

## 110 Ensure your own actions reduce risks to health and safety

### Summary

Identify and deal with hazards and risks to health and safety.

This standard has been taken from the ENTO suite of national occupational standards.

You will apply the following skills:

- Reading
- Analysing
- Decision-making
- Communicating
- Working safely
- Personal presentation

### Performance Indicators

You will:

#### Identifying hazards and evaluating risks

1. Correctly name and locate the persons responsible for health and safety in your workplace
2. Identify which workplace policies are relevant to your working practices
3. Identify those working practices in any part of your job role which could harm yourself or other persons
4. Identify those aspects of the workplace which could harm yourself or others
5. Evaluate which of the potentially harmful aspects of the workplace are those with the highest risk to you or to others
6. Report those hazards with a high risk to the persons responsible for health and safety in the workplace
7. Deal with those hazards with low risks following workplace policies and legal requirements

#### Reducing risks to health and safety

8. Carry out your working practices in accordance with legal requirements
9. Follow the most recent workplace policies for your job role
10. Put right those health and safety risks that you are able to within the scope of your job responsibilities
11. Pass on any suggestions for reducing risks to health and safety within your job role to the responsible persons
12. Make sure your personal conduct in the workplace does not endanger the health and safety of yourself or others
13. Follow the workplace policies and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products
14. Report any differences between workplace policies and suppliers' or manufacturers' instructions as appropriate
15. Make sure your personal presentation at work ensures the health and safety of yourself and others; meets any legal duties and is in accordance with workplace policies

**Knowledge**

You will know:

1. Your legal duties for health and safety in the workplace as required by the Health and Safety at Work Act 1974
2. Your duties for health and safety as defined by specific legislation covering your job role
3. What hazards may exist in your workplace
4. The particular health and safety risks which may be present in your own job role and the precautions you must take
5. The importance of remaining alert to the presence of hazards in the whole workplace
6. The importance of dealing with or promptly reporting risks
7. The requirements and guidance on the precautions
8. Agreed workplace policies relating to controlling risks to health and safety
9. Your responsibility for health and safety in your job description
10. The responsible persons to whom to report health and safety matters
11. The specific workplace policies covering your job role
12. Suppliers' and manufacturers' instructions for the safe use of equipment, materials and products
13. The safe working practices for your own job role
14. The importance of personal presentation in maintaining health and safety in the workplace
15. The importance of personal conduct in maintaining the health and safety of yourself and others
16. Your scope and responsibility for putting right risks
17. Workplace procedures for handling risks which you are unable to deal with