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## Overview

This standard is about keeping the workspace safe to protect yourself and others. It requires you to understand and implement procedures to ensure best practice is employed by all within the working environment.

This standard is suitable for those who are self-employed, working for a sole practitioner or within a workshop or studio.

The following should be considered when working in craft:

- 1 Safe working practices
- 2 Ethics and sustainability

**Performance  
criteria**

- You must be able to:*
- P1 research recommended safe working spaces and practices
  - P2 identify potential health and safety risks in your work space and make changes as required
  - P3 identify and assess the risk to yourself and others and take appropriate actions
  - P4 carry out regular maintenance on materials, tools and equipment to ensure good and safe working order
  - P5 work safely with materials, tools and equipment using correct lifting and handling techniques and equipment
  - P6 store materials, tools and equipment safely
  - P7 collect and dispose of waste products, materials and/or clothing in a safe manner
  - P8 use appropriate materials to clean your work space regularly
  - P9 complete and maintain records and documentation

## Knowledge and understanding

*You need to know and understand:*

- K1 the importance of health and safety to protect yourself and others
- K2 how to identify potential health and safety risks in your work space
- K3 how to identify areas of the body where health problems may occur in your working practice
- K4 where to research recommended safe working practices and the correct legislation
- K5 techniques to protect health
- K6 the importance of following manufacturers' instructions
- K7 how to gain help and advice
- K8 how to conduct risk assessments
- K9 what records and documents should be kept
- K10 how to make changes to your work space and to the way in which you work for health and safety reasons
- K11 how to carry out regular maintenance on materials, tools and equipment to ensure good and safe working order
- K12 how to work safely with materials, tools and equipment
- K13 how to store materials, tools and equipment safely
- K14 how to collect and dispose of waste products, materials and/or clothing safely and promptly with regard to the environment
- K15 how to use appropriate materials and protective clothing to clean your work space regularly
- K16 the action to take in an emergency
- K17 how to keep up-to-date with developments in work place safety
- K18 how to monitor and evaluate your craftwork and work practices regularly and any changes that might affect the safe environment
- K19 how to research insurance for any major risk to your body

## CCSCR15 - SQA Unit Code HH9Y 04

### Use safe working practices and spaces for craft

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