

SCDHSC00243 - SQA Code HC6R 04

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.

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Performance criteria

Move materials and equipment safely

You must be able to:

- P1 identify materials and equipment that need to be moved
- P2 obtain **risk** assessments associated with the materials and equipment to be moved
- P3 ensure you understand procedures and practices in the risk assessment before moving the materials and equipment
- P4 identify potential risks for the move, accessing help where necessary
- P5 take steps to minimise any risks identified, accessing help where necessary
- P6 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
- P7 move materials and equipment safely, securely and in a way that protects them from damage and/or contamination
- P8 check that the materials and equipment are safe and secure when they have been moved
- P9 update records about moving materials and equipment in line with legal and work setting requirements
- P10 follow legal and work setting requirements to report any problems about moving materials and equipment

Monitor the use of materials and equipment

You must be able to:

- P11 check that materials and equipment received are correct and not faulty
- P12 control the use of materials and equipment to minimise loss and damage
- P13 monitor the use of materials and equipment
- P14 take action to record, report and remedy any faults and incorrect deliveries
- P15 take action to record, report, replace and repair materials and equipment that have been lost and damaged
- P16 take action to record, report and replenish materials and equipment that have run out

Help maintain materials and equipment

You must be able to:

- P17 follow manufacturer's instructions, work setting **policies and procedures** and any legal requirements when storing, using, maintaining and cleaning materials and equipment

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- P18 handle materials and equipment safely when distributing them, following legal requirements and work setting procedures
- P19 use appropriate protective clothing and equipment when cleaning equipment
- P20 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
- P21 store materials and equipment so they are easily accessible and ready for future use
- P22 take action to label, remove and report to appropriate people any materials and equipment that are unsuitable for use
- P23 dispose of any waste safely and according to legal and work setting requirements
- P24 keep accurate and up to date records of the materials and equipment for which you are responsible

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Knowledge and understanding

You need to know and understand:

How you carry out your work

- K1 codes of practice, standards, frameworks and guidance relevant to your work and the content of this standard
- K2 the main items of legislation that relate to the content of this standard within your work role
- K3 your own roles and responsibilities with their limits and boundaries
- K4 who you must report to at work
- K5 the roles and responsibilities of other people with whom you work
- K6 how to find out about procedures and agreed ways of working in your work setting
- K7 how to make sure you follow procedures and agreed ways of working
- K8 the prime importance of the interests and well-being of the individual
- K9 the individual's cultural and language context
- K10 how to work in ways that support the active participation of individuals in their own care and support
- K11 how to work in partnership with people
- K12 what you should do when there are conflicts and dilemmas in your work
- K13 how and when you should seek support in situations beyond your experience and expertise

You need to know and understand:

Health and Safety

- K14 your work setting policies and practices for health, safety and security
- K15 practices that help to prevent and control infection in the context of this standard

Safe-guarding

You need to know and understand:

- K16 the duty that everyone has to raise concerns about possible harm or abuse, poor or discriminatory practices
- K17 signs and symptoms of harm or abuse
- K18 how and when to report any concerns about abuse, poor or discriminatory practice, resources or operational difficulties
- K19 what to do if you have reported concerns but no action is taken to address them

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Handling information

You need to know and understand:

- K20 legal requirements, policies and procedures for the security and confidentiality of information
- K21 work setting requirements for recording information and producing reports including the use of electronic communication
- K22 when and how to pass on information

Specific to this NOS

You need to know and understand:

- K23 principles for moving, handling, loading and storing materials and equipment
- K24 the reasons for recording the goods received, and actions to take to rectify mistakes
- K25 routine maintenance requirements and the possible consequences of not maintaining equipment
- K26 types of materials and equipment which are easily damaged during transportation
- K27 reasons for, and methods of, labelling products and equipment for transfer
- K28 loading and unloading requirements for transfer such as positioning and weight of loads, safe methods of moving loads manually
- K29 how to secure and monitor the condition of products and equipment during transit
- K30 how to move, handle, store and dispose of equipment, materials and waste safely
- K31 how to protect materials and equipment from contamination and adverse atmospheric conditions

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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 well-being. 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 well-being 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

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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

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

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 as complete:	

Internal Verification —

to be completed in accordance with centre's IV strategy

Evidence for this Unit was sampled on the following date/s:	IV's Signature	IV's Name

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

Date of admin check	IV's Signature	IV's Name

Unit completion confirmed

IV's Name:	
IV's Signature:	
Date complete:	