

## Work in a safe and effective way in a workshop

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### Overview

This Standard is about your ability to work effectively, safely and legally 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. It assumes you have a knowledge and experience of working collaboratively as part of a team. This Standard is for you if you work in a workshop environment.

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### Performance criteria

#### You must be able to:

1. ensure that workshop space is secure and inaccessible to unauthorised people at all times within your level of authority
2. ensure that the working environment is safe and compliant with current legislation at all times
3. ensure equipment and materials are stored in the appropriate locations when not in use
4. liaise with appropriate production personnel regarding any necessary assessment of risk
5. ensure that all utilities and appliances are fitted and used in a safe manner, compliant with health and safety legislation
6. monitor and maintain documentation of all safety parameters in the workshop in line with requirements, providing documentation to others when required
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 to relevant people when required
10. ensure that equipment is maintained to required standards

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11. ensure 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 and good working practice
13. use Personal Protective Equipment (PPE) to ensure Health  
and  
Safety of self and others in the workshop
14. document all aspects of risk assessment and management in  
required formats, providing this to others when required

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### Knowledge and understanding

#### You need to know and understand:

1. the importance of being familiar with the equipment you have, or are taking into, the work area
2. the parameters of your role in the working environment and the equipment it is safe for you to use
3. the location of utility supplies, their suitability and safeness
4. how to load and unload heavy equipment safely
5. how to liaise with production regarding any necessary risk assessments and the impact they will have on the workshop space
6. the wide range of Health and Safety measures for working in a workshop environment and the legislation with which you must comply
7. the electrical set up of the building and the impact that will have on the work carried out there
8. the air, fume and dust extraction equipment in place in the workshop
9. how to ensure the safe storage of materials in the workshop
10. the assured security of the building to ensure inaccessibility to the general public at any time
11. how to create safety parameters within the workshop space, including, but not limited to, trip hazards and barrier tape
12. how to identify and store dangerous and hazardous

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substances

correctly

13. how to create and manage the workshop space and ensure that it

remains clean and organised at all times

14. who is responsible for maintaining the equipment and maintenance records

15. the importance of using Personal Protective Equipment (PPE) in a

workshop environment

16. how to manage waste disposal and recycling in line with current

legislation and good working practice

17. the different insurance requirements for temporary and permanent

workshop spaces

18. how to clarify what is covered within the production or company

policy

19. how your own and others actions contribute to the organisation of

the workshop space

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