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## Overview

This standard covers the competence you will need to develop and maintain a healthy and safe work environment for scientific or technical activities in accordance with approved procedures and practices.

You will be required to demonstrate that you can adhere to health and safety regulations and guidelines relevant to your area of responsibility. You will ensure that the appropriate people are informed about their duties and obligations relating to all relevant health and safety regulations and guidelines in accordance with workplace procedures.

The activity is likely to be undertaken by someone in a science related work setting, including individuals working in hospitals, scientific laboratories, schools and universities.

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## Performance criteria

- You must be able to:*
- P1 ensure that your work is carried out in accordance with standard operating procedures
  - P2 use the appropriate personal protection equipment (PPE) where scientific or technical activities are performed
  - P3 identify the health and safety regulations and guidelines relevant to your area of responsibility
  - P4 ensure that the appropriate people are informed about their duties and obligations relating to all relevant health and safety regulations and guidelines
  - P5 provide support to the appropriate people to enable them to work in a healthy, safe and productive way
  - P6 ensure that the work environment under your responsibility conforms to organisational and legal health and safety
  - P7 monitor scientific or technical activities and rectify breaches in health and safety requirements promptly in accordance with organisational procedures
  - P8 record information regarding health and safety and the work environment in the appropriate workplace information system
  - P9 present the results of the work done to the appropriate people, in accordance with departmental and organisational procedures

## Knowledge and understanding

- You need to know and understand:*
- K1 the health and safety requirements of the area in which you are carrying out the scientific or technical activities
  - K2 the implications of not taking account of legislation, regulations, standards and guidelines when conducting scientific or technical activities.
  - K3 the workplace procedures, as set down in local operating manuals and schemes of work
  - K4 the importance of following manufacturers' instructions
  - K5 the range of techniques and processes that you have to use correctly in the workplace
  - K6 the importance of wearing protective clothing, gloves and eye protection for scientific or technical activities
  - K7 the specific safety precautions to be taken when working with equipment and computer-based systems
  - K8 the identity of health and safety representatives
  - K9 the location and correct use of emergency equipment
  - K10 the types of handling and sorting system used to process orders or requests
  - K11 the organisational requirements for maintaining the security of the workplace and confidential information
  - K12 the lines of communication and responsibilities in your department, and the links with the rest of the organisation
  - K13 the limits of your own authority and to whom you should report if you have problems that you cannot resolve
  - K14 the roles and responsibilities of yourself and others
  - K15 the principles and practice of risk assessment, and how to ensure that the work environment is effectively monitored
  - K16 how to assess current working conditions and identify possible areas for improvement
  - K17 how to communicate effectively with team members, colleagues, line managers and people outside your organisation
  - K18 the organisational and legal requirements for maintaining a healthy, safe work environment
  - K19 the codes of practice relevant to developing and maintaining a healthy, safe work environment
  - K20 the types of support that it may be necessary to provide on health and safety issues, and how to provide such support
  - K21 how to respond to contradictions between health and safety requirements and organisational constraints
  - K22 the organisational procedures for recommending improvements to the work environment
  - K23 the records that must be kept, and the organisational and legislative requirements for doing so

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K24 the control of substances hazardous to health (COSHH) regulations, and their application in the workplace

K25 the types of hazards which may be present in the workplace, and how these can be minimised

K26 the correct storage and disposal procedures for hazardous material and equipment

K27 the correct procedures for the storage, transport and disposal of waste

## Scope/range

1. inform your people of their health and safety duties and responsibilities using:
  - 1.1 verbal instructions plus two methods from the following:
  - 1.2 electronic mail
  - 1.3 written instructions/documents
  - 1.4 computer-based presentations
  - 1.5 training sessions
  - 1.6 health and safety meetings
  - 1.7 video/photographic media
  
2. carry out audits/inspection of the work environment that include all of the following:
  - 2.1 physical environment
  - 2.2 equipment
  - 2.3 materials
  - 2.4 working procedures
  
3. discuss and resolve health and safety issues with two of the following:
  - 3.1 team members
  - 3.2 peer group
  - 3.3 senior managers
  - 3.4 external contacts
  
4. record and communicate details of the work done, to the appropriate people, using:
  - 4.1 verbal report plus one method from the following:
  - 4.2 written or typed report
  - 4.3 computer-based record
  - 4.4 specific workplace documentation
  - 4.5 electronic mail

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