the potentially harmful working practices and aspects of your workplace present the highest risks to you or to others
- P5 deal with hazards in accordance with workplace instructions and legal requirements
- P6 correctly name and locate the people responsible for health and safety in your workplace
- P7 report to the people responsible for health and safety in your workplace those hazards which present the highest risks

Reduce the risks to health and safety in your workplace

You must be able to:

- P8 carry out your work in accordance with your level of competence, workplace instructions, suppliers or manufacturers instructions and legal requirements
- P9 control those health and safety risks within your capability and job responsibilities
- P10 pass on suggestions for reducing risks to health and safety to the responsible people
- P11 make sure your behaviour does not endanger the health and safety of you or others in your workplace
- P12 follow the workplace instructions and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products
- P13 report any differences between workplace instructions and suppliers' or manufacturers' instructions
- P14 make sure that your personal presentation and behaviour at work: protects the health and safety of you and others, meets any legal responsibilities, and is in accordance with workplace instructions
- P15 make sure you follow environmentally-friendly working practices

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Knowledge and understanding

Legal and organisational requirements

You need to know and understand:

- K1 what “hazards” and “risks” are
- K2 your responsibilities and legal duties for health and safety in the workplace
- K3 your responsibilities for health and safety as required by the law covering your job role
- K4 the hazards which exist in your workplace and the safe working practices which you must follow
- K5 the particular health and safety hazards which may be present in your own job and the precautions you must take
- K6 the importance of remaining alert to the presence of hazards in the whole workplace
- K7 the importance of dealing with, or promptly reporting, risks
- K8 the responsibilities for health and safety in your job description
- K9 the safe working practices for your own job
- K10 the responsible people you should report health and safety matters to
- K11 where and when to get additional health and safety assistance
- K12 your scope and responsibility for controlling risks
- K13 workplace instructions for managing risks which you are unable to deal with
- K14 suppliers’ and manufacturers’ instructions for the safe use of equipment, materials and products which you must follow
- K15 the importance of personal presentation in maintaining health and safety in your workplace
- K16 the importance of personal behaviour in maintaining the health and safety of you and others
- K17 the risks to the environment which may be present in your workplace and/or in your own job

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FM position

Relevant occupations