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## Overview

This unit covers competences to perform competently, and to show that you can operate in a range of conditions. You will need to demonstrate therefore that you can deal effectively with the following:

- 1 workplace health and safety policies covering smoking, eating, drinking and drugs, the use of safe working methods and equipment, and the safe use of hazardous substances
- 2 personal presentation covering personal hygiene, personal protective equipment and clothing and accessories
- 3 legal and workplace environmental procedures covering the use of safe working methods and equipment, the use of personal protection equipment, what to do in the event of an emergency involving materials hazardous to the environment, and authorization for handling, storing or using hazardous materials, products or equipment
- 4 reporting procedures, covering verbal and written reports

This unit deals with the following:

- 1 Minimise the risks to health and safety in the workplace
- 2 Minimise the risks to the environment in the workplace

During this work you must take account of the relevant worksite operational requirements, procedures and safe working practices AS THEY APPLY TO YOU.

### Previous Version

Unit 4.9 SEMTA National Occupational Standards in Packaging (STM4)

### Performance criteria

*You must be able to:*

- P1 carry out your working practices in accordance with legal requirements
- P2 follow the most recent workplace health and safety policies for your job role
- P3 rectify those health and safety risks within your capability and job responsibility limits
- P4 pass on any suggestions for reducing risks to health and safety within your job role to the responsible persons
- P5 ensure that your personal conduct around the workplace does not endanger the health and safety of yourself or other persons
- P6 follow the workplace policies and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products
- P7 ensure that your personal presentation at work assures the health and safety of yourself and others, meets any legal duties, and is in accordance with workplace health and safety policies
- P8 follow the up-to-date legal requirements and workplace environmental procedures for your job role
- P9 control those environmental hazards within your capability and job responsibility limits
- P10 report promptly environmental hazards with which you are unable to deal
- P11 pass on any suggestions for limiting risks to the environment within your job role to the responsible person
- P12 follow suppliers' and manufacturers' and workplace instructions for the safe use and storage of materials, products and equipment
- P13 follow the correct procedures for handling and disposing of materials and products hazardous to the environment

### Knowledge and understanding

*You need to know and understand:*

- K1 your legal duties for health and safety in the workplace (Health and Safety at Work Act (1974))
- K2 your duties for health and safety as defined by any specific legislation covering your job role
- K3 what are safe working practices for your own job role
- K4 your scope and responsibility in rectifying risks
- K5 what the workplace procedures are for handling risks with which you are unable to deal
- K6 the importance of your personal conduct in maintaining the health and safety of yourself and others
- K7 what the specific organisational health and safety policies are covering your job role
- K8 what the suppliers' and manufacturers' instructions are for the safe use of equipment, materials and products
- K9 what the particular health and safety risks are which may be present in your own job role and the precautions you must take
- K10 what the importance is of dealing with, or promptly reporting, risks
- K11 what the importance is of your personal presentation in maintaining health and safety of yourself and others
- K12 what the specific workplace environmental procedures are which cover your job role
- K13 what the working practices are for your own job role
- K14 what your responsibilities are for the environment as defined by any specific legislation covering your job role
- K15 your own responsibility for rectifying hazards to the environment
- K16 workplace requirements for handling hazards to the environment with which you are unable to deal
- K17 what aspects of the Environmental Protection Act are relevant to your job role and any relevant regulations which will affect the workplace
- K18 the suppliers', manufacturers' and workplace instructions for the use and storage of materials and products hazardous to the environment and for the use of equipment
- K19 what substances and processes might be categorised as hazardous to the environment
- K20 what the procedures are for correct disposal of hazardous materials

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## Work safely

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<b>Developed by</b>	Cogent
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<b>Validity</b>	Current
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<b>Originating organisation</b>	SEMTA
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<b>Original URN</b>	STM4
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<b>Relevant occupations</b>	Engineering and manufacturing technologies; Manufacturing technologies; Process, Plant and Machine Operatives; Process Operatives
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<b>Suite</b>	Packaging
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<b>Key words</b>	safety, safely, minimising risks, health & safety, environment, workplace
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