

SKAC261 (SQA Unit Code - FA4K 04)

Deal with substances hazardous to health



Overview

This unit is about dealing with hazardous substances such as cleaning agents, pool chemicals or fuel and lubricants.

The unit is divided into three parts. The first part describes the two things you have to do. These are:

1. handle substances hazardous to health
2. store substances hazardous to health

The second part describes the knowledge and understanding you must have.

The third part gives some examples and explanations of some words we use in the unit.

The unit is intended mainly for Sport and Leisure Centre Attendants, Fitness Centre staff, Recreation Assistants, equivalent staff working at the same level in the outdoor industry, sports development workers and outdoor assistant instructors.

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Performance criteria

You must be able to:

Handle substances hazardous to health

- P1 identify the hazardous substance and the risks involved in handling it
- P2 handle the hazardous substance following the manufacturer's instructions and organisational and legal requirements
- P3 select and wear protective clothing suitable for the substance you are handling
- P4 deal with any spillages and contamination of yourself or other people according to the manufacturer's instructions and organisational and legal requirements
- P5 get help from the responsible colleague when there are any other problems
- P6 report any incidents and problems clearly and accurately

You must be able to:

Store substances hazardous to health

- P7 return the substances to the correct storage area immediately after use
- P8 make sure that incompatible substances are stored separately
- P9 identify any hazards in the storage area
- P10 deal with any hazards according to your own level of responsibility and organisational and legal requirements
- P11 identify any substances past their expiry date and follow the correct procedures for dealing with these
- P12 update storage records according to organisational requirements
- P13 lock the storage area securely when it is unattended

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Knowledge and understanding

You need to know and understand:

For the whole unit

- K1 the basic requirements of the Health and Safety at Work Act which are relevant to this unit
- K2 the basic requirements of the Control of Substances Hazardous to Health regulations which are relevant to this unit
- K3 the organisational requirements and manufacturer's instructions for handling and storing the hazardous substances with which you are working
- K4 how to identify the hazardous substances with which you are working
- K5 the particular hazards involved in handling and storing the substances with which you are working

You need to know and understand:

Handle substances hazardous to health

- K6 the importance of following instructions for handling hazardous substances and what could happen if you do not
- K7 the types of protective clothing which are needed for the types of substances with which you are working
- K8 the importance of dealing with spillages and contamination quickly and according to instructions
- K9 how to deal with spillages and contamination involving hazardous substances
- K10 the types of problems which need to be reported to a responsible colleague and who that colleague is
- K11 how to complete incident reports

You need to know and understand:

Store substances hazardous to health

- K12 the importance of storing hazardous substances immediately after use
- K13 the correct storage areas for the substances
- K14 why it is important to store incompatible substances separately
- K15 what are incompatible substances and how to identify and store them
- K16 how to identify hazards in the storage area and deal with them effectively
- K17 what may happen if the range of hazards in the storage area are not dealt with properly
- K18 the importance of identifying substances past their expiry date and the health procedures to follow
- K19 the importance of keeping records up-to-date and writing clearly and legibly
- K20 how to complete the necessary records

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Additional Information

Scope/range related to performance criteria

1. **protective clothing**
 - 1.1 coverall
 - 1.2 goggles
 - 1.3 gloves
 - 1.4 boots
 - 1.5 mask

2. **hazards**
 - 2.1 defective containers
 - 2.2 defective storage areas
 - 2.3 unsafe working practices

Glossary

Contamination

Hazardous substances getting on to clothing and/or parts of the body

Hazardous substances

Those commonly used in sport and recreation or outdoor activity facilities and covered by the control of substances hazardous to health regulations, for example, cleaning agents, pool plant chemicals, varnishes used for indoor surfaces, paints, fuels

Health and safety legislation

Mainly the health and safety at work act but also other pieces of legislation which may be relevant to the facility, for example the control of substances hazardous to health

Incidents

Incidents of spillages or contamination

Incompatible substances

Substances which when they are combined cause further hazards such as heat, poisonous fumes or explosions; examples include acids and alkalis

Legal requirements

For example, the health and safety at work act and the control of substances hazardous to health regulations

Organisational requirements

Those developed by the organisation to cover the handling, use and storage of hazardous substances

Responsible colleague

The member of staff responsible for hazardous substances in the facility, for example the supervisor, line manager or safety officer

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Unattended

When there are no members of staff present to prevent unauthorised entry

Written reports

These could be short notes, memos or the organisation's incident report form; there is no requirement for formal reports

Links to other NOS

This unit links to SKAOSC23

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