

# COGPOLY25

## Contribute to the improvement of routine working practices



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### Overview

This unit is for those with responsibility for contributing to the improvement of routine working practices.

This unit deals with the following:

1. Seek opportunities to improve routine working practices
2. Identify and recommend improvements to routine working practices

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

### Previous Version

Adapted from Unit C17 of Polymer Processing and Related Operations NOS – version November 2004. NB This unit is a tailored version of a Combined Working Practices unit produced by PINTOG, which was originally designated Unit 15.

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### Performance criteria

*You must be able to:*

- P1 take an active part in discussions about working practices
- P2 investigate whether working practices are as good as they could be
- P3 take account of safety implications when deciding whether potential improvements could be made to working practices
- P4 base your comments upon up-to-date information
- P5 make recommendations which are realistic and safe
- P6 indicate the sorts of benefits you think suggested improvements could bring
- P7 present your recommendations clearly
- P8 present your recommendations to the right people and at appropriate times

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### Knowledge and understanding

*You need to know and understand:*

- K1 the main functions of process equipment and systems
- K2 what types of services are used by process equipment and systems
- K3 what is involved in communicating effectively with others
- K4 how decisions are made
- K5 how to give clear presentations
- K6 what working practices and authorisations apply
- K7 why it is important to use valid and reliable information in evaluating problems
- K8 what safety standards apply to the process environment
- K9 what sorts of risks are present in a process environment
- K10 where details on the organisation's health and safety policy can be found

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### Additional Information

#### Glossary

##### **Improvements**

Standard operating procedures, health, safety and environment protection procedures

##### **Present recommendations**

Orally (e.g. in work related discussions), in writing (e.g. through reports and suggestion boxes)

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**Relevant occupations** Professional Occupations; Engineering Professionals; Engineering and manufacturing technologies; Manufacturing technologies

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**Suite** Polymer Processing and Related Operations

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