

## Overview

This standard covers the skills and knowledge required to demonstrate that you conduct your day to day work in a healthy and safe way and that you are competent in following the emergency procedure 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. following emergency procedures

## Performance criteria

### *You must be able to:*

1. comply with relevant health and safety legislation and requirements at all times
2. comply with relevant environmental legislation and requirements at all times
3. follow the most recent workplace practices for your job role
4. follow workplace practices and suppliers/manufacturers instructions for the safe use of equipment, materials and products
5. report any differences between workplace practices and suppliers/manufacturers instructions to the responsible/ appropriate person
6. raise the alarm and/or find and inform a responsible/appropriate person of emergencies following standard operating procedures
7. minimise risk of personal injury if an emergency should occur following standard operating procedures
8. adhere to emergency procedures following standard operating procedures
9. contribute to the development and review of safe systems of work following standard operating procedures
10. wear personal and respiratory protective equipment following standard operating procedures

## Knowledge and understanding

### *You need to know and understand:*

1. relevant health and safety legislation and requirements
2. relevant environmental legislation and requirements
3. workplace practices and how to apply these
4. suppliers/manufacturers instructions for the safe use of equipment, materials and products
5. emergency procedures
6. safe systems of work
7. standard operating procedures
8. personal and respiratory protective equipment
9. ways of minimising risk of personal injury

## Scope/range

### **Standard Operating 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 procedures 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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