

EM109 Comply with statutory regulations and organisational safety requirements in food and drink operations

SVQ Unit Code

HD5H 04

Level 3

SCQF Level 5

Credit value 6

Unit Summary

This standard identifies the competences you need to deal with statutory regulations and organisational safety requirements within food and drink operations, in accordance with organisational and industry approved procedures. You will be required to comply with all relevant regulations that apply to your area of work as well as your general responsibilities as defined in the Health and Safety at Work Act. You must also be able to identify the relevant qualified first aiders or appointed person, and know the location of the first aid facilities. You will have an understanding of the procedures to be adopted in the case of accidents involving injury and in situations where there are dangerous occurrences or hazardous malfunctions of equipment, processes or machinery. You will also need to be fully conversant with the organisation's procedures for fire alerts and the evacuation of premises. Food and drink operations is a term used in this standard to cover the following sub sectors of Meat, Drinks, Confectionery, Fresh Produce, Bakery, Seafood and Dairy.

You will be required to identify the hazards and risks that are associated with your job. Typically, these will focus on your working environment, the tools and equipment that you use, materials and substances that you use, working practices that do not follow laid down procedures, and manual lifting and carrying techniques.

In order to be assessed as competent you must demonstrate to your assessor that you can consistently perform to the requirements set out below. Your performance evidence must include at least one observation by your assessor.

You must be able to:	You need to show: Evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i>
<p>1. Comply with statutory regulations and organisational safety requirements in food and drink operations</p> <p>This means you:</p> <p>Work safely at all times, complying with health and safety and other relevant, food and drink regulations, directives and guidelines</p> <p>Present yourself in the workplace suitably</p>	<p>Evidence of complying with statutory regulations and organisational safety requirements in food and drink operations as part of your role in accordance with workplace procedures and within the limits of your own responsibilities.</p>

prepared for the activities to be undertaken	
Follow organisational accident and emergency procedures	
Recognise and control hazards in the workplace	
Use correct manual lifting and carrying techniques	
Follow safe working practices and procedures	

You need to know and understand:

Evidence of knowledge and understanding should be collected during observation of performance in the workplace. Where it cannot be collected by observing performance, other assessment methods should be used.

1. the roles and responsibilities of yourself and others under the relevant Health and Safety at Work Act and current legislation (including The Management of Health and Safety at Work Regulations; Workplace Health and Safety and Welfare Regulations; Personal Protective Equipment at Work Regulations; Manual Handling Operations Regulations; Provision and Use of Work Equipment Regulations; Display Screen at Work Regulations)
2. the specific regulations and safe working practices and procedures that apply to your food safety work activities including HACCP
3. the warning signs for the seven main groups of hazardous substances defined by Classification, Packaging and Labelling of Dangerous Substances Regulations
4. how to locate relevant health and safety information for your tasks and the sources of expert assistance when help is needed
5. what constitutes a hazard in the workplace (including moving parts of machinery, electricity, slippery and uneven surfaces, dust and fumes, handling and transporting, contaminants and irritants, material ejection, fire, working at height, environment, pressure/stored energy systems, volatile or toxic materials, unshielded processes)
6. what are your responsibilities for dealing with hazards and reducing risks in the workplace (including hazard spotting and safety inspections; the use of hazard check lists, carrying out risk assessments, threat assessment (TACCP), vulnerability assessment (VACCP), COSHH assessments and safe systems of working)
7. how to follow food and drink related operational and maintenance requirements
8. what are the risks associated with your working environment, the tools, materials and equipment that you use, spillages of oil and chemicals, not reporting accidental breakages of tools or equipment and not following laid- down working practices and procedures
9. what first aid facilities exist within your work area and within the organisation in general and the procedures to be followed in the case of accidents involving injury
10. what constitute dangerous occurrences and hazardous malfunctions, and why these must be reported even when no one was injured
11. the procedures for sounding the emergency alarms, evacuation procedures and escape routes to be used and the need to report your presence at the appropriate

assembly point

12. what the organisational policy is with regard to fire fighting procedures, the common causes of fire and what you can do to help prevent them
13. what protective clothing and equipment is available for your areas of activity
14. how to lift and carry loads safely, and the manual and mechanical aids available
15. how to prepare and maintain safe working areas, standards and procedures to ensure good housekeeping
16. the importance of safe storage of tools, equipment, materials and products
17. the extent of your own authority and to whom you should report in the event of problems that you cannot resolve

Evidence of performance may employ examples of the following assessment:

- observation
- written and oral questioning;
- evidence from company systems (e.g. Food Safety Management System)
- reviewing the outcomes of work
- checking any records of documents completed
- checking accounts of work that the candidate or others have written