

## Overview

This standard is about making sure that you maintain a safe working environment and recognise potential hazards and risks and take preventative action before they can cause harm and injury to self, others or the environment. It is also about making sure that you follow the systems and procedures that are put in place for the safety and

## Performance criteria

### You must be able to:

Identify, evaluate and minimise hazards to your health and safety

1. select, use and comply with the personal protective equipment (PPE) requirements detailed in the risk assessment for the task to be undertaken
  2. visually check PPE for defects making sure that it is fit-for-purpose and safe to use
  3. carry out pre-inspection of the work area, and access and egress to it, to establish and evaluate potential hazards to personal safety before commencement of work activities
  4. when using plant and equipment and conducting manual handling operations make sure that steps, slopes and the general work area meet the necessary standards and conditions required to complete the task safely
  5. visually check tools, equipment, plant, machinery for defects that present a risk to health & safety to self, others and the environment
  6. carry out tasks in accordance with the organisations work practices and procedures
  7. evaluate the risks and consider the likely outcomes of your actions before you start work
- Communicate data and information
8. report concerns and defects with PPE, tools, equipment, plant and

Be aware of and control workplace hazards

---

machinery to line manager before use

9. report health and safety concerns and potential risks before carrying out duties and commencing work

Resolve problems that can cause personal harm and injury to self and

others

10. resolve problems and risks within the limits of own job role responsibility

11. report problems and risks outside limits of your own responsibility to resolve to designated persons

## Knowledge and understanding

### You need to know and understand:

#### General

1. the potential hazards associated with the workplace
2. how to identify work-related hazards and risks
3. details of operational procedures and documentation
4. how to use personal protective equipment (PPE) in line with operational procedures
5. operational procedures and why it is important to comply with them  
Identify, evaluate and minimise hazards to your health and safety
6. what is meant by “health, safety and the environment” in the workplace and why it is important to you
7. the meaning of the term “hazard”
8. the meaning of the term “harm”
9. the meaning of the term “risk”
10. the meaning of the term “risk assessment”
11. the meaning of the term “dynamic risk assessment”
12. the harm that a range of health, safety and environmental hazards can cause
13. the meanings of different types of safety signs and the hazards they indicate
14. how the conditions in a workplace can cause hazard
15. the types of personal protective equipment available and the hazards against which they provide protection
16. what is meant by “safe system of work or method statement”

17. the importance of personal hygiene
18. why first aid provision is needed
19. the health and safety responsibilities of a manager/employer
20. your personal responsibilities for health and safety as an  
employee
21. why it is important to report accidents, ill health and other incidents,  
near misses/near hits

## Be aware of and control workplace hazards

---

Developed by	Energy & Utility Skills
Version Number	2
Date Approved	01 Nov 2017
Indicative Review Date	01 Nov 2021
Validity	Current
Status	Original
Originating Organisation	Energy & utility skills
Original URN	WO34
Relevant Occupations	Public Services, Public Services and Care
Suite	Waste Resource Operations Management
Keywords	Workplace; Hazard; Awareness; Control; Minimise hazards; Risk assessment; Safety; Evaluate risks

---