

## CFABAE141 - SQA Unit Code H982 04

Use occupational and safety guidelines when using a workstation



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### Overview

This standard is about using a workstation safely. It includes following the concepts of ergonomic practice and positioning the relevant parts of the body in line with relevant occupational health and safety guidelines when typing at a workstation. It is for administrators who use workstations as part of their role.

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#### Performance criteria

- You must be able to:*
- P1 follow the concepts of ergonomic practice related to typing
  - P2 follow relevant occupational health and safety guidelines
  - P3 position relevant parts of the body in relation to the size, slope and type of keyboard being used
  - P4 position relevant parts of the body in relation to the size and shape of the workstation being used
  - P5 maintain and care for the workstation being used for typing operations

**Knowledge and understanding**

*You need to know and understand:*

- K1 concepts of ergonomic practice relating to typing in accordance with occupational health and safety guidelines
- K2 organisational occupational health and safety guidelines
- K3 how to position fingers, wrists, forearms and back in relation to the size, slope and type of keyboard and workstation being used
- K4 workstation care and maintenance in relation to typing operations

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### Additional Information

#### Skills

1. communicating
2. planning
3. problem solving

#### Links to other NOS

Document Production; IT; Health, Safety and Security of People, Premises and Property

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