

J2.1 Contribute to keeping the workshop tidy and safe SQA Unit Code H9VW 04

Unit Summary

This unit covers the skills and knowledge required for good workshop practice. It involves keeping the workshop tidy and safe. It also involves identifying risks in your workplace, taking action to ensure you do not create any health and safety hazards, reporting any potential hazards and seeking advice should you identify a risk

Performance Indicators

You will be able to:

- a) Ensure that you have sufficient clear bench space to safely carry out the work activities
- b) Identify those working practices in your job which could harm you or others
- c) Identify those aspects of your workplace which could harm you or others
- d) Correctly name and locate the people responsible for health and safety in your workplace
- e) Carry out your work in accordance with your level of competence, workplace instructions, suppliers' or manufacturers' instructions, safe use of equipment, materials and legal requirements
- f) Remove and dispose of waste and surplus materials at the end of the activities and leave the work area in a safe and tidy condition
- g) Make sure that your personal presentation and behaviour at work protects the health and safety of you and others and is in accordance with workplace instructions

Knowledge and Understanding

You will know and understand:

- 1) The importance of keeping the work area safe and tidy
- 2) What "hazards" and "risks" are and those which exist in your workplace
- 3) The safe working practices which you must follow
- 4) The importance of dealing with, or promptly reporting, risks
- 5) The person to get additional health and safety assistance, and who you must report problems and the limits of your own responsibilities
- 6) Suppliers' and manufacturers' instructions for the safe use of equipment, materials and products which you must follow