
Overview

This unit identifies the competences you need to work efficiently and effectively in the workplace, in accordance with approved procedures and practices. Prior to undertaking the engineering activity, you will be required to carry out all necessary preparations within the scope of your responsibility. This may include preparing the work area and ensuring it is in a safe condition to carry out the intended activities, ensuring you have the appropriate job specifications and instructions and that any tools, equipment, materials and other resources required are available and in a safe and usable condition.

This unit deals with the following:

1 Working efficiently and effectively 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 4.23 SEMTA National Occupational Standards in Packaging (STM4)
(Unit 3 SEMTA Non-ECS)

COGPACK52

Working efficiently and effectively in the workplace

Performance criteria

You must be able to:

- P1 work safely at all times, complying with health and safety and other relevant regulations and guidelines
- P2 prepare the work area to carry out the engineering activity
- P3 check that there are sufficient supplies of materials and/or consumables and that they meet work requirements
- P4 ensure completed products or resources are stored in the appropriate location on completion of the activities
- P5 tidy up the work area on completion of the engineering activity
- P6 deal promptly and effectively with problems within your control and report those that cannot be resolved
- P7 contribute and communicate opportunities for improvement to working practices and procedures
- P8 maintain effective working relationships with colleagues
- P9 review personal training and development as appropriate to the job role

COGPACK52

Working efficiently and effectively in the workplace

Knowledge and understanding

You need to know and understand:

- K1 the safe working practices and procedures to be followed whilst preparing and tidying up your work area
- K2 the correct use of any equipment used to protect the health and safety of you and your colleagues
- K3 the procedure for ensuring that all documentation relating to the work being carried out is available and current, prior to starting the activity
- K4 the action that should be taken if documentation received is incomplete and/or incorrect
- K5 the procedure for ensuring all tools and equipment are available prior to undertaking the activity
- K6 the checks to be carried out to ensure tools and equipment are in full working order, prior to undertaking the activity
- K7 the action that should be taken if tools and equipment are not in full working order
- K8 the checks to be carried out to ensure all materials required are correct and complete, prior to undertaking the activity
- K9 the action that should be taken if materials do not meet the requirements of the activity
- K10 whom to inform when the work activity has been completed
- K11 the information and/or documentation required to confirm the activity has been completed
- K12 what materials, equipment and tools can be re-used
- K13 how any waste materials and/or products are transferred, stored and disposed of
- K14 where tools and equipment should be stored and located
- K15 the importance of making a contribution to improving working practices
- K16 the procedure and format for making suggestions for improvements
- K17 what the benefits are to you and the organisation if improvements can be identified
- K18 the importance of maintaining effective working relationships within the workplace
- K19 the procedures to deal with and report any problems that can affect working relationships
- K20 the difficulties that can occur in working relationships
- K21 the regulations that affect how you should be treated at work (such as Equal Opportunities Act, Race and Sex Discrimination, Working Time Directive)
- K22 the benefits of continuous personal development
- K23 the training opportunities that are available in the workplace
- K24 the importance of reviewing your training and development
- K25 with whom to discuss training and development issues

COGPACK52

Working efficiently and effectively in the workplace

K26 the extent of your own responsibility and to whom you should report if you have any problems that you cannot resolve

COGPACK52

Working efficiently and effectively in the workplace

Developed by Cogent

Version number 1

Date approved June 2009

Indicative review date June 2011

Validity Current

Status Original

Originating organisation SEMTA

Original URN STM4

Relevant occupations Engineering and manufacturing technology; Manufacturing technologies; Process, Plant and Machine Operatives; Process Operatives

Suite Packaging

Key words efficient, effective, working, approved procedures, practices, instructions, equipment, materials