

SEMBIT3-01 - SQA Unit Code F9JC 04

Complying with statutory regulations and organisational safety requirements



Overview

This unit covers the competences needed to deal with statutory regulations and organisational safety requirements. It does not deal with specific safety regulations or detailed requirements – these are embedded into the relevant occupation-specific units. It does, however, cover the more general health and safety requirements that apply to working in an industrial environment.

You will be expected to comply with all relevant regulations that apply to your area of work, as well as your general responsibilities as defined in the Health and Safety at Work Act. You will need to be able to identify the relevant qualified first aiders and know the location of the first aid facilities. You will have an understanding of the procedures to be adopted in the case of accidents involving injury and in situations where there are dangerous occurrences or hazardous malfunctions of equipment, processes or machinery. You will also need to be fully conversant with your organisation's procedures for fire alerts and the evacuation of premises.

You will also be required to identify the hazards and risks that are associated with your job. Typically, these will focus on your working environment, the tools and equipment that you use, the materials and substances that you use, any working practices that do not follow laid-down procedures, and manual lifting and carrying techniques.

Your responsibilities will require you to comply with all relevant statutory and organisational policy and procedures for health and safety in the workplace. You must act in a responsible and safe manner at all times, and present yourself in the workplace suitably prepared for the activities to be undertaken. You will be expected to report any problems with health and safety issues, to the relevant authority.

Your underpinning knowledge will provide a good understanding of the relevant statutory regulations and organisational requirements associated with your work, and will provide an informed approach to the procedures used. You will need to understand your organisation's health and safety requirements and their application, in adequate depth to provide a sound basis for carrying out your activities in a safe and competent manner.

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Performance criteria

You must be able to:

- P1 comply with your duties and obligations as defined in the Health and Safety at Work Act
- P2 present yourself in the workplace suitably prepared for the activities to be undertaken
- P3 follow organisational accident and emergency procedures
- P4 recognise and control hazards in the workplace
- P5 use correct manual lifting and carrying techniques
- P6 apply safe working practices and procedures

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Knowledge and understanding

You need to know and understand:

- K1 the roles and responsibilities of yourself and others under the Health and Safety at Work Act, and other current legislation (such as The Management of Health and Safety at Work Regulations, Workplace Health and Safety and Welfare Regulations, Personal Protective Equipment at Work Regulations, Manual Handling Operations Regulations, Provision and Use of Work Equipment Regulations, Display Screen at Work Regulations, Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)
- K2 the specific regulations and safe working practices and procedures that apply to your work activities
- K3 the warning signs for the seven main groups of hazardous substances defined by Classification, Packaging and Labelling of Dangerous Substances Regulations
- K4 how to locate relevant health and safety information for your tasks, and the sources of expert assistance when help is needed
- K5 what constitutes a hazard in the workplace (such as moving parts of machinery, electricity, slippery and uneven surfaces, poorly placed equipment, dust and fumes, handling and transporting, contaminants and irritants, material ejection, fire, working at height, environment, pressure/stored energy systems, volatile, flammable or toxic materials, unshielded processes, working in confined spaces)
- K6 your responsibilities for identifying and dealing with hazards and reducing risks in the workplace
- K7 the risks associated with your working environment (such as the tools, materials and equipment that you use, spillages of oil, chemicals and other substances, not reporting accidental breakages of tools or equipment and not following laid-down working practices and procedures)
- K8 the processes and procedures that are used to identify and rate the level of risk (such as safety inspections, the use of hazard checklists, carrying out risk assessments, COSHH assessments)
- K9 the first aid facilities that exist within your work area and within the organisation in general; the procedures to be followed in the case of accidents involving injury
- K10 what constitute dangerous occurrences and hazardous malfunctions, and why these must be reported even if no-one is injured
- K11 the procedures for sounding the emergency alarms, evacuation procedures and escape routes to be used, and the need to report your presence at the appropriate assembly point

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- K12 the organisational policy with regard to fire fighting procedures; the common causes of fire and what you can do to help prevent them
- K13 the protective clothing and equipment that is available for your areas of activity
- K14 how to safely lift and carry loads, and the manual and mechanical aids available
- K15 how to prepare and maintain safe working areas; the standards and procedures to ensure good housekeeping
- K16 the importance of safe storage of tools, equipment, materials and products
- K17 the extent of your own authority, and to whom you should report in the event of problems that you cannot resolve

Additional Information

Scope/range related to performance criteria

You must be able to:

1. demonstrate your understanding of your duties and obligations to health and safety by carrying out the following:
 - 1.1 applying in principle your duties and responsibilities as an individual under the Health and Safety at Work Act
 - 1.2 identifying, within your organisation, appropriate sources of information and guidance on health and safety issues, such as:
 - Eye protection and Personal Protective Equipment (PPE)
 - COSHH regulations
 - Risk assessments
 - 1.3 identifying the warning signs and labels of the main groups of hazardous or dangerous substances
 - 1.4 complying with the appropriate statutory regulations at all times
2. comply with emergency requirements, to include:
 - 2.1 identifying the appropriate qualified first aiders and the location of first aid facilities
 - 2.2 identifying the procedures to be followed in the event of injury to yourself or others
 - 2.3 following organisational procedures in the event of fire and the evacuation of premises
 - 2.4 identifying the procedures to be followed in the event of dangerous occurrences or hazardous malfunctions of equipment
3. identify the hazards and risks that are associated with the following:
 - 3.1 your working environment
 - 3.2 the equipment that you use
 - 3.3 materials and substances (where appropriate) that you use
 - 3.4 working practices that do not follow laid-down procedures
4. demonstrate **two** of the following methods of manual lifting and carrying:
 - 4.1 lifting alone
 - 4.2 with assistance of others
 - 4.3 with mechanical assistance
5. apply safe working practices in a working environment, to include:
 - 5.1 maintaining a tidy workplace, with exits and gangways free from obstruction
 - 5.2 using equipment safely and only for the purpose intended
 - 5.3 observing organisational safety rules, signs and hazard warnings
 - 5.4 taking measures to protect others from any harm resulting from the work that you are carrying out

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