

Overview

This standard covers the skills and knowledge needed to demonstrate that you conduct your day to day work in a healthy and safe way and that you are competent in following emergency procedures for your workplace. This involves:

1. workplace health and safety policies
2. legal and workplace environmental procedures
3. maintaining your own and other's safety while working
4. understanding emergency procedures

Performance criteria

You must be able to:

1. comply with health and safety requirements and procedures at all times
2. comply with approved workplace practices for your job role
3. ensure personal conduct in the workplace does not endanger health and safety of yourself and others
4. follow workplace practices and suppliers/manufacturers instructions for safe use of equipment, materials and products
5. report any differences between workplace practices and suppliers/manufacturers instructions to responsible/ appropriate person(s)
6. work safely at all times, complying with all rules and regulations
7. take prompt and appropriate action to minimise risk of personal injury in the event of an emergency or incident

Knowledge and understanding

You need to know and understand:

1. legal duties for health and safety in the workplace and legislation covering your job role
2. workplace practices for job role and why it is important to follow them
3. why it is important to comply with health and safety requirements and work safely
4. why it is important to follow workplace practices and suppliers/manufacturers instructions in the workplace
5. who to report differences between workplace practices and suppliers/manufacturers written instructions
6. why it is important to ensure your personal conduct does not endanger yourself and or others
7. emergency procedures in your workplace and why it is important to follow them promptly, calmly and correctly
8. why it is important to work safely at all times
9. methods of raising alarms if an emergency should occur in the workplace
10. the importance of finding and informing responsible and/or appropriate person(s) of emergencies and when to do this
11. ways of minimising risk of personal injury

Glossary

Procedures

Specifications of how to carry out work activities in a manner that will ensure the required outcomes if the procedure is followed accurately. All workplace policies, practice and procedures should be specified.

Emergency procedures

The procedure that is to be used in the event of an emergency occurring in the workplace.

Raise the alarm

This could be done by either:

1. mechanical/electrical means
2. notifying someone else
3. shouting

Responsible/appropriate person

Person/s who has the expertise in and/or responsibility for the areas of work affected by the procedure. This is likely to include colleagues with production, safety, health, environment and quality specialisms.

Comply with health and safety requirements in the workplace

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