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## Overview

This standard covers the skills you need to develop and maintain a healthy and safe work environment within life sciences and related industries.

You must comply with all legal, statutory and organizational Requirements. You will be able to identify and use relevant understanding, methods and skills to address any health and safety work environment problems that are well defined but complex and non-routine. You will take responsibility for overall courses of action, exercise autonomy and judgement within fairly broad parameters and understand different perspectives or approaches used within the work environment.

You will be responsible for courses of action, including, where relevant, responsibility for the work of others. You will also show how you review the effectiveness and appropriateness of the methods, actions and results of your scientific or similar work.

Your underpinning knowledge will enable you to analyse, interpret and evaluate relevant business and scientific or similar information and ideas. You will be fully aware of any health, safety and environmental requirements, and the appropriate legislative and regulatory frameworks, applicable to your area of responsibility. You will be required to ensure that safe working practices are maintained throughout, and will understand the responsibility you owe to yourself and others in the workplace.

Who this standard is for

The standard is recommended for all staff, but particularly experienced staff members.

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**Performance**

**criteria**

- You must be able to:
- P1 ensure that your work is carried out in accordance with workplace procedures to protect yourself and others
  - P2 use safe practices and the appropriate personal protective clothing and equipment for the work
  - P3 identify the health and safety regulations and guidelines relevant to your area of responsibility
  - P4 accurately assess health and safety in relation to your work and the workplace and recognise hazardous materials
  - P5 ensure that the appropriate people are informed about their duties and obligations relating to all relevant health and safety regulations and guidelines
  - P6 provide support to the appropriate people to enable them to work in a healthy, safe and productive way
  - P7 ensure that the work environment under your responsibility conforms to organisational and legal health and safety
  - P8 identify and monitor scientific or similar activities and rectify breaches in health and safety requirements promptly in accordance with organisational procedures
  - P9 identify and recommend health and safety improvements to your work area/environment
  - P10 record information regarding health and safety and the work environment in the appropriate workplace information system
  - P11 present the results of the work done to the appropriate people, in accordance with departmental and organisational procedures

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**Knowledge and understanding**

**You need to know and understand:**

- K1 the health and safety requirements of the area in which you are carrying out the activities
- K2 the implications of not taking account of legislation, regulations, standards and guidelines when conducting the activities
- K3 the standard operating procedures and manufacturers' instructions, as set down in local operating manuals and schemes of work
- K4 the importance of selecting and using the relevant personal protective equipment (PPE), including protective clothing, gloves and eye protection when handling hazardous materials
- K5 the specific safety precautions to be taken when working with scientific and related equipment and computer-based systems (to include such things as safety guidance relating to the use of visual display unit (VDU) equipment and work station environment (such as lighting, seating, positioning of equipment), and repetitive strain injury (RSI)
- K6 the location and correct use of fire alarm call points and emergency equipment
- K7 the lines of communication and responsibilities in your department, and their links with health and safety representatives and the rest of the organisation
- K8 the limits of your own authority and to whom you should report if you have problems that you cannot resolve
- K9 the roles and responsibilities of yourself and others under the health and safety legislation
- K10 the principles and practice of risk assessment, and how to ensure that the work environment is effectively monitored
  - how to assess current working conditions and identify possible areas
- K11 for improvement, and the organisational procedures for recommending improvements to the work environment
- K12 how to communicate effectively with team members, colleagues, line managers and people outside your organisation
- K13 the codes of practice relevant to developing and maintaining a healthy, safe work environment
- K14 the types of support that it may be necessary to provide on health and

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- safety issues, and how to provide such support
- K15 how to respond to contradictions between health and safety requirements and organisational constraints
  - K16 the records that must be kept, and the organisational and legislative requirements for doing so
  - K17 the control of substances hazardous to health (COSHH) regulations, and their application in the workplace
  - K18 the types of hazards which may be present in the workplace, and how these can be minimised
  - K19 the correct storage, transport and disposal procedures for waste, hazardous material and equipment

## COGLS319(SQA Unit Code-H6G8 04)

Develop and maintain health and safety procedures in life sciences and related industries



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