|  |  |  |  |
| --- | --- | --- | --- |
| Title | **Apply occupational health and safety procedures at workplace** | | |
| Level | **2** | **Credits** | **4** |

|  |  |
| --- | --- |
| Purpose | This Competency Standard identified the competencies required to apply occupational health and safety procedures at workplace by a machinist in accordance with the organization’s approved guidelines and procedures. You will be expected to identify hazards in workplace, comply health and safety precautions, use of personal protective equipment and practicing safe work habits at workplace at all times. Your underpinning knowledge regarding occupational health and safety procedures will be sufficient to provide you with the basis for your work. |

|  |  |
| --- | --- |
| Classification ISCED | 0715 Mechanics and metal trades |

|  |  |
| --- | --- |
| Available grade | Competent / Not yet competent |

|  |  |
| --- | --- |
| Modification history | N/A |

|  |  |  |  |
| --- | --- | --- | --- |
| **Unit of Competency** | **Performance Criteria** | **Knowledge and Understanding** | **Tools & Equipment** |
| **C1. Identify hazards in workplace environment** | ***You must be able to:***  **P1.** Read and interpret work processes and procedures correctly to identify risk of hazards at workplace.  **P2.** Recognize engineering processes, tools, equipment and consumable materials that have the potential to cause harm.  **P3.** Identify any potential hazards and take appropriate action to minimize the risk. | ***You must know and understand:***  **K1.** Health and safety precautions of the company.  **K2.** Techniques and methods to controlrisksof identified hazards in the workplace.  **K3.** Dealing with hazards to reduce, minimise or avoid accident or injury.  **K4.** Safety reporting procedures and documentation. | **T1.** Health and safety manual. |
| **C2. Comply with Occupational Health and Safety Precautions** | ***You must be able to:***  **P1.** Work safely at all times, complying with health and safety precautions, regulations and other relevant guidelines.  **P2.** Identify health and safety hazards in the | ***You must know and understand:***  **K1.** Organizational health and safety procedures.  **K2.** Health and safety risks that can arise as a result of accidents. | **T1**. Overall combination  **T2**. Safety shoes  **T3**. Safety gloves |

|  |  |  |  |
| --- | --- | --- | --- |
| **Unit of Competency** | **Performance Criteria** | **Knowledge and Understanding** | **Tools & Equipment** |
|  | workplace, so that the potential for personal injury, damage to equipment or the workplace is prevented, and corrective action is taken.  **P3.** Deal with problems which are within your control, and report those that cannot be resolved to safety officer. | **K3.** Types of hazards that are most likely to cause harm to health and safety. | **T4**. Safety goggles  **T5**. Safety helmet  **T6**. Ear plugs  **T7**. Fire extinguisher **T8**. Smoke alarm **T9**. First aid box |
| **C3. Apply Personal Protective and Safety Equipment (PPE)** | ***You must be able to:***  **P1.** Select personal protective equipment in terms of type and quantity according to work orders.  **P2.** Wear, adjust, and maintain personal protective equipment to ensure correct fit and optimum protection in compliance with company procedures.  **P3.** Ensure personal protective equipment is cleaned and stored in proper place. | ***You must know and understand:***  **K1.** Importance of using Personal Protective Equipment (PPE)  **K2.** Types of PPE.  **K3.** Protective clothing and equipment to be worn and where it can be obtained.  **K4.** Safely maintaining the PPEs. | **T1**. Overall combination  **T2**. Safety shoes **T3**. Safety gloves **T4**. Safety goggles T5. Safety helmet T6. Ear plugs  T7. First aid box |

|  |  |  |  |
| --- | --- | --- | --- |
| **Unit of Competency** | **Performance Criteria** | **Knowledge and Understanding** | **Tools & Equipment** |
| **C4. Practice safe work habits to ensure safety in the workplace** | ***You must be able to:***  **P1.** Wear required clothing (not loose or torn), confine long hair, and remove jewelry in accordance with company procedures.  **P2.** Apply work procedures and approaches that ensure personal safety as well as others safety.  **P3.** Demonstrate good housekeeping in the workplace by cleaning up spills or leaks.  **P4.** Keep work area clean and clear of obstructions, and storing tools or equipment, so that the potential for accident or injury is prevented.  **P5.** Ensure tools or equipment are in place and available in proper place as per company procedures. | ***You must know and understand:***  **K1.** Importance of safety at work and its implications.  **K2.** Work safety procedures and guidelines.  **K3.** Specific company procedures regarding workplace safety.  **K4.** Recommended procedure for cleaning and storing of tools and equipment at workplace. | **T1**. Earthing wire **T2**. Fire extinguisher **T3**. Tool box/bins **T4**. Safety covers **T5**. First aid box  **T6**. Safety equipment |