

## Overview

This standard is about working effectively, safely and complying with legal and regulatory requirements in a workshop environment. It will involve creating or upholding a safe workshop space that may be permanent or temporary, and maintaining the health and safety of yourself and the crew you work with at all times.

It also involves ensuring that the space is clean, organised and well managed in order to execute your work. This could also include setting up a dry hire space to be able to deliver the necessary work in an effective manner, including cleaning up and returning the area to its previous state.

This standard is for those who work in a workshop environment.

## Performance criteria

### *You must be able to:*

1. confirm that the workshop space is secure and inaccessible to unauthorised people within your level of authority
2. check that the working environment is safe and compliant with current legislation and regulations
3. confirm equipment and materials are stored in the designated locations when not in use
4. liaise with production personnel regarding risk assessment
5. check and confirm that all utilities and appliances are fitted and used in a safe manner, compliant with health and safety legislation and regulations
6. monitor and maintain safety documentation in the workshop in line with legislation and regulatory requirements
7. ensure that all extraction systems are in place and operating in a safe, compliant manner
8. confirm, by liaising with production, that appropriate levels of insurance are in place
9. provide documentation about insurance when required
10. check and confirm that equipment is maintained to required standards
11. confirm that equipment maintenance records are complete and up to date, with test certificates provided
12. provide appropriate waste disposal and recycling systems in line with current legislation, sustainability and environmental practice
13. use Personal Protective Equipment (PPE) to ensure health and safety of self and others in the workshop
14. record all aspects of risk assessment and risk management providing documentation as required

## Knowledge and understanding

### *You need to know and understand:*

1. the importance of being familiar with the equipment within the work area
2. the equipment that is safe for you to use within your role in the work area
3. the location of utility supplies, their suitability and safety
4. how to load and unload heavy equipment safely
5. how to liaise with production regarding risk assessments and the impact they will have on the workshop space
6. health and safety measures that apply when working in a workshop environment
7. the legislation and regulatory requirements to comply with
8. the electrical set up of the building and the impact that will have on the work carried out there
9. the air, fume and dust extraction equipment in place in the workshop
10. how to ensure the safe storage of materials in the workshop
11. the assured security of the building to ensure inaccessibility to the general public at any time
12. how to create safe work areas within the workshop space, such as trip hazards and barrier tape
13. how to identify and store dangerous and hazardous substances correctly
14. how to create and manage the workshop space and ensure that it remains clean and organised at all times
15. who is responsible for maintaining the equipment and maintenance records
16. the importance of using Personal Protective Equipment (PPE) in a workshop environment
17. how to manage waste disposal and recycling in line with current legislation sustainability and environmental practice
18. the different insurance requirements for temporary and permanent workshop spaces
19. how to clarify what is covered within the production or company policy
20. how your own and others actions contribute to the organisation of the workshop space

Work in a safe and effective way in a workshop

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**Suite** Physical Special Effects

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