

Unit AJ10 Contribute to health and safety in the workplace

Elements

AJ10.1 Operate safely in the workplace

AJ10.2 Respond to emergencies

AJ10.3 Assist in the security of the workplace

Unit Commentary:

This unit is designed for the archaeologist to demonstrate competence to contribute to health and safety in the workplace. It asks them to be on the look out for hazards and, when identified, deal with them if appropriate, ensuring they are reported for others to become aware of. They must be aware of their responsibilities in respect of Health and Safety at Work and the practices and procedures that help to maintain H&S for themselves and others. They would be expected to have a basic understanding of emergency services and procedures and be able to respond appropriately. Similarly, there would be a requirement to assist with security procedures with regard to trespassing and breaches of security involving damage or theft of plant, equipment, materials and property.

AJ10 Contribute to health and safety in the workplace

AJ10.1 Operate safely in the workplace

Required performance

This will involve:

- a) ensuring that work activities are carried out safely to avoid creating hazardous situations that may endanger operators of the work and other personnel
- b) ensuring that **hazards** and potential hazards identified in the workplace are dealt with appropriately within the responsibility and capability of the work operator and reported promptly to the appropriate person(s)
- c) ensuring that communications are clear and information or instruction is confirmed as understood
- d) ensuring that all **tools and equipment** are used safely in accordance with organisational procedures, manufacturers' instructions and relevant statutory regulations
- e) ensuring that work materials and components are handled and stored in accordance with **approved procedures** and practices
- f) ensuring that manual handling is carried out safely using appropriate handling techniques
- g) ensuring that accident(s) and incident(s) are reported promptly to an authorised person in accordance with **approved procedures** and practices
- h) Appropriate personal protective equipment is used in compliance with safe working practices
- i) ensuring that work is carried out to **approved procedures** and practices and in compliance with statutory requirements

Occupational Context

1 Types of hazards (may include):

- restrictions to access and egress,
- mis-use of tools and equipment
- faulty equipment
- hazardous substances
- interference with and from adjacent activities
- obstructions and exposed apparatus structures and services

2 Tools and equipment:

- powered tools
- hand tools
- equipment

3 Approved procedures:

- Organisational
- Regulatory
- Emergency

Knowledge Requirements

You need to know about:

- Hazards in the context of the working environment
- Procedures for reporting and dealing with hazards
- Types of tools and equipment to be used relevant to the work activity
- Types of materials and substances associated with the work
- Approved procedures and practices in the context of the operations, the work activity and the workplace environment (organisational, regulatory, emergency, operational)
- Responsibilities under the health and safety statutory requirements

AJ10 Contribute to health and safety in the workplace

AJ10.1 Operate safely in the workplace

Required Skills

N/A

Evidence Required

The assessor must be satisfied that the candidate can provide sufficient evidence of practical performance to demonstrate competence under working conditions to:

- identify and report hazards to the working environment
- select and use protective clothing and equipment appropriate to the work
- work safely to recognised practices and with an awareness for others
- use all tools and equipment correctly and safely
- Use appropriate manual handling and lifting techniques

Supplementary evidence will be required in order to satisfy aspects of the range not demonstrated through performance alone. In this case, additional evidence of knowledge and understanding will therefore be required.

Evidence Rules

N/A

AJ10 Contribute to health and safety in the workplace

AJ10.2 Respond to emergencies

Required performance

This will involve:

- a) in the event of an **emergency**, ensuring that procedures are implemented promptly and correctly in accordance with recognised safe practice and organisational policy
- b) ensuring that accident(s) and incident(s) are responded to within the responsibility and capability of the work operator and promptly reported to an authorised person
- c) ensuring that use of emergency appliances is carried out in accordance with **approved procedures and practices**
- d) recording details of accident(s) and incident(s) in accordance with **approved procedures and practices**
- e) referring problems and conditions outside the responsibility of the job holder to an authorised person

Occupational context

1 Emergencies (may include)

- fire
- toxic fumes
- accident(s)

2 Approved procedures and practices

- Organisational
- Regulatory
- emergency,
- operational

Knowledge Requirements

You need to know about:

- Fire and emergency precautions and procedures
- Classification of fires and the appropriate extinguishers for dealing with them
- Procedures for accident(s) and incident(s)
- Common forms of personnel accidents or health emergencies and the actions to be taken
- Approved procedures and practices in the context of the operations, the work activity and the workplace environment (organisational, regulatory, emergency, operational)
- Work operators' scope and limitations for dealing with emergencies
- Responsibilities under the health and safety statutory requirements

AJ10 Contribute to health and safety in the workplace

AJ10.2 Respond to emergencies

Required Skills

N/A

Evidence Required

The assessor must be satisfied that the candidate can provide sufficient evidence of practical performance to demonstrate competence under working conditions to:

- respond to emergencies (because of the probable lack of actual occurrence, simulation or 'what if' scenarios may be required) which would include procedures for dealing with emergency situations as listed in the range statements

Supplementary evidence will be required in order to satisfy aspects of the range not demonstrated through performance alone. In this case, additional evidence of knowledge and understanding will therefore be required.

Evidence Rules

N/A

AJ10 Contribute to health and safety in the workplace

AJ10.3 Assist in the security of the workplace

Required performance

This will involve:

- a) ensuring that unauthorised personnel seen in the workplace are dealt with in accordance with organisational procedures and the appropriate person(s) advised
- b) ensuring that arrangements for **security** are observed and maintained in accordance with **approved procedures and practices**
- c) ensuring that potential risks to security are reported promptly to the appropriate person(s) and remedial action taken as necessary in accordance with organisational procedures
- d) reporting breaches of security are immediately to an authorised person
- e) ensuring that problems and conditions outside the responsibility of the job holder are referred to an authorised person

Occupational context

1 Security of:

- Personnel
- property and the surrounding environment
- the operational area
- plant and equipment

2 Approved procedures and practices

- Organisational
- Regulator
- Emergency
- operational

Knowledge Requirements

You need to know about:

- the organisation's security procedures
- action to take in cases of breaches of security including acts of vandalism and theft
- potential security risks
- methods of dealing with unauthorised persons
- approved procedures and practices in the context of the operations, the work activity and the workplace environment (organisational, regulatory, emergency, operational)
- responsibilities under the Health and Safety Statutory Requirements

AJ10 **Contribute to health and safety in the workplace**

AJ10.3 **Assist in the security of the workplace**

Required Skills

N/A

Evidence Required

The assessor must be satisfied that the candidate can provide sufficient evidence of practical performance to demonstrate competence under working conditions to:

- maintain security relevant to the workplace needs and own level of responsibility

Supplementary evidence will be required in order to satisfy aspects of the range not demonstrated through performance alone. In this case, additional evidence of knowledge and understanding will therefore be required.

Evidence Rules

N/A