

SEMMAN123-01 – SQA Unit Code HE9D 04

Complying with statutory regulations and organisational safety requirements



Overview

This standard identifies the competencies you need to deal with statutory regulations and organisational safety requirements, in accordance with 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 will also need to be able to identify the relevant qualified first aiders or appointed person, and must 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.

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.

Your responsibilities will require you to comply with organisational policy and procedures for the statutory regulations and organisational safety activities undertaken, and to report any problems with the safety activities that you cannot personally resolve, or are outside your permitted authority, to the relevant people. You will be expected to work with minimum supervision, taking personal responsibility for your own actions and for the way in which you carry out the required engineering activities.

Your underpinning knowledge will provide a good understanding of your work, and will provide an informed approach to applying statutory regulations and organisational safety requirements and procedures. You will understand the safety requirements and their application, in adequate depth to provide a sound basis for carrying out the activities safely and correctly.

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Performance criteria

You must be able to:

- P1 comply with your duties and obligations as defined in the Health and Safety at Work Act
- P2 present yourself in the workplace suitably prepared for the activities to be undertaken
- P3 follow organisational accident and emergency procedures
- P4 recognise and control hazards in the workplace
- P5 use correct manual lifting and carrying techniques
- P6 apply safe working practices and procedures

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Knowledge and understanding

You need to know and understand:

- K1 the roles and responsibilities of yourself and others under the Health and Safety at Work Act 1974 and other current legislation (eg, The Management of Health and Safety at Work Regulations; Workplace Health and Safety and Welfare Regulations; Personal Protection at Work Regulations; Manual Handling Operations Regulations; Provision and Use of Work Equipment Regulations; Display Screen at Work Regulations)
- K2 the specific regulations and safe working practices and procedures that apply to your work activities
- K3 the warning signs for the main groups of hazardous substances defined by Classification, Labelling and packaging of Dangerous Substances and mixtures Regulations
- K4 how to locate relevant health and safety information for your tasks, and the sources of expert assistance when help is needed
- K5 what constitutes a hazard in the workplace (such as 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)
- K6 your responsibilities for dealing with hazards and reducing risks in the workplace (such as hazard spotting and safety inspections; the use of hazard check lists, carrying out risk assessments, COSHH assessments and safe systems of working)
- K7 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)
- K8 the processes and procedures that are used to identify and rate the level of risk (such as safety inspections, the use of hazard check lists, carrying out risk and COSHH assessments)
- K9 control measures that can be used to eliminate/reduce the hazard (such as lock-off and permit to work procedures, provision of safe access and egress, use of guards and fume extraction equipment, use of personal protective equipment)
- K10 the first aid facilities that exist within your work area and within the organisation in general, and the procedures to be followed in the case of accidents involving injury
- K11 what constitutes dangerous occurrences and hazardous malfunctions, and why these must be reported even when no one was injured
- K12 the procedures for sounding the emergency alarms, evacuation procedures and escape routes to be used, and the need to report your

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- presence at the appropriate assembly point
- K13 the organisational policy with regard to fire fighting procedures; the common causes of fire and what you can do to help prevent them
- K14 the protective clothing and equipment that is available for your areas of activity
- K15 the need to observe personal protection and hygiene procedures at all times (such as skin care (barrier creams, gloves), eye protection (safety glasses, goggles, full face helmets), hearing protection (ear plugs, ear defenders), respiratory protection (fume extraction, face masks, breathing apparatus), head protection (caps with hair restraints, protective helmets), foot protection (safety footwear), dangers of ingestion and the importance of washing hands)
- K16 how to act responsibly within the working environment (such as observing restricted area notices, complying with warning signs, walking not running, using equipment only for its intended purpose, not interfering with equipment or processes that are not within your job role, following approved safety procedures at all times)
- K17 how to lift and carry loads safely, and the manual and mechanical aids available
- K18 how to prepare and maintain safe working areas; standards and procedures to ensure good housekeeping
- K19 the importance of safe storage of tools, equipment, materials and products
- K20 the extent of your own authority and whom you should report to in the event of problems that you cannot resolve

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Additional Information

Scope/range related to performance criteria

You must be able to:

1. demonstrate your understanding of your duties and obligations to health and safety by carrying out **all** of the following:
 - 1.1 applying, in principle, your duties and responsibilities as an individual under the Health and Safety at Work Act and other relevant current legislation
 - 1.2 identifying, within your working environment, appropriate sources of information and guidance on health and safety issues, to include eye protection and personal protective equipment (PPE), COSHH regulations and risk assessments
 - 1.3 identifying the warning signs and labels of the main groups of hazardous or dangerous substances
 - 1.4 complying with the appropriate statutory regulations at all times and specified regulations to your work
2. comply with **all** emergency requirements, to include:
 - 2.1 identifying the appropriate qualified first aiders or appointed person and the location of first aid facilities
 - 2.2 identifying the procedures to be followed in the event of injury to yourself or others
 - 2.3 following organisational procedures in the event of fire/fire drills and the evacuation of premises/work area
 - 2.4 identifying the procedures to be followed in the event of dangerous occurrences or hazardous malfunctions of equipment, processes or machinery
3. identify the hazards and risks that are associated with **all** of the following:
 - 3.1 your working environment (such as working at heights, confined spaces, environmental conditions)
 - 3.2 the tools and equipment that you use (such as machine tools, power tools, cutting tools)
 - 3.3 the materials and substances that you use (such as fluids, oils, fluxes)
 - 3.4 using working practices that do not follow laid-down procedures
4. demonstrate the following method of manual lifting and carrying techniques:
 - 4.1 lifting alone

Plus **one** from:

- 4.2 with assistance of others

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- 4.3 with mechanical assistance
- 5. apply safe working practices in an industrial environment, to include **all** of the following:
 - 5.1 maintaining a tidy workplace with exits and gangways free from obstructions
 - 5.2 using tools and equipment safely and only for the purpose intended
 - 5.3 observing organisational safety rules, signs and hazard warnings
 - 5.4 taking measures to protect others from harm resulting from any work you are carrying out
 - 5.5 observe personal protection and hygiene procedures at all times

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Relevant occupations Engineering; engineering and manufacturing technologies;

Suite

- AERONAUTICAL ENGINEERING SUITE 2 2006
- AERONAUTICAL ENGINEERING SUITE 3 2008
- AERONAUTICAL ENGINEERING SUITE 3 2009
- AUTOMOTIVE ENGINEERING SUITE 3 2008
- BUSINESS IMPROVEMENT TECHNIQUES SUITE 2 2008
- BUSINESS IMPROVEMENT TECHNIQUES SUITE 3 2008
- BUSINESS IMPROVEMENT TECHNIQUES SUITE 4
- BUSINESS IMPROVEMENT TECHNIQUES SUITE 5 2006
- Composite Engineering Suite 3
- ELECTRICAL AND ELECTRONIC ENGINEERING SUITE 3 2004
- ENGINEERING LEADERSHIP SUITE 3
- ENGINEERING MAINTENANCE AND INSTALLATION SUITE 2 2008
- ENGINEERING MAINTENANCE SUITE 3 2008
- Engineering leadership and management suite 4
- ENGINEERING TECHNICAL SUPPORT SUITE 2 2007
- ENGINEERING TECHNICAL SUPPORT SUITE 3 2009
- ENGINEERING TOOLMAKING SUITE 3 2005
- ENGINEERING WOODWORKING, PATTERN AND MODEL MAKING SUITE 3 2002
- Fabrication and welding suite 2
- Fabrication and Welding Engineering Suite 3
- INSTALLATION AND COMMISSIONING SUITE 3 2003

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MARINE ENGINEERING SUITE 2
MARINE ENGINEERING SUITE 3
MATERIALS PROCESSING AND FINISHING SUITE 2 AND 3 2003
MECHANICAL MANUFACTURING ENGINEERING SUITE 2 2008
MECHANICAL MANUFACTURING ENGINEERING SUITE 3 2008
Performing Engineering Operations Suite 1
Performing Engineering Operations Suite 2
PERFORMING MANUFACTURING OPERATIONS SUITE 1 AND 2 2003

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working safely, engineering environment, manufacturing, safe working practices, health and safety, hazard control, risk assessment, COSHH Regulations, hazards