
Overview

This standard identifies the competencies you need to deal with statutory regulations and organisational safety requirements, in accordance with approved procedures. You will be required to comply with all relevant regulations that apply to your area of work as well as your general responsibilities as defined in relevant legislation, guidelines, policies, procedures and protocols.

You will also need to be able to identify the relevant qualified first aiders or appointed person and must know the location of the first aid facilities. You will understand the procedures to be adopted in the case of accidents involving injury, and in situations where there are dangerous occurrences or hazardous malfunctions of equipment, processes or machinery. You will also need to understand the organisation's procedures for fire alerts and the evacuation of premises.

You will be required to identify the hazards and risks that are associated with your job. Typically these will focus on your working environment, the tools and equipment that you use, materials and substances that you use, working practices that do not follow laid-down procedures, and manual lifting and carrying techniques.

Your responsibilities will require you to comply with organisational policy and procedures for the statutory regulations and organisational safety activities undertaken, and to report any problems with the safety activities that you cannot personally resolve, or are outside your permitted authority, to the relevant people. You will be expected to take personal responsibility for your own actions and for the quality and accuracy of the work that you carry out.

Performance criteria

You must be able to:

1. access and accurately interpret all relevant work instructions and information
2. work safely at all times and in accordance with all relevant legislation, guidelines, policies, procedures and protocols
3. ensure you are prepared to carry out the work safely in accordance with organisational requirements
4. deal promptly and effectively with any problems within your control and report those which cannot be solved
5. identify and minimise hazards and risk in the workplace
6. complete work activities safely in accordance with organisational requirements
7. complete and store all relevant documentation in accordance with organisational requirements
8. follow organisational accident and emergency procedures
9. use correct manual lifting and carrying techniques

Knowledge and understanding

You need to know and understand:

1. the current legislation, guidelines, policies, procedures and protocols which are relevant to your work practice and to which you must adhere
2. the scope and limitations of your own competence, responsibilities and accountability as it applies to your job role
3. how to access and interpret all relevant work instructions and information
4. specific procedures for reporting issues which are beyond your competence, responsibilities and accountability
5. the duty to report any acts or omissions that could be unsafe/detrimental to you or others
6. the hazards and risks which may arise during the execution of your work role and how you can minimise these
7. the range of work activities for which you are responsible
8. how to complete and safely store all relevant documentation in accordance with organisational requirements
9. the correct use of any equipment and PPE to protect the health and safety of you and your colleagues
10. the warning signs and symbols for the main groups of hazardous materials how to locate relevant health and safety information for your tasks, and the sources of expert assistance when help is needed
11. the processes and procedures that are used to identify and rate the level of risk
12. control measures that can be used to eliminate/reduce the hazard
13. the first aid facilities that exist within your work area and within the organisation in general, and the procedures to be followed in the case of accidents involving injury
14. what constitutes dangerous occurrences and hazardous malfunctions, and why these must be reported even when no one was injured
15. the procedures for sounding the emergency alarms, evacuation procedures and escape routes to be used, and the need to report your presence at the appropriate assembly point
16. the organisational policy with regard to firefighting procedures; the common causes of fire and what you can do to help prevent them
17. the importance of personal hygiene in the workplace including regular

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- handwashing and using hand sanitiser, not sharing PPE, cleaning PPE after use
18. how to lift and carry loads safely, and the manual and mechanical aids available, in accordance with the relevant safety regulations
 19. how to prepare and maintain a safe working environment
 20. the importance of safe storage of tools, equipment, materials and products

Scope/range

1. Demonstrate your understanding of your duties and obligations to health and safety by carrying out all of the following:
 - 1.1 undertaking your duties and responsibilities as an individual under the current health and safety legislation
 - 1.2 complying with environmental legislation
 - 1.3 identifying, within your working environment, appropriate sources of information and guidance on health and safety issues
 - 1.4 identifying the warning signs and labels of the main groups of hazardous or dangerous substances
 - 1.5 complying with the appropriate statutory regulations at all times and specified regulations to your work
2. Comply with all accident and emergency requirements, to include:
 - 2.1 identifying the appropriate qualified first aiders or appointed person and the location of first aid facilities
 - 2.2 identifying the procedures to be followed in the event of injury to yourself or others
 - 2.3 following organisational procedures in the event of fire/fire drills and the evacuation of premises/work area
 - 2.4 identifying the procedures to be followed in the event of dangerous occurrences or hazardous malfunctions of equipment, processes or machinery
3. Identify the hazards and risks that are associated with all of the following:
 - 3.1 your working environment (such as working at heights, confined spaces, environmental conditions)
 - 3.2 the tools and equipment that you use (such as machine tools, power tools, cutting tools)
 - 3.3 the materials and substances that you use (such as fluids, oils, fluxes)
 - 3.4 using working practices that do not follow laid-down procedures
4. Demonstrate the following method of manual lifting and carrying techniques:
 - 4.1 lifting alone

Plus one from:

2. with assistance of others
3. with mechanical assistance

1. Safely complete work practices, to include all of the following:
 - 1.1 maintaining a tidy workplace with exits and gangways free from obstructions
 - 1.2 using tools and equipment safely and only for the purpose intended
 - 1.3 observing organisational safety rules, signs and hazard warnings
 - 1.4 taking measures to protect others from harm resulting from any work you are carrying out
 - 1.5 observe personal protection and hygiene procedures at all times

1.6 observing work activity environmental concerns

Developed by	Enginuity
Version Number	3
Date Approved	30 Mar 2021
Indicative Review Date	01 Mar 2024
Validity	Current
Status	Original
Originating Organisation	Enginuity
Original URN	MAN123-01
Relevant Occupations	Engineer, Engineering, Engineering and Manufacturing Technologies
Suite	Aeronautical Engineering Suite 2, Aeronautical Engineering Suite 3, Automotive Engineering Suite 3, Business Improvement Techniques Suite 4, Composite Engineering Suite 2, Composite Engineering Suite 3, Electrical and Electronic Engineering Suite 3, Engineering leadership and management suite 3, Engineering Woodworking, Pattern and Model Making Suite 3, Fabrication and Welding Engineering Suite 3, Fabrication and welding suite 2, Fabrication and welding suite 3, Marine Engineering Suite 2, Marine Engineering Suite 3, Materials Processing and Finishing Suite 2, Materials Processing and Finishing Suite 3, Non Destructive Testing, Performing Engineering Operations Suite 1, Performing Engineering Operations Suite 2, Performing Manufacturing Operations Suite 2, Engineering Technical Support Suite 2, Engineering Technical Support Suite 3, Engineering Maintenance Suite 3, Engineering Maintenance

and Installation Suite 2, Engineering Toolmaking Suite 3, Installation and Commissioning Suite 3, Mechanical Manufacturing Engineering Suite 2, Mechanical Manufacturing Engineering Suite 3, Business Improvement Techniques Suite 2, Business Improvement Techniques Suite 3, Performing Manufacturing Operations Suite 1, Advanced Manufacturing, Semiconductor Manufacturing

Keywords

working safely, engineering environment, manufacturing, safe working practices, health and safety, hazard control, risk assessment, COSHH Regulations, hazards
