
Overview

This standard covers the key activities that are required to monitor and maintain good health, safety and security practice.

To maintain a health and safe working environment, you are required to take reasonable care of the health and safety of yourself and others who may be affected by your work. You are also required to co-operate with your employer to help them to comply with their duties under health and safety legislation.

You will follow set health and safety procedures and be able to recognise potential hazards within the work area and from work activities and take action to deal with these or bring them to the attention of an appropriate person.

You will need to be aware of the main areas of risk to health and safety in your work environment and any control measures of safe systems of work put in place by your employer. Risks could be related to any of the following:

1. working at height
2. machinery or equipment
3. lifting and handling
4. noise levels
5. dust levels
6. hazardous substances including micro organisms
7. confined spaces
8. sources of power – gases, electricity, compressed air
9. slips, trips and falls
10. lone working

You must also be able to follow appropriate procedures in the event of an accident or emergency.

It is important that in all your activities you recognise the limit of your own competence and ask for help and advice when it is needed.

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Performance criteria

- You must be able to:*
- P1 follow set procedures and requirements relating to health and safety in your area of work
 - P2 identify any risks to health and safety in your area of work
 - P3 take action to control the risk or seek guidance from an appropriate person
 - P4 work in a way that minimises risks to your own safety and health and that of others
 - P5 use safe methods of lifting and handling
 - P6 use and store equipment and materials correctly according to instructions and relevant legislation
 - P7 handle and store potentially hazardous substances correctly in accordance with manufacturers' data sheets and legislation
 - P8 deal with waste correctly in accordance with instructions and relevant legal requirements
 - P9 wear appropriate clothing and protective equipment for the work to be undertaken
 - P10 ensure a good standard of hygiene is maintained at all times
 - P11 maintain security in the work area in accordance with requirements
 - P12 follow safe systems of work when working alone or at risk of abuse
 - P13 stop work immediately if there is a danger of accident or injury and take the appropriate action
 - P14 follow procedures safely, correctly and without delay in an emergency situation maintain appropriate records

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Knowledge and understanding

You need to know and understand:

- K1 your employer's role and responsibilities for health and safety under legislation
- K2 your legal and organisational responsibility in relation to health, safety and security
- K3 relevant health and safety legislation and codes of practice
- K4 the effects that work related accidents, incidents and ill-health can have on people and businesses
- K5 the main areas of risk in your work environment and the control measures and safe systems of work put in place to control these
- K6 how to identify health and safety hazards
- K7 who to seek guidance from with regard to health and safety
- K8 measure to control risks, including elimination, substitution, relevant engineering controls, safe systems of work, training/instruction and personal protective equipment
- K9 the risks of personal injury or health problems associated with your work and how these can be minimised
- K10 the effect of adopting safe working practices on long term personal health and career
- K11 safe lifting and handling techniques
- K12 safe methods of using and storing equipment and materials
- K13 the importance of maintaining machinery and equipment in good order
- K14 regulations relating to the handling of storage of potentially hazardous substances
- K15 how hazardous and non-hazardous waste should be dealt with
- K16 appropriate clothing and protective equipment for different work activities
- K17 the importance of good hygiene
- K18 security issues associated with the work area and what actions to take
- K19 the risks of working in isolation or in remote locations and the need for safe systems of work
- K20 the types of accidents or injury that may occur and the correct actions to take
- K21 the actions to take for different types of emergencies in your area of work
- K22 records that need to be maintained
- K23 the need to communicate health and safety precautions to others

LANCU2 - SQA Unit Code F8E6 04

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Developed by LANTRA

Version number 1

Date approved July 2010

Indicative review date July 2012

Validity Current

Status Original

Originating organisation LANTRA

Original URN CU2

Relevant occupations Animal care and veterinary science; Animal Care Services

Suite Veterinary nursing and auxiliary services; Production Horticulture V2; Flood Risk Management; Fencing; Livestock Production; Floristry; Fencing

Key words veterinary, nurses, animals,