

Unit CU1 Maintain safe and effective working practices - Unit F7TG 04

Element CU1.1	Maintain the safety of self and others in the workplace
Element CU1.2	Maintain effective working relationships with others
Element CU1.3	Maintain and develop personal performance

About this Unit

It is the responsibility of all individuals, in all working contexts, to operate to certain standards of health and safety. It is also a requirement of all individuals that they are able to work effectively and efficiently with colleagues and supervisors. This unit brings together these aspects and, in addition, highlights the need for individuals to take some responsibility for developing themselves within their work role.

It is important that you take reasonable care of your own health and safety at work and the health and safety of others who may be affected by what you do. This includes; wearing appropriate clothing (protective clothing when it is required), following instructions and training about the way to do things safely and being aware of the consequences of your actions.

In maintaining good working relations with other people, you are expected to communicate clearly with others. It is important that, during all activities, you recognise the limits of your own ability and ask for assistance or advice whenever it is required. In addition, this unit requires you to take some responsibility for your own development. You would be expected to carry out tasks as requested and to seek further advice from the appropriate person if necessary.

Element CU1.1**Maintain the safety of self and others in the workplace****What you must be able to do:**

- 1 work according to training and instructions so that the health and safety of yourself and others is not put at risk
- 2 wear the personal protective equipment assessed as being needed for the work you are doing
- 3 use approved methods and handling equipment when moving and lifting items
- 4 use equipment and materials safely and correctly
- 5 return equipment and materials to designated storage when not in use
- 6 keep the immediate work area tidy and as free from hazards as possible
- 7 dispose of **waste** safely and correctly in a designated area
- 8 perform your work in a manner which minimises environmental damage
- 9 report any accidents, incidents or problems without delay to an appropriate person and take necessary immediate action to reduce further danger

This standard covers:

A. waste:

- (i) hazardous
- (ii) non-hazardous

What you must know and understand:

- (a) the risks to health and safety and the measures to be taken to control those risks in your area of work
- (b) your general duties under the relevant health and safety legislation
- (c) what personal protective equipment and clothing should be worn and how it is cared for
- (d) the importance of using safe lifting techniques
- (e) the correct and safe way to use materials and equipment required for your work
- (f) safe methods and areas for storage of equipment and materials
- (g) the importance of good housekeeping in the workplace
- (h) safe disposal methods for waste

- (i) methods for minimising environmental damage during work
- (j) why accidents, incidents and problems should be reported and the appropriate action to take
- (k) procedures for different types of emergencies relevant to the industry in which you are working
- (l) methods for disposing hazardous **waste**

Element CU1.2**Maintain effective working relationships with others****What you must be able to do:**

- 1 maintain appropriate and effective working relationships with **others**
- 2 carry out activities requiring co-operation with **others** in accordance with required procedures
- 3 deal with disagreements effectively in an appropriate manner
- 4 communicate clearly and in a manner which promotes effective working relationships
- 5 forward any messages to the correct person within suitable timescales.

This standard covers:

- A. **others:**
- (i) colleagues
 - (ii) supervisors.

What you must know and understand:

- (a) reasons why effective working relationships are important
- (b) methods of working effectively with others
- (c) methods for dealing with disagreements within the workplace
- (d) levels of responsibility in relation to dealing with disagreements
- (e) methods of communicating effectively
- (f) the reasons why effective communication is important.

Element CU1.3**Maintain and develop personal performance****What you must be able to do:**

- 1 achieve responsibilities for tasks and activities in accordance with organisational requirements, whether working alone or as part of a team
- 2 seek advice from the appropriate person if further clarification is required concerning specific tasks
- 3 review **personal performance** and development with the appropriate person at suitable times.

This standard covers:**A. personal performance:**

- (i) productivity
- (ii) quality of work.

What you must know and understand:

- (a) tasks and activities for which the individual is responsible
- (b) who to go to for further clarification in relation to specific tasks and activities
- (c) the importance of seeking further clarification where this is required and the risks involved in not obtaining such advice
- (d) reasons why personal progress should be reviewed.