

Overview

This standard covers the skills to address the individual and organisational requirements in the preparation and maintenance of the workshop environment.

You must understand what you need to do to carry out maintenance activities, how to prepare workshops and to meet the required specifications. 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 workplace 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 and problems that arise.

Performance criteria

You must be able to:

1. prepare the workshop for a variety of uses in line with workplace instructions and health and safety practice
2. clean materials and equipment for workshop projects in line with workplace instructions
3. check there are sufficient consumables for production in line with workplace instructions
4. conduct maintenance checks on tools and equipment within own qualified remit in line with manufacturers' guidelines
5. follow instructions and guidance on the safe use of materials and equipment in line with workplace and legal requirements
6. maintain systems for storing and moving hazardous materials in line with health and safety practice
7. deal with any problems encountered within own responsibility in line with workplace instructions
8. seek support and guidance when problems arise outside of own remit in line with workplace instructions
9. manage waste materials safely and economically in line with workplace instructions

Knowledge and understanding

You need to know and understand:

1. safety precautions to be taken in the workshop for different processes
2. the importance of keeping the work area safe and tidy
3. common hazards and risks in jewellery, silversmithing and allied trades workplace
4. safe working practices and legislation
5. workplace instructions within own workshop
6. the importance of reporting and dealing with risks as soon as you occur
7. who to ask for support and when to do so
8. who to report risks to
9. safety controls of special chemicals and dangerous acids
10. material and equipment storage practices
11. waste management practices
12. methods of cleaning machinery
13. care of tools, equipment and machinery
14. the limits of own responsibilities and competencies
15. suppliers' and manufacturers' instructions for the safe use of equipment, materials and products safe working practices and legislation
16. how to avoid and care for contaminated materials
17. safe and correct material and equipment storage
18. how valuable waste is recycled and general waste management procedures

Maintain the general workshop environment

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