

# **EUSMUNC01 (SQA Unit Code - FA89 04)**

## **Create an efficient and effective work environment in Utilities Network Construction**



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### **Overview**

This national occupational standard defines the competence involved in creating an efficient and effective work environment.

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#### Performance criteria

*You must be able to:*

#### **Work efficiently**

- P1 carry out a site-specific risk assessment and review in accordance with company procedures
- P2 select and wear the designated PPE
- P3 organise work and the operational area in an orderly way to minimise hazards
- P4 store and use work materials and equipment in accordance with the work requirements and approved procedures and practices
- P5 maintain tools and equipment ready for use and store them in designated places when not required

*You must be able to:*

#### **Organise own work and maintain standards**

- P6 organise work to comply with instructions and the agreed schedules
- P7 use work methods in accordance with approved procedures and practices and optimise the use of time
- P8 coordinate own work with other personnel and related activities
- P9 refer suggestions for improvements to work methods to a designated person for confirmation and agreement on the steps to be taken
- P10 carry out all work to the agreed standards and in accordance with the specification and organisational policy
- P11 agree any deviations in standards or specification with a designated person before carrying out the work
- P12 check own work and that of other personnel to ensure compliance with specified standards
- P13 refer to a designated person any work which may be detrimental to safety or the environment
- P14 remove and dispose of waste and surplus materials in accordance with approved procedures and practices
- P15 confirm all work is carried out to approved procedures and in compliance with statutory requirements

*You must be able to:*

#### **Use and communicate data and information**

- P16 follow operational and organisational procedures for communicating information to other people
- P17 maintain records in accordance with operational and organisational
- P18 Check with designated personnel any circumstances where information

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appears incorrect

- P19 use organisational information systems to record and store data and information
- P20 exchange and record information in accordance with operational procedures

*You must be able to:*

#### **Resolve problems which arise during work activities**

- P21 report to a designated person any situations which require additional intervention
- P22 refer problems and conditions outside the responsibility of the job role to a designated person using approved procedures

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### Knowledge and understanding

*You need to know and understand:*

#### **General**

- K1 the main responsibilities of the employer and employee under the Health and Safety at Work Act
- K2 the health and safety guidance governing work in excavations
- K3 the safe procedures for handling hazardous materials
- K4 organisational accident recording and reporting procedures
- K5 the range and use of personal protective equipment for the work

*You need to know and understand:*

#### **Working efficiently and effectively**

- K6 approved procedures and practices in the context of the operations, the work activity and the workplace environment, encompassing environmental, organisational, regulatory, emergency, operational and relevant company procedures
- K7 industry practices and company requirements for the work activity within the remit of the occupation
- K8 legislative requirements including any licensing or certification or inspection for the work activity
- K9 emergency procedures and actions to take in the event of emergency
- K10 the characteristics of work materials, both hazardous and non-hazardous, relevant to the work activity
- K11 the main physical properties of the range of materials used in work operations
- K12 types of packaging for the usual range of materials – loose, bagged, containerised volume/ weight of standard packages
- K13 how the range of materials may be affected by weather conditions
- K14 materials used for the work which could pose a health hazard
- K15 safe handling of the range of materials being used for the work activity
- K16 the types of tools and equipment used with the operation and work activity, including hand and power tools and equipment for general and specific work activities
- K17 the arrangements, designated places and working procedures for storing tools and equipment, including storage compounds, with or without external
- K18 security arrangements, lock up stores and methods of checking materials into and out of storage
- K19 operational and organisational requirements for storage
- K20 the need for security of high value/high risk equipment
- K21 the relevant methods for the storage of the work materials as recommended for the nature and characteristics of the materials.
- K22 methods of handling and storing of hazardous materials

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- K23 methods of handling and storing the range of non-hazardous materials
- K24 the relevant means of communication used in the work activity
- K25 the procedures for reporting problems in accordance with company policy
- K26 how to report to management personnel, including oral, written, electronic and visual signals
- K27 health, safety and environment at work regulations
- K28 lifting and handling techniques, use of personal protective equipment, handling hazardous substances and approved reporting procedures
- K29 how to comply with the requirements of the Health and Safety at Work Act
- K30 safe lifting and handling techniques for the range of tools, equipment and materials
- K31 how to identify hazardous materials, including toxic fumes and dust and the precautions to take
- K32 personal protective equipment for the range of work activity, and methods of checking PPE for good condition
- K33 statutory, organisational and emergency reporting procedures
- K34 the work requirement and specifications, including the work methods and standards, and the time frame for completion
- K35 the categories and uses of materials in the work activity, including materials used in carrying out the work and materials arising as a result of the work
- K36 the recommendations for handling, storage and disposal of residual or waste materials resulting from work operations, including recovery of reusable materials
- K37 the processes and sequence of events for the work activity
- K38 how to collect information from plans, schedules, work programmes
- K39 the preparatory work required, including ensuring safety provisions are in place
- K40 the range and sequence of work activity to achieve the intended job outcomes
- K41 post- work activity to satisfactorily conclude the work activity
- K42 organisational and operational standards relative to the work activity and the workplace environment
- K43 the work methods and quality control being used for the work activity

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### **Additional Information**

#### **Behaviours**

**Behaviour which underpins effective performance**

**You work in a manner in which you:**

1. are vigilant to possible risks and hazards
2. treat people with civility

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**Relevant occupations** Construction, planning and the built environment

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**Suite** Multi-Utility Network Construction

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