

Overview

This unit is about maintaining a healthy and safe working environment across the range of installation or maintenance work, this involves being able to use safe procedures when working with others and use safe working practices.

The person carrying out this work must possess the skills and knowledge to ensure that their own actions do not create any health and safety risks, they do not ignore hazards with significant risk in the workplace and that they take sensible action to put things right. There are many potential hazards within our industry. This unit is designed to ensure that those that work within it are aware of the potential dangers, likely hazards and where to source: safety information, appropriate regulations and apply them to the workplace and the people who operate within it.

This unit is about identifying the hazards and risks that are associated with the job. Typically these will focus on the working environment, the tools and equipment that are used, materials and substances that are used, working practices that do not follow laid-down procedures, and manual lifting and carrying techniques.

Note: This national occupational standard (Ref ID M1) belongs to SummitSkills – the Sector Skills Council for the Building Services Engineering Sector. The format of this national occupational standard is different to that used by Energy & Utility Skills.

Apply health and safety legislation and working practices

Performance criteria

- You must be able to:*
1. identify which workplace health and safety procedures are relevant to their working environment and ensure that they comply with their duties and obligations as defined by current, relevant legislation
 2. present themselves in the workplace suitably prepared for the activities to be undertaken
 3. where appropriate, produce a risk assessment and method statement for the work to be carried out
 4. review their own working practices and working environment for hazards which could cause serious harm, including the handling of potentially hazardous materials, tools and equipment
 5. follow the workplace policies and suppliers' or manufacturers' instructions for the safe use and maintenance of tools, plant and equipment
 6. control those health and safety hazards within their capability and job responsibility limits
 7. report to the relevant persons responsible for health and safety in the workplace, those hazards which may present a high risk
 8. ensure personal conduct around the workplace does not endanger the health and safety of themselves or other persons
 9. follow correct procedures in the event of injuries to self and others
 10. take remedial action(s) where work methods do not comply with risk assessment requirements
 11. demonstrate work processes, production and installation processes which comply with health and risk assessment safety requirements
 12. comply with hazard warning and prohibition notices

Knowledge and understanding

You need to know and understand:

1. the roles and responsibilities of themselves and others under the Health and Safety at Work Act 1974 and other current legislation (e.g. The Management of Health and Safety at Work Regulations; Workplace Health and Safety and Welfare Regulations; Personal Protection at Work Regulations; Manual Handling Operations Regulations; Provision and Use of Work Equipment Regulations; Display Screen at Work Regulations; Construction (Design and Management) Regulations; Control of Noise at Work Regulations; Control of Asbestos Regulations 2006)
2. the particular health and safety risks which may be present in their own job role (the tools, materials and equipment that they use, not reporting accidental breakages of tools or equipment and not following laid-down working practices and procedures) and the requirements of current health and safety legislation for the range of work operations
3. how to recognise potential asbestos containing materials in the workplace
4. the procedures for dealing with a suspected presence of asbestos in the workplace
5. public health concerns associated with their workplace
6. safe practices when carrying out work
7. how to locate relevant health and safety information for their tasks, and the sources of expert assistance when help is needed
8. what constitutes a hazard in the workplace (such as electricity, slippery and uneven surfaces, dust and fumes, handling and transporting, contaminants and irritants, fire, working at height, environment, dangerous occurrences, hazardous malfunctions, improper use and storage of tools and equipment)
9. the importance of remaining alert to the presence of hazards in the whole work place
10. the responsible persons to whom to report health and safety matters
11. emergency procedures in the workplace, including procedures for summoning emergency services and the information they require, alarm and evacuation procedures, escape routes and fire fighting procedures
12. the first aid facilities that exist within their work area and within the organisation in general, and the procedures to be followed in the case of accidents involving injury

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- 13. how to read, understand and work to, or produce, general risk assessments and method statements and how to apply them in the workplace
- 14. the warning signs for the seven main groups of hazardous substances defined by Classification, Packaging and Labelling of Dangerous Substances Regulations
- 15. safety precautions including the protective clothing and equipment that is available for their areas of activity
- K16 the methods of protecting customer's property within the types of locations in which installation or maintenance work is carried out and how to report damage arising from work operations, should this arise

Important note: According to the Health and Safety at Work Act: Employers must safeguard so far as is reasonably practicable, the health, safety and welfare at work of all the people who work for them and 'other persons'. This applies in particular to the provision and maintenance of safe plant and systems of work, and covers all machinery, equipment and substances used. Employees also have a duty under the Act to take reasonable care to avoid harm to themselves or to others by their working practices, and to co-operate with employers and others in meeting statutory requirements. The Act also requires employees not to interfere with or misuse anything provided to protect their health, safety or welfare in compliance with the Act. The Health and Safety at Work Act 1974 is the main piece of legislation under which nearly all the other regulations are made. It is for this reason that only this piece of legislation is specifically referred to in this Unit.

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