
Overview

This standard covers the skills you need to follow health and safety procedures in a workplace where activities are performed. You must observe all legal, statutory and organisational requirements, be able to identify any hazards and potential risks and follow workplace standard operating and emergency procedures to ensure the safety of yourself, colleagues and others.

You must be able to recognise your own limitations of your work, and ask for appropriate help and advice when needed. You will work under a high level of supervision, whilst taking responsibility for your own actions, the quality and accuracy of the work that you carry out and the necessary safeguards to protect yourself and others in the workplace.

Your underpinning knowledge will provide an understanding of your work, in order to safely apply the appropriate scientific and related principles and practices in the safe use of the materials, equipment, consumables and instruments used to perform your work activities.

Who this standard is for

The standard is recommended for all staff, but particularly new recruits.

Performance

criteria

- You must be able to:
- P1 ensure that your work is carried out in accordance with workplace procedures to protect yourself and others
 - P2 accurately assess health and safety in relation to your work and the workplace and recognise hazardous materials
 - P3 use safe practices and the appropriate personal protective clothing and equipment for the work
 - P4 identify any breaches to health and safety procedures and report them to the appropriate person as soon as possible
 - P5 maintain and keep tidy your work area to a standard of health and safety which is consistent with local policies and legal requirements
 - P6 prepare, maintain and use equipment and materials in accordance with manufacturers' instructions and local safety regulations
 - P7 dispose of hazardous materials, waste and waste containers safely and correctly
 - P8 follow the correct procedure when an emergency arises or is suspected
 - P9 communicate the required information about the work done, to authorised people, in accordance with departmental and organisational procedures

Knowledge and understanding**You need to know and understand:**

- K1 the health and safety requirements of the area in which you are carrying out the activities
- K2 the implications of not taking account of legislation, regulations, standards and guidelines when conducting the activities
- K3 the standard operating procedures and manufacturers' instructions, as set down in local operating manuals and schemes of work
- K4 the importance of selecting and using the relevant personal protective equipment (PPE), including protective clothing, gloves and eye protection when handling hazardous materials
- K5 the specific safety precautions to be taken when working with scientific and related equipment and computer-based systems (to include such things as safety guidance relating to the use of visual display unit (VDU) equipment and work station environment (such as lighting, seating, positioning of equipment), and repetitive strain injury (RSI))
- K6 the location and correct use of fire alarm call points and emergency equipment
- K7 the lines of communication and responsibilities in your department, and their links with health and safety representatives and the rest of the organisation
- K8 the limits of your own authority and to whom you should report if you have problems that you cannot resolve
- K9 local procedures for emergency evacuation (including escape routes and assembly points)
- K10 the location of spillage kits, and the procedures to follow in the event of spillages of chemicals and/or biological fluids and materials
- K11 the range of signs and symbols used for the warning of workplace hazards and prohibited practices
- K12 the control of substances hazardous to health (COSHH) regulations, and their application in the workplace (such as chemicals, radioactive substances and biological material)
- K13 the correct procedures for the segregation, storage, transport and disposal of hazardous materials and waste

Developed by	Cogent
Version number	1
Date approved	October 2013
Indicative review date	October 2018
Validity	Current
Status	Original
Originating organisation	Cogent
Original URN	COGLS201
Relevant occupations	Associated Professionals and Technical Occupations; Science and Mathematics; Science; Science and Engineering Technicians; Professional Occupations; Science Professionals
Suite	Life Sciences and Related Industries 2
Key words	Health; safety; workplace hazards; manual handling; unsafe practices