

Take action to deal with emergencies in the workplace

Overview

This standard is about being able to deal with emergencies in the workplace. It includes working according to specified organisational procedures to safely and effectively limit the potential impact of a health, safety or environmental emergency. The types of emergencies could include: health and safety, for example accidents, near misses, fatalities, bomb threats and fire; environmental, for example pollution of water supply, ammonia or gas leaks, odour.

This standard is for you if you work in food and drink operations.

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Performance criteria

You must be able to:

1. prepare to deal with an emergency according to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions
2. respond to requests for assistance in accordance with organisational requirements
3. complete a risk assessment to determine the level of risk associated with the emergency
4. advise others of risk in line with organisational requirements
5. determine the actions required to deal with the emergency in accordance with organisational requirements
6. obtain the tools and equipment that are required to deal with the emergency
7. operate to the legal or regulatory requirements, the organisational health and safety, hygiene and environmental standards and instructions
8. use tools and equipment according to work instructions to control and reduce the risk posed by the emergency
9. make equipment and the immediate work area ready for future use in accordance with organisational requirements
10. maintain communication in accordance with organisational requirements
11. report the outcome of activities in accordance with organisational requirements

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Knowledge and understanding

You need to know and understand:

1. how legal requirements control the way emergencies are dealt with
2. the types of emergency and their potential impact
3. where emergencies can occur within the organisation
4. the activities undertaken by the organisation that present a health and safety risk
5. the products and materials used and handled by the organisation that present a risk to the environment
6. how to complete dynamic risk assessments in respect to health and safety, the environment and personal safety
7. the importance of dynamic risk assessment when dealing with potential emergencies
8. how to use tools and equipment to deal with emergencies
9. how to review the causes of emergencies and determine policies and procedures designed to avoid similar emergencies in the future
10. the recording, reporting and communication that is needed and how to carry this out correctly and the reasons why it is important to do so
11. the importance of maintaining communications when dealing with emergencies
12. how to follow work instructions and why it is important to do so

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Developed by	Improve
Version Number	3
Date Approved	31 Dec 2021
Indicative Review Date	31 Jan 2025
Validity	Current
Status	Original
Originating Organisation	NSAFD
Original URN	IMPHS111
Relevant Occupations	Food Production Operatives, Manufacturing Technologies, Plant and Machine Operatives, Process Operatives, Process, Plant and Machine Operatives
Suite	Health, Safety and the Environment in Food Manufacture
Keywords	food, drink, manufacturing, health and safety, environment, emergency