

## **EUSMUNC02 (SQA Unit Code - FA99 04)**

### **Maintain a safe and secure working environment in Utilities Network Construction**



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#### **Overview**

This unit is about making sure the working environment is safe to work in. It involves ongoing monitoring during routine work. It requires taking steps to make safe any situations or work practices or referring them to designated people as specified in the work procedures. It includes being alert to, and assessing, risk or hazardous conditions, security breaches, the need to wear safety clothing, and an ability to follow procedures where emergencies arise.

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#### Performance criteria

*You must be able to:*

#### **Maintain the health and safety of yourself and others**

- P1 work in a way which makes sure you do not endanger or risk yourself or other people
- P2 carry out site specific risk assessments for your area of work and review in accordance with company procedures
- P3 wear PPE identified in the site specific risk assessment and company procedures
- P4 change working practices and other aspects of the workplace which could harm yourself and other people
- P5 deal with hazards and make them safe in accordance with workplace policies and health and safety requirements
- P6 deal promptly with accidental breakages and spillages
- P7 monitor conditions and make sure they remain safe and deal with situations which fall short of requirements
- P8 make sure work activity is carried out to safe working practices and health and safety requirements
- P9 monitor work activities and their potential to harm people or the environment
- P10 follow emergency procedures immediately in the event of an emergency

*You must be able to:*

#### **Maintain the safety and security of plant, equipment, and the working environment**

- P11 maintain plant, equipment and hazardous locations to health and safety specifications and safe working practices
- P12 maintain entrances to, and exits from, hazardous locations according to site specifications
- P13 maintain health and safety equipment - assembled for use in a safe area - free from defects and deficiencies
- P14 deal with unauthorised personnel seen in the workplace in accordance with organisational procedures.
- P15 store and use safety clothing and PPE in accordance with safe working practices and organisational requirements
- P16 maintain site safety by routine health and safety checks

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*You must be able to:*

#### **Respond to emergencies**

- P17 in the event of an emergency implement the designated response procedures promptly and in accordance with recognised safe practice and organisational policy
- P18 respond to all accidents and emergencies that are within your capability and responsibility, and report promptly to a designated person
- P19 use emergency appliances in accordance with approved procedures and practices

*You must be able to:*

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

- P20 follow all procedures where you are a lone worker
- P21 report promptly, to the designated people, unsafe plant, equipment and hazardous locations outside your area of responsibility
- P22 report high risk hazards outside your responsibility to the designated people
- P23 report emergencies immediately to the designated people
- P24 report situations that emerge from visual inspections or monitoring data which have the potential to escalate and pose risks to people
- P25 report breaches of security immediately to a designated person
- P26 keep accurate and up-to-date records on routine matters and emergencies to conform to health and safety specifications and safe working practices
- P27 maintain audit trails of records for quality assurance purposes

*You must be able to:*

#### **Resolve problems which could affect health and safety**

- P28 make safe and restore plant, equipment and hazardous locations to health and safety specifications and safe working practices
- P29 deal with unsafe behaviour in accordance with the responsibilities of the job role and workplace procedures
- P30 resolve day-to-day problems within the responsibility of the job role
- P31 refer matters outside the responsibility of the job role to the designated people

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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:*

##### **Maintain safe and secure environment**

- K6 the duties for health and safety as defined by any specific legislation covering the job role and specific responsibilities and scope in the job description
- K7 health and safety specifications and safe working practices for plant, equipment and the working environment
- K8 how to restore plant, equipment and hazardous locations to conform to health and safety specifications and safe working practices
- K9 roles and responsibilities for maintaining safety
- K10 site specifications for entrances to, and exits from, hazardous locations
- K11 typical and unusual defects and deficiencies with health and safety equipment
- K12 when and how to carry out health and safety checks
- K13 how to carry out site specific risk assessments and review them
- K14 refer matters outside the responsibility of the job role to the designated people
- K15 the hazards that may exist in own workplace and how to assess them
- K16 the danger of work activities that could turn a relatively safe excavation onto a confined space
- K17 the procedures to follow when dealing with confined spaces
- K18 the dangers associated with working in a confined space
- K19 the importance of remaining alert to the presence of hazards in the whole work place
- K20 those aspects of the workplace that could harm oneself and others
- K21 workplace policies and health and safety requirements for dealing with potential risks
- K22 own job scope and responsibility for correcting risks, and the procedures for dealing with those risks you are unable to deal with
- K23 the importance of dealing with, or promptly reporting, risks
- K24 monitoring procedures for hazardous-area work
- K25 the workplace requirements and guidance on precautions
- K26 safe working practices

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- K27 how to identify and deal with unsafe behaviour
- K28 organisational requirements for safe storage and use of safety clothing and equipment (PPE)
- K29 emergency procedures
- K30 the importance of checking information received for accuracy, validity and meaning
- K31 the reasons for interpreting instructions accurately
- K32 how to resolve misunderstandings
- K33 how to recognise inaccurate information
- K34 ways of recording verbal, written, and computerised information and when each should be used
- K35 how and when to produce data in text, tabular and graphical formats and how to interpret it
- K36 how to use the data storage systems and the importance of storing information and documentation in the correct location
- K37 organisational requirements for storing information and documentation
- K38 the way information is utilised when operating the processing plant and the implications of its use
- K39 the related information which may be useful
- K40 information which is provided to other people relating to health and safety
- K41 information sources and how to access them
- K42 the importance of supplying accurate information, in a fit-for-purpose format, and within identified timescales
- K43 the purpose of data audit trails and how to use and maintain them
- K44 the organisation's confidentiality policies

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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

##### Glossary

**Working practices** – any activities, procedures, use of materials or equipment and working techniques used in carrying out your job

**Designated people** – those people specified within work and health and safety procedures

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