

## Overview

This standard is for everyone at work. It is about having an appreciation of significant risks at work, knowing how to identify and deal with them.

This standard is about the health and safety responsibilities for everyone at work. It describes the competences required to make sure that:

- 1 your own actions do not create any health and safety hazards
- 2 you do not ignore significant risks at work, and
- 3 you take sensible action to put things right, including: reporting situations which pose a danger to people at work and seeking advice

Fundamental to this unit is an understanding of the terms "hazard", "risk" and "control".

Make sure your own actions reduce risks to health and safety

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### Performance criteria

*You must be able to:* Identify the hazards and evaluate the risks at work:

1. identify which workplace instructions are relevant to your job
2. identify those hazards in your job which may harm you or others
3. identify those aspect of your workplace which could harm you or others
4. identify and respond to hazards in accordance with workplace instructions and legal requirements
5. report all matters relating to health and safety to the responsible person

Reduce the risks to health and safety at work:

6. carry out your work in accordance with your level of responsibility
7. control health and safety risks within your job responsibilities
8. communicate suggestions for reducing risks to health and safety to the responsible people
9. make sure your work practice does not endanger the health and safety of you or others at work
10. follow the workplace instructions and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products

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## Knowledge and understanding

*You need to know and understand:*

1. what “hazards” and “risks” are
2. your responsibilities for health and safety as required by the law covering your job role
3. the hazards which exist at work and the safe working practices which you must follow
4. the particular health and safety hazards which may be present in your own job and the precautions you must take
5. the importance of remaining alert to the presence of hazards in the whole workplace
6. the importance of controlling, or promptly reporting, risks
7. the safe working practices for your own job
8. the responsible people you should report health and safety matters to
9. where and when to get additional health and safety assistance
10. workplace instructions for managing risks which you are unable to control
11. suppliers’ and manufacturers’ instructions for the safe use of equipment, materials and products which you must follow
12. the importance of personal behaviour in maintaining the health and safety of you and others

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