

## ASTCO3

Ensure that your own actions reduce risks to health and safety



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### Overview

The Standards that are part of this Unit

1. C03.1 Identify the hazards and evaluate the risks in your workplace (Imported Standard based on MSC E5.1 ENTO)
2. C03.2 Implement methods and procedures to reduce risks

This is a core unit for all disciplines.

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### Performance criteria

#### Identify the hazards and evaluate the risks in your workplace

- You must be able to:*
- P1 correctly name and locate the persons responsible for health and safety in the workplace
  - P2 identifying which workplace policies are relevant to your working practices
  - P3 identifying those working practices in any part of your job role which could harm yourself or other persons
  - P4 identifying those aspects of the workplace which could harm yourself or other persons
  - P5 evaluating which of the potentially harmful working practices and the potentially harmful aspects of the workplace are those with the highest **risk** to you or to others
  - P6 reporting those hazards which present a high **risk** to the persons responsible for health and safety in the workplace
  - P7 dealing with hazards with low **risks** in accordance with workplace policies and legal requirements

#### Implement methods and procedures to reduce risks

- You must be able to:*
- P8 adopting **risk management** processes in accordance with current health and safety legislation
  - P9 identifying details of the **hazards** and risks
  - P10 selecting the most effective **methods** to reduce risks
  - P11 identifying the resources that are necessary to implement the risk reduction **methods**
  - P12 identifying the activities required to implement the risk reduction **methods**
  - P13 implementing, maintaining and reviewing risk reduction **methods** and procedures
  - P14 confirming any changes to the procedures for implementing the risk reduction **methods**

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### Knowledge and understanding

*You need to know and understand:*

#### Identify the hazards and evaluate the risks in your workplace

- K1 agreed workplace policies relating to controlling risks to health and safety
- K2 responsibilities for health and safety in your job description
- K3 the responsible persons to whom to report health and safety matters

#### Implement methods and procedures to reduce risks

*You need to know and understand:*

- K4 what **risk management** processes do you adopt in accordance with current **health and safety legislation?** (application) (a,b) [1,2]
- K5 how do you identify details of the **hazards** and risks? (understanding) (b) [3,4]
- K6 how and why do you select the most effective **methods** to reduce risks? (evaluation) (c) [3,4,5]
- K7 what do you identify as the activities required and the resources that are necessary to implement the risk reduction **methods?** (understanding) (d,e) [3,4,5]
- K8 how do you implement and maintain risk reduction **methods** and procedures? (application) (f) [3,4,5]
- K9 how and why do you review risk reduction **methods** and procedures? (analysis) (f) [3,4,5]
- K10 how do you confirm any changes to the procedures for implementing the risk? (g) [4,5]

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## Additional Information

### Scope/range related to performance criteria

#### Identify the hazards and evaluate the risks in your workplace

1. **Risks:**
  - 1.1. the use and maintenance of machinery or equipment
  - 1.2. the use of materials or substances
  - 1.3. working practices which do not conform to laid down policies
  - 1.4. unsafe behaviour
  - 1.5. accidental breakages and spillages
  - 1.6. environmental factors

#### Implement methods and procedures to reduce risks

2. **Risk Management:**
  - 2.1. hazard identification
  - 2.2. risk assessment
  - 2.3. prevention and protection
  - 2.4. method statement
3. **Health and Safety Legislation:**
  - 3.1. construction specific
  - 3.2. general
4. **Hazards:**
  - 4.1. falls from height
  - 4.2. fire
  - 4.3. slips, trips and falls (same level)
  - 4.4. hit by falling or moving objects
  - 4.5. manual handling;
  - 4.6. health and environmental issues
  - 4.7. power sources
  - 4.8. hazardous substances
  - 4.9. trapped by something collapsing or overturning
  - 4.10. confined spaces
  - 4.11. water
5. **Risks:**
  - 5.1. high
  - 5.2. medium
  - 5.3. low

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6. **Methods:**
- 6.1. eliminate
  - 6.2. control at source
  - 6.3. cumulative protection
  - 6.4. manage
  - 6.5. personal protection equipment

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**Relevant occupations** Professional Occupations; Construction, planning and the built environment; Building and construction; Architects, Town Planners and Surveyors

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**Suite** Surveying, Property Maintenance and Valuation

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**Key words** health and safety; surveying, valuation; property management