

LANCS62 SQA Unit Code H59N 04

Implement and monitor site hygiene and bio-security

Overview

This standard covers implementing and monitoring site hygiene and bio-security.

Good hygiene and bio-security arrangements are essential to the successful operation of any business within the land-based sector. The exact arrangements for maintaining hygiene and bio-security will depend upon the environment in which you work and the activities carried out.

If you are working with chemicals or machinery you need to be appropriately trained in line with current legislation, and hold a relevant award where appropriate.

You must carry out your work in a way which will consider any impact on the natural environment.

This standard is suitable for those with responsibility for implementing and monitoring site hygiene and bio-security arrangements.

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Performance criteria

- You must be able to:*
- P1 implement and monitor the correct hygiene and bio-security procedures for entering and leaving the site
 - P2 monitor the site access policy for personnel and vehicles
 - P3 implement and maintain appropriate on-site hygiene procedures in accordance with specifications
 - P4 ensure that appropriate clothing and personal protective equipment is available, in a suitable condition and being used correctly
 - P5 monitor clothing and footwear changes necessary to maintain bio-security
 - P6 where chemicals are used ensure they are correctly diluted and regularly refreshed
 - P7 ensure changes to hygiene and bio-security procedures are made when necessary
 - P8 ensure warning signs are clearly located
 - P9 ensure all chemicals and cleaners are used and stored safely and in accordance with manufacturers' instructions
 - P10 identify pest or rodent infestation and take the appropriate action without delay
 - P11 ensure tools, equipment and machinery is fit for use and properly set up prior to undertaking activity
 - P12 ensure all personnel are following the correct hygiene and bio-security procedures and take appropriate actions when necessary
 - P13 ensure that visitors and drivers of vehicles follow correct hygiene and bio-security procedures
 - P14 take steps to avoid cross contamination on site
 - P15 ensure appropriate records are maintained as required by relevant legislation and the organisation
 - P16 ensure waste is dealt with safely and correctly in accordance with legislation
 - P17 ensure all work is carried out in accordance with relevant environmental, health and safety, risk assessment requirements, codes of practice and company policies

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Knowledge and understanding

You need to know and understand:

- K1 reasons for site and personal hygiene and bio-security procedures
- K2 the different types of site, personal hygiene and bio-security procedures
- K3 how to monitor all procedures are implemented and followed correctly
- K4 the implications of not following hygiene and bio-security procedures
- K5 where to obtain equipment or materials for site, personal hygiene and bio-security
- K6 the health and safety and on-site requirements for the storage and use of chemicals
- K7 the requirements for monitoring the use of personal protective equipment and clothing
- K8 the importance of implementing correct chemical use with regard to hygiene and bio-security and when and how chemicals should be changed
- K9 types of warning signs, when they should be used and correct responses to them
- K10 signs of infestation by pests and rodents and the action that should be taken
- K11 appropriate records to be kept and their significance
- K12 why it is important to communicate procedures to all personnel and visitors to the site
- K13 how contamination and cross contamination occurs and the possible consequences for animal and human health
- K14 reasons for monitoring personal hygiene at work
- K15 procedures to follow when breaches of site hygiene or bio-security occur and who these should be reported to
- K16 types of tools, equipment and machinery required for maintaining site hygiene and bio-security and how to prepare, maintain and use these safely and effectively
- K17 your responsibilities under relevant environmental and health and safety legislation, codes of practice and company policies

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Glossary

Specifications:

- schedules
- method statements
- Standard Operating Procedures (SOPs)
- manufacturers guidelines
- customer requirements

Procedures:

- personal hygiene procedure
- cleaning procedure
- vehicle access procedure
- personnel access procedure

Site is used to describe all parts of the work area.

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