

## 3075/207 Maintain the workplace and health and safety in food manufacture

**SQA Unit Code**

**F2MB 04**

**Level 2**

**SCQF Level 5**

**Credit value 6**

### Unit Summary

This unit is about working safely in a food and drink manufacturing environment. It covers working within defined safety limits; following emergency procedures and using personal protective equipment correctly

This unit is for you if you work in food and drink operations and your job requires you to enter the food manufacturing or processing area.

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 <b><i>bold italics</i></b>
<p>1. Work within defined safety limits</p> <p>This means you:</p> <p>Behave responsibly and work without causing risks to yourself and others</p> <p>Carry out instructions on safety notices and hazard signs</p> <p>Follow operational requirements</p> <p>Report hazards, defects and faults promptly</p> <p>Keep workplace and surfaces clean and clear of hazards</p> <p>Follow your organisation's procedures in the case of infectious disease</p>	<p>Evidence of working within defined safety limits in accordance with workplace procedures</p>
<p>2. Follow emergency procedures</p> <p>This means you:</p>	<p>Evidence of following emergency procedures in accordance with workplace procedures</p>

<p>Follow the correct procedures on discovery, or being alerted to, an emergency</p> <p>Keep emergency escape routes clear of obstruction</p> <p>Use safety systems and alarms correctly</p>	
<p>3. Use personal protective equipment correctly</p> <p>This means you:</p> <p>Wear appropriate personal protective equipment as stated in organisational procedures</p> <p>Dispose of personal protective equipment correctly after use</p>	<p>Evidence of using personal protective equipment correctly in accordance with workplace procedures</p> <p>This must include two pieces of personal protective equipment</p>

<p>You need to know and understand:</p> <p>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.</p>
<ol style="list-style-type: none"> <li>1. How to define health and safety hazards and risks and identify them in the workplace</li> <li>2. The main health risks in the workplace and steps that can be taken to control them</li> <li>3. The most common causes of accidents in the workplace and steps that help to prevent them</li> <li>4. The safety precautions required in the workplace</li> <li>5. The reasons for taking safety precautions and the consequences of not doing so</li> <li>6. The safe working practices and why it is important to follow them</li> <li>7. How to contact and obtain help from colleagues with first aid qualifications</li> <li>8. The procedures that should be followed in different emergencies and why they should be followed</li> <li>9. Why it is important to plan the task and take the necessary precautions and what might happen if this is not done</li> <li>10. How to report accidents and incidents and why reporting them is important</li> <li>11. The need for safety notices and hazard warning signs</li> <li>12. The hazards, defects and faults which could arise in the workplace and how they can be avoided or minimised</li> <li>13. The rules and hazards associated with particular equipment</li> <li>14. The reasons for using correct tools and equipment and how they should be used</li> <li>15. Why tools and equipment should be maintained and stored correctly</li> <li>16. How to isolate faulty and defective equipment</li> <li>17. The range and care of personal protective equipment</li> <li>18. Why it is important to adjust workplace equipment to suit the individual</li> <li>19. The hazardous substances that are in the workplace and steps that should be taken</li> </ol>

to protect you and others from them  
20. The storage methods for materials and chemicals

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