

J4.1 Prepare and maintain the general workshop environment SQA Unit Code H9TE 04

Unit Summary

This unit covers the skills and knowledge required to address the individual and organisational requirements in the preparation and maintenance of the workshop. You must understand what you need to do to carry out maintenance activities and to meet the required standards. You will be expected to check and collect waste safely and economically. You will recognise problems and take the appropriate action to correct them. Safeguarding of the workshop area must always be of prime concern and carried out in accordance with Health and Safety regulations and Company guidelines. You will be expected to contribute to the wider aspects of safety and efficiency in the workshop. Whilst taking part in maintenance activities you will need to take agreed actions to resolve any difficulties or problems that arise.

Performance Indicators

You will be able to:

- a) Describe your maintenance responsibilities in the workshop
- b) Make sure there are sufficient consumables for production
- c) Carry out maintenance checks on tools and equipment on which you are qualified.
- d) Deal with any problems that you encounter in line with specified procedures
- e) Collect and manage waste products in an appropriate manner

Knowledge and Understanding

You will know and understand:

- 1) The limits of your own responsibility and to whom to report issues outside of your responsibility
- 2) Safety controls of special chemicals and dangerous acids
- 3) How to avoid and care for contaminated materials
- 4) Safe and correct material and equipment storage
- 5) How valuable waste is recycled
- 6) Methods of managing the different types of waste and surplus materials
- 7) Safe and correct methods of cleaning down machinery
- 8) Care and maintenance of tools, equipment and machinery