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| Title | **Apply safety precautions and guidelines at workplace** | | |
| Level | **2** | **Credits** | **11** |

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| Purpose | This Competency Standard identifies the competencies required to apply occupational health and safety procedures at workplace by Auto Electrician in accordance with the organization’s approved guidelines and procedures. Trainee 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 Trainee the basis for his/her work. |

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| Classification ISCED | 0716 Motor vehicles, ships and aircraft |

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| Available grade | Competent / Not yet competent |

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| Modification history | N/A |

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| **Unit of Competency** | **Performance Criteria** | **Knowledge and Understanding** | **Tools & Equipment** |
| A1. Identify hazards in workplace environment | *Traineemust be able to:*  P1. Read and interpret work processes and procedures correctly to identify risk of hazards at workplace.  P2. Recognize 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. | *Traineemust know and understand:*  K1. Health and safety precautions of the company.  K2. Techniques and methods to identify the risks of hazards at workplace.  K3. Dealing with hazards to avoid any accident or injury.  K4. Safety reporting procedures and documentation. | Health and safety manual. |
| A2. Comply with Occupational Health and Safety Precautions | *Traineemust 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 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 control, and report those to safety officer that cannot be resolved. | *Traineemust know and understand:*  K1. Organizational health and safety procedures.  K2. Health and safety risks that can arise as a result of accidents.  K3. Types of hazards that are most likely to cause harm to health and safety. | Safety shoes, Safety gloves, Safety goggles, Safety helmet, Fire extinguisher, Smoke alarm, First aid box |

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| A3. Apply Personal Protective and Safety Equipment | *Traineemust 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 fitness and optimum protection in compliance with company procedures.  P3. Ensure personal protective equipment is cleaned and stored in proper place. | *Traineemust know and understand:*  K1. Importance of using Personal Protective Equipment.  K2. Types of PPE.  K3. Protective clothing and equipment (PPE) to be worn and where it can be obtained.  K4. Safely maintaining the PPEs. | Safety shoes, Safety gloves, Safety goggles, Safety helmet |
| A4. Practice safe work habits to ensure safety at workplace | *Traineemust 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. | *Traineemust 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. | Fire extinguisher, Tool box/bins, Safety covers, First aid box, Safety equipment |