

# COGSM1

## Unit 1: Maintain the Work Environment to Meet Health, Safety and Environmental Requirements in Signmaking Operations



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### Overview

This unit covers the skills and knowledge that you will need to maintain the work environment to meet safety, health and environment requirements.

This unit deals with the following:

1. Complying with safety, health and environmental requirements in the workplace
2. Minimising risks to the environment
3. Responding to accidents and incidents within the workplace
4. Maintaining the work area
5. Maintaining and storing tools, equipment and materials

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

# COGSM1

## Unit 1: Maintain the Work Environment to Meet Health, Safety and Environmental Requirements in Signmaking Operations

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### Performance criteria

- You must be able to:*
- P1 Carry out work in line with legal requirements, workplace policies, manufacturers' instructions, work instructions, Health and Safety and workplace environmental procedures
  - P2 Ensure that your personal conduct around the workplace does not endanger the health and safety of yourself or other persons and the environment
  - P3 Keep your work area safe, clean, free from obstructions and in a tidy condition
  - P4 Report any potential hazards in your work area within the agreed timescale to the relevant person in accordance with reporting procedures
  - P5 Report accidents and hazardous incidents promptly to the relevant person
  - P6 Minimise the production of waste in the operations
  - P7 Protect any work in progress from accidental damage
  - P8 Obtain and check that any equipment being used is clean and free from damage
  - P9 Operate equipment in accordance with manufacturers' instructions
  - P10 Deal with defective tools, equipment and materials according to company policy
  - P11 Maintain and store tools, equipment and materials according to manufacturers' instructions and company policies
  - P12 Inform the relevant personnel of any problems which you cannot solve

# COGSM1

## Unit 1: Maintain the Work Environment to Meet Health, Safety and Environmental Requirements in Signmaking Operations

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### Knowledge and understanding

*You need to know and understand:*

- K1 What the Health and Safety and environmental requirements are and how to follow them
- K2 Why it is important to keep the work instructions safe and accessible
- K3 The importance of complying with the workplace policies, manufacturers' instructions, work instructions, Health and Safety and environmental policies
- K4 What the consequences to you and to others are of not following workplace policies, manufacturers' instructions, work instructions, Health and Safety and environmental
- K5 What the hazards associated with your working environment are and the risks they pose
- K6 When and why it is necessary to wear personal protective equipment (PPE)
- K7 How to obtain and select appropriate personal protective equipment (PPE)
- K8 What the relevant authorisation procedures are and how to follow them
- K9 Who the relevant personnel are
- K10 What problems may occur
- K11 What action to take if there are problems
- K12 When it may be necessary to undertake a risk assessment
- K13 Who to report accidents, incidents, hazards and breaches of safety standards to
- K14 How to report any differences between working practices and suppliers'/manufacturers' instructions to the relevant person
- K15 What substances and processes might be categorised as hazardous to the environment
- K16 What the procedures are for the correct disposal of hazardous materials
- K17 What actions to take in an emergency
- K18 What alarm systems are used and when to use them
- K19 The action to take on hearing an alarm
- K20 The different methods for storing and maintaining tools equipment and materials at the work area
- K21 What parts of the work area need to be kept clean and to what standard
- K22 How to apply protection to work in progress
- K23 How to minimise the production of waste in the operations
- K24 What appropriate storage places for equipment are, including local and central storage
- K25 How to identify causes of damage and prevent contamination from equipment, environment, colleagues and passing goods
- K26 What acceptable recording formats are and when and how to use them
- K27 The problems that may occur with storing tools and equipment

# COGSM1

## Unit 1: Maintain the Work Environment to Meet Health, Safety and Environmental Requirements in Signmaking Operations

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- K28 How and why tools and equipment need to be maintained
- K29 What tools and equipment are your responsibility
- K30 What types of faults can occur in tools and equipment
- K31 Which tools and equipment you can repair and how to deal with those you can not
- K32 How to replace and repair defective parts
- K33 What actions cause damage to other tools, equipment or products in the work area during maintenance
- K34 How and where to store and secure tools and equipment
- K35 How to use and identify methods for maintaining tools and equipment
- K36 When to complete documentation and why it must be completed accurately

# COGSM1

## Unit 1: Maintain the Work Environment to Meet Health, Safety and Environmental Requirements in Signmaking Operations

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### Additional Information

#### Glossary

**Personal Protective Equipment:** To include eye protection, hearing protection, safety gloves, safety footwear, hard hats and respirators/masks when appropriate

**Conduct:** To include behaving safely when working alone and as a member of a team

**Relevant Person:** Line manager, supervisor, team leader, responsible person etc.

**Environment:** This is a broad term which refers to the global environment with which we all interact

**Hazards:** The Health and Safety Executive (HSE) definition is “a hazard is something with potential to cause harm”

**Risk/s:** The Health and Safety Executive definition is “a risk is the likelihood of a hazard's potential being realised”. In this unit these definitions apply equally to environmental hazards and risks. Risks to the environment covered by this unit are arising from:

1. The use of materials and substances hazardous to the environment
2. The disposal of waste, materials and substances hazardous to the environment
3. Emission of gases, fumes or dust

**Workplace:** This is the single or multiple areas in which work is carried out. This may be a shop, office, a manufacturing plant, outdoors, or an educational establishment

**Workplace policies:** This covers documentation prepared by the employer on the procedures to be followed regarding environmental matters. It could be the employer's environmental policy statement, or guidance covering aspects of the working practices or workplace that should be drawn to the employees' (and “other persons”) attention

**Workplace environmental procedures:** These contain the specific instructions or details for people at work to follow for an environmentally friendly working environment. They will contain the instructions, for example, on disposal of materials hazardous to the environment. Legal and workplace environmental procedures covered by this unit are:

4. Waste minimisation
5. The use of environmentally safe working methods and equipment
6. The use of personal protection equipment

# COGSM1

## Unit 1: Maintain the Work Environment to Meet Health, Safety and Environmental Requirements in Signmaking Operations

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7. What to do in the event of an emergency involving environmental hazards
8. Authorisation for handling, storing, using or disposing hazardous materials, products or equipment

**Reporting procedures:** Reporting procedures covered by this unit are:

9. Oral reports
10. Written reports

# COGSM1

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