
Overview

Workplaces and work activities contain hazards that may create risks to the health and safety of workers and visitors. One of the key ways of minimising risk is to identify hazards, evaluate the risks from them, and implement a programme of action to reduce any risks to an acceptable level. This process is known as risk assessment.

This standard requires the learner identify the hazards in the workplace and reduce risks from those hazards by ensuring that actual working practice follows the advice and guidance contained in written documents, such as the employer's workplace policies and procedures, the industry's codes of practice and suppliers' data sheets on use of substances harmful to health.

This is what the standard covers

Fundamental to this standard is an understanding of the terms 'hazard' and 'risk'. This standard does not require the learner to undertake a full risk assessment; it is about having an appreciation of significant risks in the workplace and knowing how to identify them and deal with them.

The risks covered by this standard are those which could result from:

- 1 the use or maintenance of machinery or equipment
- 2 the use of materials or substances
- 3 working practices which do not conform to laid down policies or codes of practice
- 4 unsafe behaviour
- 5 accidental breakages and spillages
- 6 environmental factors

Performance criteria

Identify hazards and evaluate risks in your workplace

- You must be able to:
- P1 name and locate the person(s) to which hazards should be reported
 - P2 identify which workplace policies and procedures are relevant to your working practices
 - P3 identify those working practices in any part of your job role which could harm yourself or other persons
 - P4 identify those aspects of the workplace which could harm yourself or other persons
 - P5 evaluate which of the potentially harmful working practices and the potentially harmful aspects of the workplace are those with the highest risk to you or to others
 - P6 report any hazards which present a high risk to the persons responsible for health and safety in the workplace
 - P7 deal with hazards with a low risk in accordance with workplace policies and legal requirements

Reduce risks to health and safety in the workplace

- You must be able to:
- P8 carry out your working practices in accordance with legal requirements
 - P9 follow the most recent workplace policies and procedures for your job role
 - P10 rectify those health and safety risks within your capability and the scope of your job responsibilities
 - P11 pass on any suggestions for reducing risks to health and safety within your job role to the responsible persons
 - P12 make sure your personal conduct in the workplace does not endanger the health and safety of yourself or other persons
 - P13 follow suppliers' or manufacturers' instructions for the safe use of equipment, materials or products
 - P14 report any differences between workplace policies and procedures and suppliers/manufacturers' instructions

P15 make sure your personal presentation at work:

P15.1 meets any legal duties

P15.2 ensures the health and safety of yourself and others

P15.3 is in accordance with workplace policies and procedures

Knowledge and understanding

You need to know and understand:

Health and Safety

- K1 legal duties for health and safety in the workplace as defined by the relevant health and safety legislation
- K2 your duties and responsibilities for health and safety as defined by any specific legislation covering your job role
- K3 workplace policies and procedures
- K4 working practices
- K5 hazards and risks in the workplace, their assessment and the action to take to deal with them
- K6 hazards and risks in your own job, their assessment and the action to take to deal with them
- K7 manufacturers' and suppliers' health and safety instructions/advice
- K8 personal presentation
- K9 how to stop a machine in the event of an emergency

Communication

You need to know and understand:

- K10 with colleagues
- K11 with visitors

Workplace policy and practice

You need to know and understand:

- K12 the working practices existing in the workplace

Environmental

You need to know and understand:

- K13 the legal requirements for the classification, storage, carriage and disposal of waste
- K14 any specific environmental legislation that covers processes in your company
- K15 control of pollution

Cleaning, Lubrication and Maintenance

PRO031 (SQA Unit Code – H7T2 04)

Ensure your own actions reduce risks to health and safety in the workplace



You need to know
and understand:

K16 what is meant by the phrase 'safe system of work' and how it applies to cleaning, lubrication and maintenance activities

PRO031 (SQA Unit Code – H7T2 04)

Ensure your own actions reduce risks to health and safety in the workplace



Developed by	Proskills
Version number	2
Date approved	October 2013
Indicative review date	April 2018
Validity	Current
Status	Original
Originating organisation	Proskills
Original URN	PRO031
Relevant occupations	Originators compositors and print preps; Printers; Screen printers; Printing machine minders and assistants; Bookbinders and print finishers; Graphic designers
Suite	Print Finishing; Carton Manufacturing; Machine Printing
Key words	case making; folding; booklet making; foil blocking; laminating; slitting and re-reeling; auto-palletising; mail processing; cutting and creasing; carton
