

PRODPP031 - SQA Unit Code F3L9 04

Ensure your own actions reduce risks to health and safety in the workplace



Overview

Workplaces and work activities contain hazards that may create risks to the health and safety of workers and visitors. One of the key ways of minimising risk is to identify hazards, evaluate the risks from them, and implement a programme of action to reduce any risks to an acceptable level. This process is known as risk assessment.

This standard requires the candidate to identify the hazards in the workplace and reduce risks from those hazards by ensuring that actual working practice follows the advice and guidance contained in written documents such as the employer's workplace policies and procedures, the industry's codes of practice, suppliers' data sheets on use of substances harmful to health, etc.

Users of this standard must refer to the Knowledge and Understanding Glossary for the Printing suite of NOS for important definitions of terms used in this standard. Text in bold in this standard is defined more fully in the glossary.

This is what the standard covers

Fundamental to this standard is an understanding of the terms hazard and risk. This standard does not require the candidate to undertake a full risk assessment; it is about having an appreciation of significant risks in the workplace and knowing how to identify them and deal with them.

The Health and Safety Executive define a hazard as 'something with the potential to cause harm' and a risk is 'the likelihood of a hazard's potential being realised'. Each organisation should have its own risk control strategy and the candidate is required to work within this.

Almost anything may be a hazard, but it may or may not become a risk. For example:

A trailing electrical cable from a piece of equipment is a hazard. If it is trailing across a passageway there is a high risk of someone tripping over it, but if it lies along a wall out of the way, the risk is much less.

Toxic or flammable chemicals stored in a building are a hazard, and by their nature may present a high risk.

However, if they are kept in a properly designed secure store, and handled by properly trained and equipped people, the risk is much less than if they are left about in a busy workshop for anyone to use - or misuse.

The risks covered by this standard are those which could result from:

- 1 the use or maintenance of machinery or equipment
- 2 the use of materials or substances

PRODPP031 - SQA Unit Code F3L9 04

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- 3 working practices which do not conform to laid down policies or codes of practice
- 4 unsafe behaviour
- 5 accidental breakages and spillages
- 6 environmental factors

PRODPP031 - SQA Unit Code F3L9 04

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Performance criteria

Identify hazards and evaluate risks in your workplace

You must be able to:

- P1 correctly name and locate the person(s)
- P2 identify which workplace policies and procedures are relevant to your working practices
- P3 identify those working practices in any part of your job role which could harm yourself or other persons
- P4 identify those aspects of the workplace which could harm yourself or other persons
- P5 evaluate which of the potentially harmful working practices and the potentially harmful aspects of the workplace are those with the highest risk to you or to others
- P6 report any hazards which present a high risk to the persons responsible for health and safety in the workplace
- P7 deal with hazards with a low risk in accordance with workplace policies and legal requirements

Reduce risks to health and safety in the workplace

You must be able to:

- P8 carry out your working practices in accordance with legal requirements
- P9 follow the most recent workplace policies and procedures for your job role
- P10 rectify those health and safety risks within your capability and the scope of your job responsibilities
- P11 pass on any suggestions for reducing risks to health and safety within your job role to the responsible persons
- P12 make sure your personal conduct in the workplace does not endanger the health and safety of yourself or other persons
- P13 follow suppliers' or manufacturers' instructions for the safe use of equipment, materials or products
- P14 report any differences between workplace policies and procedures and suppliers / manufacturers instructions
- P15 make sure your personal presentation at work:
 - P15.1 meets any legal duties
 - P15.2 ensures the health and safety of yourself and others
 - P15.3 is in accordance with workplace policies and procedures

PRODPP031 - SQA Unit Code F3L9 04

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Knowledge and understanding

Reduce risks to health and safety in the workplace

You need to know and understand:

Health & Safety

- K1 legal duties for health & safety in the workplace as defined by the relevant health & safety legislation
- K2 your duties and responsibilities for health & safety as defined by any specific legislation covering your job role
- K3 workplace policies and procedures
- K4 working practices
- K5 hazards & risks in the workplace, their assessment and the action to take to deal with them
- K6 hazards & risks in your own job, their assessment and the action to take to deal with them
- K7 manufacturers' and suppliers' health & safety instructions / advice
- K8 personal presentation
- K9 how to stop a machine in the event of an emergency

Communication

You need to know and understand:

- K10 with colleagues
- K11 with visitors

Workplace policy & practice

You need to know and understand:

- K12 the working practices existing in the workplace

Environmental

You need to know and understand:

- K13 the legal requirements for the classification, storage, carriage and disposal of waste
- K14 any specific environmental legislation that covers processes in your company
- K15 control of pollution

Cleaning, Lubrication and Maintenance

You need to know and understand:

- K16 what is meant by the phrase 'safe system of work' and how it applies to cleaning, lubrication and maintenance activities?

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