
Overview

This standard covers the skills you need to maintain health and safety in a workplace where scientific and similar activities are performed. You must observe all legal, statutory and organisational requirements, be able to identify any hazards and potential risks and follow workplace standard operating and emergency procedures to ensure the safety of yourself, colleagues and others.

You will be expected to initiate and complete tasks and procedures as well as exercise autonomy and judgement within specified parameters. You will also be aware of different perspectives or approaches used within the workplace.

You will be expected to initiate and complete scientific or similar tasks and procedures, including, where relevant, responsibility for supervising or guiding others. You will be expected to exercise autonomy and judgement within limited parameters, taking personal responsibility for your own actions and for the quality and accuracy of the work that you carry out. You will be expected to work to instructions, with a minimum of supervision, either on your own or as part of a team.

Your underpinning knowledge will provide you with an understanding of your work to interpret and evaluate relevant workplace information and ideas. It will provide you with an understanding of the scientific or similar processes used. You will understand the equipment, materials and consumables in adequate depth to provide a sound background for carrying out the activities to the required specification.

Who this standard is for

The standard is recommended for all staff, but particularly new recruits and junior employees.

**Performance
criteria**

- You must be able to:
- P1 ensure that your work is carried out in accordance with workplace procedures to protect yourself and others
 - P2 accurately assess health and safety in relation to your work and the workplace and recognise hazardous materials
 - P3 use safe practices and the appropriate personal protective clothing and equipment for the work
 - P4 identify any breaches to health and safety procedures and report them to the appropriate person as soon as possible
 - P5 maintain and keep tidy your work area to a standard of health and safety which is consistent with local policies and legal requirements
 - P6 dispose of hazardous materials, waste and waste containers safely and correctly
 - P7 follow the correct procedure when an emergency arises or is suspected
 - P8 identify and recommend health and safety improvements to your work area and/or environment
 - P9 communicate the required information about the work done, to authorised people, in accordance with departmental and organisational procedures

**Knowledge and
understanding**

**You need to know
and understand:**

- K1 the health and safety requirements of the area in which you are carrying out the activities
- K2 the implications of not taking account of legislation, regulations, standards and guidelines when conducting the activities
- K3 the standard operating procedures and manufacturers' instructions, as set down in local operating manuals and schemes of work
- K4 the importance of selecting and using the relevant personal protective equipment (PPE), including protective clothing, gloves and eye protection when handling hazardous materials
- K5 the specific safety precautions to be taken when working with scientific and related equipment and computer-based systems (to include such things as safety guidance relating to the use of visual display unit (VDU) equipment and work station environment (such as lighting, seating, positioning of equipment), and repetitive strain injury (RSI))
- K6 the location and correct use of fire alarm call points and emergency equipment
- K7 the lines of communication and responsibilities in your department, and their links with health and safety representatives and the rest of the organisation
- K8 the correct storage and disposal procedures for hazardous materials
- K9 why risks in the workplace should be assessed and the correct action to be taken
- K10 local procedures for emergency evacuation (including escape routes and assembly points)
- K11 the location of spillage kits and the procedures to follow in the event of spillages of chemicals and/or biological fluids and materials
- K12 how to identify and recommend health and safety improvements to our work area and/or environment
- K13 the control of substances hazardous to health (COSHH) regulations, and their application in the workplace (such as chemicals, radioactive substances and/or biological materials)
- K14 the range of signs and symbols used for the warning of workplace hazards and prohibited practices

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- K15 the types of hazards, dangerous occurrences and hazardous malfunctions which may be present in the workplace, why these must be reported and how these can be minimised
 - K16 the correct procedures for the segregation, storage, transport and disposal of hazardous materials and waste

COGLS301(SQA Unit Code-H6FJ 04)
Maintain health and safety in life sciences and related
industries



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