



## Unit XXXX 04 (207)

## Operate Safely in Food Manufacture

### Unit Summary

This Unit is about working safely in a food and drink manufacturing environment.

In order to be assessed as competent you must demonstrate to your assessor that you can consistently perform to the requirements set out below. Your performance evidence must include at least one observation by your assessor.

*Achievement of this Unit will provide you with opportunities to develop the following SQA Core Skills:*

#### Problem Solving Access 3

- ◆ Analyse a simple situation or issue.
- ◆ Plan, organise and complete a simple task.

*I have completed the requirements of this Unit.*

**Candidate name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Candidate signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*I can confirm the candidate has completed all requirements of this Unit.*

**Assessor signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**IV signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Assessment centre:** \_\_\_\_\_

You must be able to		Evidence Requirements	Evidence/ Activity Ref No.
1	<p>Work within defined safety limits</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Behave responsibly and work without causing risks to yourself and others.</li> <li>(b) Carry out instructions on safety notices and hazard signs.</li> <li>(c) Follow operational requirements.</li> <li>(d) Report hazards, defects and faults promptly.</li> <li>(e) Keep workplace and surfaces clean and clear of hazards.</li> <li>(f) Follow your organisation's procedures in the case of infectious disease.</li> </ul>	<p>Evidence of working within defined safety limits in accordance with workplace procedures.</p>	
2	<p>Follow emergency procedures</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Follow the correct procedures on discovery, or being alerted to, an emergency.</li> <li>(b) Keep emergency escape routes clear of obstruction.</li> <li>(c) Use safety systems and alarms correctly.</li> </ul>	<p>Evidence of following emergency procedures in accordance with workplace procedures.</p>	
3	<p>Use personal protective equipment correctly</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Wear appropriate personal protective equipment as stated in organisational procedures.</li> <li>(b) Dispose of personal protective equipment correctly after use.</li> </ul>	<p>Evidence of using personal protective equipment correctly in accordance with workplace procedures.</p> <p>This must include two pieces of personal protective equipment.</p>	

**Evidence of Performance**

Evidence of performance may employ examples of the following assessment:

- ◆ observation
- ◆ written and oral questioning
- ◆ evidence from company systems (eg Food Safety Management System)
- ◆ reviewing the outcomes of work
- ◆ checking any records of documents completed
- ◆ checking accounts of work that the candidate or others have written

Candidate name:		Assessor initials/date
No	Activity	
1		
2		
3		

<b>You need to know and understand</b>		<b>Evidence</b>
Evidence of knowledge and understanding should be collected during observation of performance in the workplace. Where it cannot be collected by observing performance, other assessment methods should be used.		
K1	How to define health and safety hazards and risks and identify them in the workplace.	
K2	The main health risks in the workplace and steps that can be taken to control them.	
K3	The most common causes of accidents in the workplace and steps that help to prevent them.	
K4	The safety precautions required in the workplace.	
K5	The reasons for taking safety precautions and the consequences of not doing so.	
K6	The safe working practices and why it is important to follow them.	
K7	How to contact and obtain help from colleagues with first aid qualifications.	
K8	The procedures that should be followed in different emergencies and why they should be followed.	
K9	Why it is important to plan the task and take the necessary precautions and what might happen if this is not done.	
K10	How to report accidents and incidents and why reporting them is important.	
K11	The need for safety notices and hazard warning signs.	
K12	The hazards, defects and faults which could arise in the workplace and how they can be avoided or minimised.	
K13	The rules and hazards associated with particular equipment.	
K14	The reasons for using correct tools and equipment and how they should be used.	
K15	Why tools and equipment should be maintained and stored correctly.	
K16	How to isolate faulty and defective equipment.	
K17	The range and care of personal protective equipment.	
K18	Why it is important to adjust workplace equipment to suit the individual.	
K19	The hazardous substances that are in the workplace and steps that should be taken to protect you and others from them.	
K20	The range and care of personal protective equipment.	
K21	The storage methods for materials and chemicals.	

Notes/Comments
----------------

Assessor signature: \_\_\_\_\_

Date: \_\_\_\_\_