

PROFM01 SQA Unit Code (H7TY 04)

Comply with health and safety requirements in the workplace



Overview

This standard addresses the competence needed to demonstrate that you conduct your day to day work in a healthy and safe way, and that you are competent in following the emergency procedure for your workplace. This involves:

- 1 workplace health and safety policies
- 2 legal and workplace environmental procedures
- 3 maintaining your own and other's safety while working
- 4 following emergency procedure/s

**Performance
criteria**

- You must be able to:
- P1 ensure that you carry out your work in accordance with health and safety requirements
 - P2 ensure that you follow the most recent workplace practices for your job role
 - P3 ensure that your personal conduct around the workplace does not endanger the health and safety of yourself and or others
 - P4 follow workplace practices and suppliers/manufacturers instructions for the safe use of equipment, materials and products
 - P5 report any differences between workplace practices and suppliers/manufacturers instructions to the responsible/ appropriate person
 - P6 work safely at all times
 - P7 ensure that you know what the emergency procedure is for your working area
 - P8 work safely at all times, complying with all rules and regulations
 - P9 when necessary, raise the alarm and/or find and inform a responsible/appropriate person of the emergency
 - P10 take prompt and appropriate action to minimise risk of personal injury if an emergency should occur
 - P11 follow the emergency procedure promptly, calmly and correctly

Knowledge and understanding

You need to know and understand:

- K1 your legal duties for health and safety in the workplace
- K2 your duties for health and safety as defined by any specific legislation covering your job role
- K3 what workplace practices cover your job role, and why it is important to follow them
- K4 why it is important at all times to comply with Health and Safety requirements and work safely
- K5 why it is important to follow accurately workplace practices and suppliers/manufacturers' instructions in the workplace
- K6 who to report differences between workplace practices and suppliers/manufacturers written instructions to
- K7 why it is important to ensure your personal conduct does not endanger yourself and or others
- K8 what the emergency procedure is specific to your workplace
- K9 why it is important to work safely at all times
- K10 your duties for health and safety as defined by any specific legislation covering your job role
- K11 methods of raising the alarm if an emergency should occur in your workplace
- K12 when it may be necessary for you to find and inform a responsible and/or appropriate person of the emergency
- K13 ways of minimising risk of personal injury
- K14 why it is important to follow the emergency procedure promptly, calmly and correctly

Additional information

Glossary

Procedures

Specifications of how to carry out work activities in a manner that will ensure the required outcomes if the procedure is followed accurately. All workplace policies, practice and procedures should be specified.

Emergency procedure

The procedure that is to be used in the event of an emergency occurring in the workplace.

Raising the alarm

This could be done by either:

- 1 mechanical/electrical means
- 2 notifying someone else
- 3 shouting

Hazard/risk

The Health and Safety Executive (HSE) have defined two important concepts as follows:

- 1 a hazard is something with the potential to cause harm:
- 2 a risk is the likelihood of a hazard's potential being realised.

Responsible/appropriate person

Person/s who has the expertise in and/or responsibility for the areas of work affected by the procedure. This is likely to include colleagues with production, safety, health, environment and quality specialisms.

Problems

Problems with can occur in some or all of the following situations:

- 1 working policies which do not conform to laid down policies
- 2 others
- 3 unsafe behaviour
- 4 accidental breakages
- 5 accidental spillages
- 6 environmental factors

Work place

This is the single or multiple areas in which you carry out your work. Changes in the workplace covered by this unit are in relation to:

- 1 layout of workplace
- 2 new facilities and services

Working practices

These are any activities, procedures, use of materials or equipment and working techniques/instructions used in carrying out your job. In this unit it also covers any omissions in good working practice that may pose a threat to health and safety.

Workplace policies

The Workplace Policies covered by this unit are documentation prepared by the employer on the procedures to be followed regarding Health and Safety matters. It could be the employer's safety procedures covering aspects of the workplace that should be drawn to the employees' attention.

Health, safety and environmental Legislation

To be aware of all relevant legislation and company policy including the disposal of waste.

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