

COGSIGN21

Monitor and maintain the safety of the workplace



Overview

This unit deals with the following:

1. Monitor safety in the workplace
2. Maintain health and safety in the workplace
3. Maintain the necessary conditions for an effective and safe work environment

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

Previous Version: Unit 3.01 National Occupational Standards in Signmaking (CWP1)

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Performance criteria

- You must be able to:*
- P1 check workplace environment and resources for potential and actual hazards within specified timescales
 - P2 check appropriate fault indicators regularly for deviations from normal operational condition
 - P3 identify and record actual and potential hazards in the workplace
 - P4 take immediate action, following procedures, to deal with serious hazards and emergencies
 - P5 report to the relevant personnel any conduct by others which is likely to result in injury to yourself or others
 - P6 ensure that monitoring records are complete, accurate, current, legible and in an appropriate format
 - P7 follow relevant health and safety and environmental requirements and legislation at all times
 - P8 obtain and select the appropriate PPE (Personal Protective Equipment) for the work activity
 - P9 use PPE (Personal Protective Equipment) correctly, according to agreed safety requirements
 - P10 identify risks, hazards, faults and defective PPE (Personal Protective Equipment) and report promptly to the relevant person
 - P11 ensure that your conduct in the workplace is free from dangerous and hazardous actions
 - P12 rectify any hazards that are within your authority, following approved methods
 - P13 dispose of waste safely according to safety requirements
 - P14 use safe lifting and carrying techniques at all times
 - P15 check that working conditions and the use of resources satisfy current legislation, approved codes of practice and organisational requirements
 - P16 follow maintenance procedures according to requirements
 - P17 deal with accidents and incidents effectively, according to legal and organisational requirements and approved codes of practice
 - P18 identify potential or actual breaches of requirements and take the appropriate action
 - P19 make any recommendations for improving conditions and distribute to the relevant personnel
 - P20 ensure that records are complete, accurate, legible and available to relevant personnel
 - P21 maintain all relevant health and safety systems and procedures according to requirements and instruct relevant personnel accordingly
 - P22 maintain security systems and procedures according to requirements
 - P23 inform relevant people of changes in procedures and requirements
 - P24 take appropriate action to improve efficiency

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P25 ensure that the work environment is conducive to work activity

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Knowledge and understanding

You need to know and understand:

- K1 what aspects of the work environment and resources need to be monitored
- K2 how to use hazard checking methods in relation to the types of hazards to be monitored
- K3 what the monitoring frequencies are
- K4 what are the relevant fault indicators for plant, tools and equipment
- K5 how to check for and identify actual and potential hazards relating to utility supply, furniture, equipment, materials, projections, obstructions and working practices
- K6 what actions should be taken in the event of actual and potential hazards including minor and major hazards
- K7 what actions to take in the event of emergencies including illness, accidents, fire, evacuation and explosion
- K8 how to recall and record information
- K9 what are appropriate recording formats and how to use them
- K10 who are the relevant personnel
- K11 what types of hazard are regarded as major
- K12 why unsafe conduct by others should be reported
- K13 what problems may occur
- K14 what is the appropriate action to take if there are problems
- K15 what legislation and organisational codes of practice are relevant
- K16 what are the consequences of not following legislation and organisational requirements
- K17 what Health and Safety and environmental requirements and legislation are relevant and how to follow them
- K18 what are the consequences to you and to others of not following Health and Safety and environmental legislation
- K19 how to identify and determine the appropriateness of PPE (Personal Protective Equipment) for work activities, to include equipment to protect head, trunk, hands, feet, eyes and ears
- K20 how to use PPE (Personal Protective Equipment)
- K21 what is regarded as appropriate and inappropriate behaviour in a given context
- K22 how to determine acceptable and unacceptable work conditions
- K23 what health and safety requirements are relevant and how to apply them
- K24 what the consequences are of not following health and safety requirements
- K25 what action to take when things go wrong
- K26 how to organise work area so that it is safe
- K27 what types of ancillary attachments need to be removed (e.g., blades, filter masks)

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- K28 what constitutes waste and how to remove waste materials in line with Health and Safety requirements
- K29 what the consequences are of not removing waste materials in the correct way
- K30 how to check for and identify actual and potential hazards relating to utility supply, furniture, equipment, materials, projections, obstructions and working practices
- K31 what actions should be taken in the event of actual and potential hazards including minor and major hazards
- K32 the importance of learning and skill development
- K33 the importance of maintaining adequate supply of resources
- K34 how to apply relevant items of legislation and organisational policies and procedures to actual/typical circumstances
- K35 how to maintain a healthy and safe environment
- K36 monitoring operations, services and systems and analysing efficiency, effectiveness and quality
- K37 key features of legislation and other requirements relating to working conditions and the indications of breaches of those
- K38 maintenance schedules and conditions necessary to maintain equipment within given area of responsibility
- K39 procedures for reporting incidents and accidents and how they operate
- K40 how to gain feedback from others on working conditions

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Additional Information

Glossary

Workplace Environment

Personal area, adjacent areas, general workplace, on site

Hazard Checking Methods

COSHH (Control of Substances Hazardous to Health), inspection, testing, evaluation of usage records

Fault Indications

Unusual machine noise, vibration, machine stoppage, warning devices, alarm systems, fumes, etc.

Checking Frequencies

Pre-specified, ongoing

Resources

Tools, equipment, plant, materials

Recording Formats

Pre-specified, non-pre-specified

Conditions

Work environment, equipment, materials, procedures, special needs

Records

Written, computer-based

Relevant Personnel

Colleagues, individuals, suppliers, production, sub-contractors, staff representatives, customers, team leaders, supervisors etc.

Organisational and Legal Requirements

Health, hygiene and safety legislation, employment legislation, industry-

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specific legislation, approved codes of practice, organisational policies, practices and procedures, environmental legislation

Relevant Health and Safety and Environmental Requirements

What your responsibilities are in respect of health and safety and environmental requirements and legislation, regulations, safe working practices, local, national and organisational/site specific procedures

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Suite Signmaking

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