

APPLY WORKPLACE HEALTH AND SAFETY

UNIT CODE: ENG/OS/WEF/CC/01/4/A

UNIT DESCRIPTION

This unit of competency is designed to equip individuals with skills for paid employment or self-employment in a variety of contexts. It specifies the competencies required in applying workplace safety practices, performing firefighting techniques, performing first aid practices, applying emergency site procedures and applying workplace environmental safety.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make up workplace function.	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the Range</i>
1. Apply safety practices	1.1 Factors affecting health and safety in the workplace are identified 1.2 General work site and employer safety rules are applied 1.3 <i>Personal protective equipment (PPE)</i> used as per job requirements. 1.4 Safety practice checklist is completed
2. Perform fire-fighting techniques	2.1 <i>Fires</i> are classified as per the fire classification chart 2.2 <i>Fire-fighting equipment</i> selected according to the fire classification chart 2.3 Use of fire-fighting equipment demonstrated as per PASS method 2.4 Fire-fighting checklist is completed
3. Perform first aid practices	3.1 Injury and/or medical emergency situation is determined 3.2 First aid procedures are applied 3.3 Incident and/or accident checklist is completed
4. Apply emergency site procedures	4.1 Site emergency plan is interpreted as standard operating procedures. 4.2 Instructions are followed and/or communicated as per workplace guideline. 4.3 Risk-assessment checklist is completed as per workplace guidelines. 4.4 Emergency preparedness and response plan applied

5. Apply workplace environmental safety	5.1 General workshop environmental hazards identified. 5.2 Workshop <i>hazardous materials/substances</i> are managed as per workplace procedures. 5.3 Worksite damage control techniques are applied 5.4 Housekeeping procedures are applied in accordance with environmental control and worksite requirements
6. Demonstrate OSH 2007 Act application	6.1 Interpret Occupational safety and health act of Kenya, 2007. 6.2 Prepare workplace safety checklist as per OSHA, 2007. 6.3 Apply prepared workplace safety checklist.

RANGE

This section provides work environment and conditions to which the performance criteria apply. It allows for different work environment and situations that will affect performance.

Variables	Range
1. Personal Protective Equipment (PPE) may include but not limited to:	<ul style="list-style-type: none"> ● Safety boots ● Hard hat ● High visibility vest ● Hearing protection ● Fall protection ● Gloves ● Goggles
2. Fires	<ul style="list-style-type: none"> ● A ● B ● C ● D ● K
3. Firefighting equipment may include but not limited to:	<ul style="list-style-type: none"> ● Fire extinguishers ● Fire hoses ● Hose reels ● Fire blankets. ● Sand baskets. ● Fire hydrant. ●
4. Situation	<ul style="list-style-type: none"> ● Inaccessible places ● Places of extreme temperature ● High risk areas.

5. Hazardous materials/substances	Includes but not limited to; <ul style="list-style-type: none"> ● Trailing wires and cables. ● Chemical substances in unmarked containers. ● Chemical splashes.
6. Firefighting report may include but not limited to:	<ul style="list-style-type: none"> ● Location and time of fire ● People involved ● Accident details ● Safety precautions that were/were not in place ● Machinery or substances involved ● Responses of emergency services.
7. Medical emergencies may include but not limited to:	<ul style="list-style-type: none"> ● Stopped heart and breathing (CPR) ● Stopping bleeding ● Splinting and binding fractures ● Covering and calming, and dealing with epileptic fits ● Hyper ventilation ● Hypo/hyperthermia ● Chemical and fire burns ● Respiratory problems or suffocation ● Electrical and any other shock
8. Accident report may include but not limited to:	<ul style="list-style-type: none"> ● Location and time of injury/<i>medical emergency</i> ● People involved ● Accident details ● Safety precautions that were/were not in place ● Machinery or substances involved ● Responses of emergency services
9. Information may include but not limited to:	<ul style="list-style-type: none"> ● Exit routes. ● Evacuation routes ● Procedures ● Contact protocol.

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

- Communication
- Team Work
- Problem solving
- Planning and Organizing
- Self-management
- Technology
- Work safety
- Preparing materials
- Proper handling of tools and equipment

Required Knowledge

The individual needs to demonstrate knowledge of:

- Company policies and procedures, including site emergency plans
- Manufacturers' specifications
- Legislative requirements
- Risks and consequences of HIV and AIDS, STDs and STIs to self and others
- Personal Protective Clothing and Equipment
- Causes and classes of fire
- Range of firefighting equipment.
- Firefighting procedures.
- Basic first aid procedures and techniques
- Gender parity issues, non-discrimination of women including raping
- Environmental awareness, protection and enhancement

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1.1 Factors affecting health and safety in the workplace are identified 1.2 General work site and employer safety rules are applied 1.3 Safety practice checklist is completed 1.4 Fire-fighting equipment selected according to the fire classification chart.
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	<p>1.5 Use of fire-fighting equipment demonstrated as per PASS method.</p> <p>1.6 Fire-fighting checklist is completed.</p> <p>1.7 First aid procedures are applied.</p> <p>1.8 Site emergency plan is interpreted as standard operating procedures.</p> <p>1.9 Instructions are followed and/or communicated as per workplace guideline.</p> <p>1.10 Emergency preparedness and response plan applied.</p> <p>1.11 Workshop hazardous materials/substances are managed as per workplace procedures.</p> <p>1.12 Worksite damage control techniques are applied.</p> <p>1.13 Housekeeping procedures are applied in accordance with environmental control and worksite requirements</p>
2. Resource implications	<p>The following resources must be provided:</p> <p>2.1 Equipped welding work place</p> <p>2.2 Tools, equipment and accessories for arc welding works</p> <p>2.3 Materials relevant to the task</p> <p>2.4 Manufacturer’s specifications and manuals for the machines used for the job.</p>
3. Methods of Assessment	<p>Competency may be assessed through:</p> <p>3.1 Observation</p> <p>3.2 Oral questioning</p> <p>3.3 Written test</p> <p>3.4 Portfolio of Evidence</p> <p>3.5 Interview</p> <p>3.6 Third party report</p>
4. Context of Assessment	<p>4.1 On-the-job</p> <p>4.2 Off-the –job</p> <p>4.3 During Industrial attachment</p>
5. Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.</p>