

H5PD 04 (SCDHSC0243) — Support the Safe Use of Materials and Equipment

Overview

This standard identifies the requirements when supporting the safe use of materials and equipment. This includes moving materials and equipment safely, monitoring their availability and use, and contributing to their maintenance.

Additional Information

Scope/range related to Performance Criteria

The details in this field are explanatory statements of scope and/or examples of possible contexts in which the NOS may apply; they are not to be regarded as range statements required for achievement of the NOS.

NOTE: Where an individual finds it difficult or impossible to express their own preferences and make decisions about their life, achievement of this standard may require the involvement of advocates or others who are able to represent the views and best interests of the individual.

Where there are language differences within the work setting, achievement of this standard may require the involvement of interpreters or translation services.

The **individual** is the person you support or care for in your work.

Key people are those who are important to an individual and who can make a difference to his or her wellbeing. Key people may include family, friends, carers and others with whom the individual has a supportive relationship.

Others are your colleagues and other professionals whose work contributes to the individual's wellbeing and who enable you to carry out your role.

Policies and procedures are formally agreed and binding ways of working that apply in many settings. Where policies and procedures do not exist, the term includes other agreed ways of working.

A risk takes account of the likelihood of a hazard occurring and may include the possibility of danger, damage or destruction to the environment and goods; the possibility of injury and harm to people.

Scope/range related to Knowledge and Understanding

The details in this field are explanatory statements of scope and/or examples of possible contexts in which the NOS may apply; they are not to be regarded as range statements required for achievement of the NOS.

All knowledge statements must be applied in the context of this standard.

Values

Adherence to codes of practice or conduct where applicable to your role and the principles and values that underpin your work setting, including the rights of children, young people and adults. These include the rights:

- ◆ to be treated as an individual
- ◆ to be treated equally and not be discriminated against
- ◆ to be respected
- ◆ to have privacy
- ◆ to be treated in a dignified way
- ◆ to be protected from danger and harm
- ◆ to be supported and cared for in a way that meets their needs, takes account of their choices and also protects them
- ◆ to communicate using their preferred methods of communication and language
- ◆ to access information about themselves

Performance Criteria — What you do in your job

You must provide evidence to meet all the 24 Performance Criteria for this Unit. The Performance Criteria are grouped under headings to assist you with planning how best to meet these points.

Place the number of the piece of work where this Performance Criteria has been met in the evidence box after each criteria.

Move materials and equipment safely

	Performance Criteria	Evidence Number where this criteria has been met
1	Identify materials and equipment that need to be moved.	
2	Obtain risk assessments associated with the materials and equipment to be moved.	
3	Ensure you understand procedures and practices in the risk assessment before moving the materials and equipment.	
4	Identify potential risks for the move, accessing help where necessary.	
5	Take steps to minimise any risks identified, accessing help where necessary.	
6	Move materials and equipment in accordance with legal and work setting policies, procedures and requirements, following the procedures and practices identified in any risk assessments.	
7	Move materials and equipment safely, securely and in a way that protects them from damage and/or contamination.	
8	Check that the materials and equipment are safe and secure when they have been moved.	
9	Update records about moving materials and equipment in line with legal and work setting requirements.	

Move materials and equipment safely (cont)

	Performance Criteria	Evidence Number where this criteria has been met
10	Follow legal and work setting requirements to report any problems about moving materials and equipment.	

Monitor the use of materials and equipment

11	Check that materials and equipment received are correct and not faulty.	
12	Control the use of materials and equipment to minimise loss and damage.	
13	Monitor the use of materials and equipment.	
14	Take action to record, report and remedy any faults and incorrect deliveries.	
15	Take action to record, report, replace and repair materials and equipment that have been lost and damaged.	
16	Take action to record, report and replenish materials and equipment that have run out.	

Help maintain materials and equipment

	Performance Criteria	Evidence Number where this criteria has been met
17	Follow manufacturer's instructions, work setting policies and procedures and any legal requirements when storing, using, maintaining and cleaning materials and equipment.	
18	Handle materials and equipment safely when distributing them, following legal requirements and work setting procedures.	
19	Use appropriate protective clothing and equipment when cleaning equipment.	
20	Encourage individuals, key people and others to use, maintain and clean materials and equipment according to manufacturer's instructions, any legal requirements and work setting procedures.	
21	Store materials and equipment so they are easily accessible and ready for future use.	
22	Take action to label, remove and report to appropriate people any materials and equipment that are unsuitable for use.	
23	Dispose of any waste safely and according to legal and work setting requirements.	
24	Keep accurate and up to date records of the materials and equipment for which you are responsible.	

Knowledge and Understanding — Why and how you do what you do in your job

You must provide evidence of your knowledge and understanding to meet all the 31 knowledge points for this Unit. The knowledge points are grouped under headings to assist you with planning how best to meet them.

Place the number of the piece of work where each knowledge point has been met in the 'evidence number' box after each point.

How you carry out your work

	Knowledge and Understanding <i>You need to know and understand:</i>	Evidence Number where this knowledge point has been met
1	Codes of practice, standards, frameworks and guidance relevant to your work and the content of this standard.	
2	The main items of legislation that relate to the content of this standard within your work role.	
3	Your own roles and responsibilities with their limits and boundaries.	
4	Who you must report to at work.	
5	The roles and responsibilities of other people with whom you work.	
6	How to find out about procedures and agreed ways of working in your work setting.	
7	How to make sure you follow procedures and agreed ways of working.	
8	The prime importance of the interests and wellbeing of the individual.	
9	The individual's cultural and language context.	
10	How to work in ways that support the active participation of individuals in their own care and support.	
11	How to work in partnership with people.	

How you carry out your work (cont)

	Knowledge and Understanding <i>You need to know and understand:</i>	Evidence Number where this knowledge point has been met
12	What you should do when there are conflicts and dilemmas in your work.	
13	How and when you should seek support in situations beyond your experience and expertise.	

Health and Safety

14	Your work setting policies and practices for health, safety and security.	
15	Practices that help to prevent and control infection in the context of this standard.	

Safe-guarding

16	The duty that everyone has to raise concerns about possible harm or abuse, poor or discriminatory practices.	
17	Signs and symptoms of harm or abuse.	
18	How and when to report any concerns about abuse, poor or discriminatory practice, resources or operational difficulties.	
19	What to do if you have reported concerns but no action is taken to address them.	

Handling information

20	Legal requirements, policies and procedures for the security and confidentiality of information.	
21	Work setting requirements for recording information and producing reports including the use of electronic communication.	
22	When and how to pass on information.	

Knowledge that is Specific to this NOS

	Knowledge and Understanding <i>You need to know and understand:</i>	Evidence Number where this knowledge point has been met
23	Principles for moving, handling, loading and storing materials and equipment.	
24	The reasons for recording the goods received, and actions to take to rectify mistakes.	
25	Routine maintenance requirements and the possible consequences of not maintaining equipment.	
26	Types of materials and equipment which are easily damaged during transportation.	
27	Reasons for, and methods of, labelling products and equipment for transfer.	
28	Loading and unloading requirements for transfer such as positioning and weight of loads, safe methods of moving loads manually.	
29	How to secure and monitor the condition of products and equipment during transit.	
30	How to move, handle, store and dispose of equipment, materials and waste safely.	
31	How to protect materials and equipment from contamination and adverse atmospheric conditions.	

The candidate and assessor must only sign below when all Performance Criteria and knowledge points have been met.

Unit assessed as being complete

Candidate's name	
Candidate's signature	
Date submitted to Assessor as complete	

Assessor's name	
Assessor's signature	
Date assessed complete	

Internal Verification

To be completed in accordance with centre's internal verifier (IV) strategy.

Evidence for this Unit was sampled on the following date/s	Internal verifier's signature	Internal verifier's name

This Unit has been subject to an admin check in keeping with the centre's IV strategy.

Date of admin check	Internal verifier's signature	Internal verifier's name

Unit completion confirmed

Internal verifier's name	
Internal verifier's signature	
Date completed	