

Contribute to keeping workshops tidy and safe

Overview

This standard covers the skills for good workshop preparation and practice. It involves keeping the workshop tidy and safe. It also involves identifying risks in the workplace, taking action to ensure individuals do not create any health and safety hazards and reporting potential hazards. You will also seek advice should a risk be identified.

You will be responsible for cleaning and storing equipment and the safe handling of chemicals and other hazard materials.

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Performance criteria

You must be able to:

1. check there is sufficient clear bench space to safely carry out the work activities in line with health and safety practice
2. review working practices which could harm self and others in line with workplace instructions
3. maintain vigilance throughout working time within the workshop to avoid harm to self and others in line with workplace instructions
4. check who is responsible for health and safety in the workplace and where they are located in line with workplace instructions
5. complete tasks within own level of competence in line with workplace instructions
6. follow instructions and guidance on the safe use of chemicals, materials and equipment in line with workplace and legal requirements
7. dispose of waste and surplus materials at the end of work activities in line with health and safety practice
8. clean materials and equipment in line with manufacturer's guidelines
9. check the work area is left in a safe and tidy condition after work activities in line with health and safety practice
10. store cleaned materials and equipment in line with health and safety practice
11. make sure personal presentation and behaviour at work protects the health and safety of self and others in line with workplace instructions

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Knowledge and understanding

You need to know and understand:

1. safety precautions to be taken in the workshop for different processes
2. the importance of keeping the work area safe and tidy
3. common hazards and risks in jewellery, silversmithing and allied trades workplace
4. safe working practices and legislation
5. workplace instructions within own workshop
6. the importance of reporting and dealing with risks as soon as they occur
7. who to ask for support and when to do so
8. who to report risks to
9. safety controls of special chemicals and dangerous acids
10. material and equipment storage practices
11. waste management practices
12. methods of cleaning machinery
13. care of tools, equipment and machinery
14. the limits of own responsibilities and competencies
15. suppliers' and manufacturers' instructions for the safe use of equipment, materials and products

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