

GEN96 Maintain health, safety and security practices within a health setting

OVERVIEW

This standard relates to the continuous and consistent attention of each individual maintaining their health, safety and security practices within a health setting to protect themselves and others during all work activities. It also covers personal security and access to working environments. Version No 2

KNOWLEDGE AND UNDERSTANDING

You will 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 correct use of any equipment and PPE to protect the health and safety of you and others
- 8.the range of personal and access security arrangements within your work area
- 9.rights of access and entry to the working environment and the importance of challenging unauthorised access and how to do this
- 10.the range of health and safety measures, infection prevention control and the relevant personal protective controls and containment, their importance and their applicability for the range of procedures within your working environment and level of responsibility
- 11.how to obtain and apply risk assessments within your work practice and level of responsibility
- 12.how to check that resources are operational and for purpose
- 13.the type and range of defects associated with the resources within your work practice
- 14.safe systems of work and methods for using the resources relevant to your work activities ; their appropriate decontamination, disposal or storage requirements
- 15.the range of methods of waste disposal including any hazardous material disposal

- relevant to your work practice and the implications of non-compliance
- 16.the importance of dealing with spillages and breakages in the workplace and how to do so
 - 17.the procedures for reporting adverse or unexpected events in the workplace
 - 18.safe moving and handling techniques relevant to your work area
 - 19.the importance of maintaining tidy and clean work areas and how it can contribute to health, safety, security and infection prevention and control measures
 - 20.the range of cleaning, disinfection agents or decontamination procedures appropriate to your work area and activities and how and when to apply them
 - 21.how to dispose of waste in accordance with organisational procedures
 - 22.how to complete and safely store all relevant documentation in accordance with organisational requirements

PERFORMANCE CRITERIA

You must be able to do the following:

- 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.deal promptly and effectively with any problems within your control and report those which cannot be solved
- 4.identify and minimise hazards and risk in the workplace
- 5.challenge and confirm right of entry of people to the working environment and take prompt and appropriate action in response to any security problems or issues
- 6.check the risk assessments to identify the hazards and associated risks relevant to your work activities and whenever new protocols, procedures, techniques or equipment are introduced into your work practice
- 7.undertake a risk assessment if one has not been completed or refer to colleagues if this is outside your area of authority
- 8.follow any manufacturer instructions and the risk assessment guidelines to ensure identified hazards are controlled within your work practices
- 9.check all resources are fully operational and materials are fit for purpose
- 10.apply safe moving and handling techniques required for your work activities
- 11.maintain a tidy and clean work area during and following the work activity
- 12.ensure any resources are stored safely in accordance with organisational requirements
- 13.dispose of waste in accordance with organisational procedures
- 14.complete and store all relevant documentation in accordance with organisational requirements

ADDITIONAL INFORMATION

