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### Overview

This unit defines the national standard of occupational competence covering the broad area of health and safety in the workplace and applies to people who could be in paid, unpaid, full or part time employment. Health and safety legislation applies to all persons in the workplace and seeks to secure the health, safety and welfare of people while they are at work. This unit therefore encourages you to know and meet your own responsibilities for health and safety, by setting the standard for you to: -

- 1 Contribute to maintaining a safe workplace ; and
- 2 Recognise and respond to risks in your workplace

You should always carry out your work activities safely, following the relevant health and safety regulations, instructions and guidelines. This includes using personal safety equipment, and keeping your work area free from unnecessary hazards. You should also not do anything that puts yourself or others in unnecessary danger.

You should be able to recognise actual and potential risks from hazards in your workplace and take effective action to minimise the potential harm from these hazards. Any action you take should be within your responsibility, authority and ability. You may have to give information or instructions to other people, such as colleagues or the emergency services. In which case, this information or these instructions should be clear and sufficient for them to take the appropriate action.

The knowledge that you should have to be competent in the workplace includes understanding the current health and safety legislation relevant to what you do and your workplace; typical hazards and risks associated with your workplace; and your responsibilities for health and safety at work. You should also know from where to get help when you need it and how to get this help, possibly using alarm systems.

# ASTGEN1

## Contribute to health and safety in the workplace

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### Performance criteria

### Contribute to maintaining a safe workplace

*You must be able to:*

- P1 carry out your work activities at all times in line with the relevant health and safety **legislation, codes of practice and guidelines**
- P2 use your personal safety equipment and clothing in line with your instructions and guidelines
- P3 maintain your personal conduct so as to not endanger yourself or other people
- P4 keep work areas for which you are responsible free from unnecessary hazards and risks
- P5 keep emergency and escape routes free from obstructions
- P6 report **hazards** that could endanger the safety of the workplace to the relevant person, giving full and accurate details; and
- P7 report difficulties you have in keeping to your organisation's health and safety policies, instructions or guidelines to the relevant person, giving full and accurate details

### Recognise and respond to risks in your workplace

*You must be able to:*

- P8 recognise actual and potential **risks** to health and safety in your normal work area
- P9 take immediate and effective **action** to limit the effects of risks, without putting yourself or others in danger
- P10 be certain that action you take is within the limits of your authority, responsibility and ability
- P11 get immediate help from **other people** if you cannot deal effectively with the danger
- P12 give clear information or instructions to other people to allow them to take appropriate action; and
- P13 report fully and accurately to the appropriate person the details of risks and the action you took

# ASTGEN1

## Contribute to health and safety in the workplace

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### Knowledge and understanding

*You need to know and understand:*

### Contribute to maintaining a safe workplace

- K1 current legislation, codes of practice and guidelines relating to health and safety in your workplace, particularly your responsibilities, and how to comply with these requirements
- K2 why it is important to maintain a safe workplace and what you can do to help
- K3 what personal safety equipment and clothing you should use, when and how to use it
- K4 how the way you work and your personal conduct affect the health and safety of your workplace
- K5 where and how to get help if you need it to maintain safety in your workplace; and
- K6 the details that you should record and report relating to hazards in your workplace

### Recognise and respond to risks in your workplace

*You need to know and understand:*

- K7 current legislation, codes of practice and guidelines relating to health and safety in your workplace, particularly your responsibilities, and how to comply with these requirements
- K8 typical risks and dangers to health and safety likely to happen in your normal workplace
- K9 the limits of your responsibility and ability in taking immediate action to reduce the effects of risks
- K10 how to use appropriate equipment and alarm systems to limit danger
- K11 how and from where to get help to deal with dangerous situations; and
- K12 the details that you should record and report relating to risks, dangers and action taken

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### Additional Information

#### Scope/range

#### Contribute to maintaining a safe workplace

1. **hazards** could arise from: features of where you work; work activities; dangerous situations; using equipment; materials; substances
2. **legislation, codes of practice and guidelines**, covering: safe work practices; safe use of hazardous substances; emergency action; your personal conduct

#### Recognise and respond to risks in your workplace

3. **risks** to: life; property; the workplace
4. **action** that you could take: directly yourself to limit risks; get help from other people; start evacuation procedures; give first aid; summons first aid
5. **other people** from whom you could get help, give information or instructions: colleagues; emergency services

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## Contribute to health and safety in the workplace

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**Suite** Cleaning and Support Services - Generic

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