

SEMPMO101 - SQA Unit Code H03H 04

Complying with statutory regulations and organisational safety requirements



Overview

This unit identifies the skills and knowledge you need to deal with statutory regulations and organisational safety requirements in accordance with approved procedures.

You will be required to comply with all relevant regulations that apply to your area of work as well as your general responsibilities as defined in the Health and Safety at Work Act. You will also need to be able to identify the relevant qualified First Aiders or appointed person and know the location of the first aid facilities. You will have an understanding of the procedures to be followed in the case of accidents involving injury and in situations where there are dangerous occurrences or hazardous malfunctions of equipment, processes or machinery. You will also need to be fully familiar with the organisation's procedures for fire alerts and the evacuation of premises.

You will be required to identify the hazards and risks that are associated with your job. Typically these will focus on your working environment, the tools and equipment that you use, materials and substances that you use, working practices that do not follow laid down procedures and manual lifting and carrying techniques.

Your responsibilities will require you to comply with organisational policy and procedures for the statutory regulations and organisational safety activities undertaken and to report any problems with the safety activities to the relevant people. You will be expected to work to instructions, taking personal responsibility for your own actions and the way in which you carry out the required manufacturing activities.

Your underpinning knowledge will be sufficient to provide a good understanding of your work, and provide an informed approach to applying statutory regulations and organisational safety requirements and procedures. You will understand the safety requirements of your specific work and their application, and will know about the safety requirements in adequate depth to provide a sound basis for carrying out the activities safely and correctly.

This unit on Statutory Regulations and safety requirements involves:

1. complying with statutory regulations and organisational safety procedures
2. following emergency and first aid procedures
3. recognising and reporting hazards in the work area
4. demonstrating safe methods of lifting
5. working in ways which maintain the safety of yourself and others

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Performance criteria

You must be able to:

- P1 comply with your duties and obligations as defined in the Health and Safety at Work Act
- P2 present yourself in the workplace suitably prepared for the work activities to be undertaken
- P3 follow organisational accident and emergency procedures at all times
- P4 recognise hazards and risks in the workplace and report to the appropriate person
- P5 use correct manual lifting and carrying techniques
- P6 apply safe working practices and procedures at all times

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Knowledge and understanding

You need to know and understand:

- K1 the relevant roles and responsibilities of yourself and others under the Health and Safety at Work Act 1974 and current legislation (eg. The Management of Health and Safety at Work Regulations; Workplace Health and Safety and Welfare Regulations; Personal Protection at Work Regulations; Manual Handling Operations Regulations; Provision and Use of Work Equipment Regulations; Display Screen at Work Regulations)
- K2 the specific regulations and safe working practices and procedures that apply to your work activities
- K3 the warning signs for the eight main groups of hazardous substances defined by Classification, Packaging and Labelling of Dangerous Substances Regulations
- K4 how to locate relevant health and safety information for your tasks and the sources of expert assistance when help is needed
- K5 what constitutes a hazard in the workplace (such as moving parts of machinery, electricity, slippery and uneven surfaces, dust and fumes, handling and transporting, contaminants and irritants, material ejection, fire, working at height, environment, pressure/stored energy systems, volatile or toxic materials, unshielded processes)
- K6 what are your responsibilities for dealing with hazards and reducing risks in the workplace
- K7 what are the risks associated with your working environment, the tools, materials and equipment that you use, spillages of oil and chemicals, not reporting accidental breakages of tools or equipment and not following laid down working practices and procedures
- K8 what first aid facilities exist within your work area and within the organisation in general and the procedures to be followed in the case of accidents involving injury
- K9 what constitutes dangerous occurrences and hazardous malfunctions and why these must be reported even when no one was injured
- K10 the procedures for sounding the emergency alarms, evacuation procedures and escape routes to be used and the need to report your presence at the appropriate assembly point
- K11 what the organisational policy is with regard to fire fighting procedures, the common causes of fire and what you can do to help prevent them
- K12 what protective clothing and equipment is needed for your area/s of activity
- K13 how to check that the protective clothing and equipment is safe to use
- K14 what to do if the protective clothing and equipment is unsafe

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- K15 how to lift and carry loads safely, and the manual and mechanical aids available
- K16 how to prepare and maintain safe working areas, standards and procedures to ensure good housekeeping
- K17 the importance of safe storage of tools, equipment, materials and products
- K18 the extent of your own authority and whom you should report to, in the event of problems that you cannot resolve

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Additional Information

Scope/range related to performance criteria

You must be able to:

1. Demonstrate your understanding of your relevant duties and obligations to health and safety by carrying out **all** of the following:
 - 1.1. applying in principle your duties and responsibilities as an individual under the Health and Safety at Work Act and relevant current legislation
 - 1.2. identifying within your organisation, appropriate sources of information and guidance on health and safety issues, to include:
 - (i) Eye protection and personal protective equipment
 - (ii) COSHH regulations
 - (iii) Risk assessments
 - 1.3. identifying the warning signs and labels of the main groups of hazardous or dangerous substances
 - 1.4. complying with the appropriate statutory regulations at all times
2. Comply with **all** accident and emergency procedures to include:
 - 2.1. identifying the appropriate qualified first aiders or appointed person and the location of first aid facilities
 - 2.2. identifying the procedures to be followed in the event of injury to self or others
 - 2.3. following organisational procedures in the event of fire and the evacuation of premises
 - 2.4. identifying the procedures to be followed in the event of dangerous occurrences or hazardous malfunctions
3. Recognise the hazards and risks that are associated with **all** of the following:
 - 3.1. your working environment
 - 3.2. the tools and equipment that you use
 - 3.3. materials and substances that you use
 - 3.4. using working practices that do not follow laid down procedures
4. Demonstrate **one** of the following methods of manual lifting and carrying techniques:
 - 4.1. lifting alone
 - 4.2. with assistance of others
 - 4.3. with mechanical assistance
5. Apply safe working practices and procedures in a manufacturing environment to include **all** of the following:
 - 5.1. maintaining a tidy workplace with exits and gangways free from obstructions
 - 5.2. using tools and equipment safely and only for the purpose

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- 5.3. observing organisational safety rules, signs and hazard warnings
- 5.4. taking measures to protect others from harm by any work you are carrying out
- 5.5. using appropriate personal protective equipment
- 5.6. observing personal hygiene procedures

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